

# Goddard Virtual Program Student Handbook 2014-2015

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*All policies contained in this handbook are subject to board of education modifications at any time during the present school term*

## **Notice of Non-Discrimination**

*Goddard USD 265 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, the District's Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, Telephone: 316-794-4000. Those wishing to make a federal inquiry may do so at the U.S. Department of Education through the Office for Civil Rights. Contact may be made at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov) or (816)268-0550*

## **Mission Statement**

The Goddard Virtual Program's mission is to provide students of USD 265 with an alternative to traditional schooling via a rigorous on line educational program.

### Pacing and Flexibility

The Goddard Virtual Program provides a recommended schedule that ensures all lessons in each content level are presented in one academic school year's time frame. Consistent lesson progression is expected. Progress data is used by the teacher and staff to evaluate student progress and learning. **It is essential that the parent/guardian understands that when they enroll a student in the school, they agree to participate in the program as designed.**

### School Year

The virtual school year at the Goddard Virtual Program is the same as the traditional school year at Goddard Academy. After enrollment data are confirmed the student's parent/guardian will be contacted to complete course selection and teacher assignment.

### Enrollment Guidelines and Admission Information

The Goddard Virtual Program is a public school that operates outside of a traditional classroom. **As public school students, students will be expected to spend a certain amount of time each week engaged in schoolwork.** They will also be required to take standardized tests mandated by the state of Kansas. The Edgenuity curriculum was developed by experts to meet or exceed Kansas Academic Standards. Enrollment into the Goddard Virtual Program is contingent on approval of the administration of Goddard Academy. Students in grades 1-12 who reside within the state of Kansas, have not been expelled from a Kansas public school and live in the USD 265 attendance area are eligible to apply for entrance in the Goddard Virtual Program. Acceptance into the Goddard Virtual Program requires an acknowledgment and understanding of the following information:

- There will be mandatory attendance days when virtual students are required to attend classes at Goddard Academy. This will typically be 2 scheduled count days at the beginning of the year and 2 days for state assessments in the spring. Final exams for each course will also be taken at Goddard Academy. They will be scheduled on an individual basis when students complete each course.
- A virtual environment is not the appropriate educational setting for every child. It is important to consider your child's needs to determine appropriateness.
- There is no fee to attend the Goddard Virtual Program
- It is the responsibility of the enrolled student and family to secure a computer and an Internet service provider prior to the start of school. High speed internet is recommended.
- USD 265 does not provide or lend computers or equipment to virtual students.
- The Goddard Virtual Program is a public school and follows the Kansas health and immunization guideline requirements which are available with the other enrollment information on the district website.
- Student progress is an expected part of the Goddard Virtual Program. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions.
- A student may not be enrolled in any other public school or virtual program while in the Goddard Virtual Program. It is permissible for students to dual enroll in the virtual program and their designated USD 265 traditional school but the total number of classes will not exceed 7 per semester. Exceptions may be granted with the approval of the Goddard Virtual Program administration.
- Once accepted and course work has begun a student will be expected to complete the full school term (two concurrent semesters) in the program. Movement from the Goddard Virtual Program to the traditional school setting during the school year will be allowed only for unusual or hardship conditions and will require the approval from the Goddard Virtual Program principal and the administrator of the traditional school. Students may return to their designated traditional school at the beginning of any semester if they are on pace to graduate with their class.
- After the enrollment deadline, students may be permitted to enroll based on administrative approval and space available
- Adherence to the Goddard Virtual Program handbook and USD 265 board policy is strictly enforced.

### State Audit

To determine school funding, audits of mandatory student attendance are conducted in September. Failure to fully participate and submit required documentation by designated date will result in automatic withdrawal from the Goddard Virtual Program and the student being enrolled in the appropriate traditional USD 265 school.

### **Change of Information**

Parents are responsible for notifying the administrator and/or counselor of any changes to address, phone number or other pertinent information within 10 calendar days.

### **Communication**

Communication is a key component to the success of your student in the Goddard Virtual Program. Parents are encouraged to call or e-mail the Goddard Virtual Program principal, counselor, or teacher with questions or concerns. Your phone call will be returned within 24 hours. E-mails will be answered in the same time frame. Families are encouraged to check e-mail daily as updates and reminders as well as feedback on assignments are sent regularly. Parents will receive progress reports from Edgenuity weekly. Parents are also encouraged to access their child's Edgenuity progress reports and attendance log through the Edgenuity parent portal. For information on the parent portal, contact the Goddard Academy office. Each semester a Parent/Teacher Conference will be held to discuss academic progress; this may be done via phone. These conferences are a Kansas State Department of Education requirement.

### **Required District and State Assessments and Course Finals**

The Goddard Virtual Program is a public school and all students are required to participate in the Kansas State assessments and audit to maintain enrollment. All Goddard Virtual Program students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools. Student attendance and participation in test preparation and scheduled testing is a mandatory requirement for enrollment in the Goddard Virtual Program. It is also mandatory that finals for all courses are proctored. The proctored exams will be administered at Goddard Academy and will be proctored by a licensed USD 265 administrator and/or teacher.

### **Goddard Virtual Program Counseling Services for Students**

The Goddard Academy counselor will provide or arrange counseling services as needed.

### **Attendance Policy**

Parents may request that their child be exempt from the compulsory attendance requirements if the student is 16 years of age or older. The parent and child must complete the school/district exemption request form and attend a final counseling session with the counselor and principal. Following the meeting, the student will be unenrolled and considered a drop out.

The administration will communicate with parents to insure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory school attendance law, when students are not working adequately in the virtual program. **Regular attendance is defined as a student working enough to progress approximately 5% toward completion of each virtual class per school week.**

1. A student who fails to make adequate progress in virtual courses during the course of one semester will be considered by the principal and staff for removal from the virtual program.
2. If a student is removed from the Goddard Virtual Program due to a lack of progress and is not currently expelled from any school, they will be enrolled in their designated USD 265 school (grades 1-8) or in Goddard Academy (grades 9-12) for the remainder of the school year. If the student does not attend at the assigned school in a timely manner, then it is the duty of the administration to report the student as truant.
3. If a student is removed from the program due to lack of progress, he/she cannot re-apply to the virtual program until the following school year and will only be allowed to re-enroll the following year with the approval of the administration.
4. The official record of progress will be the one that is kept in the office.

As part of consideration for removal from the program, the principal may review the student's progress in coursework. Special consideration will be given if a student is making sufficient progress in coursework, such that he or she would be able to receive 1/2 credit in 5 or more classes at the end of one semester – as verified by teachers.

**\*\* Students attending the Goddard Virtual Program who were expelled from traditional Goddard schools will need to refer to their expulsion paperwork for specific attendance or progress requirements.**

### Academic Engagement: Non-Compliance Procedures

The following procedure will **not** be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by the Goddard Virtual Program administration (i.e. extended illness of the student, parent or primary adult, internet connection issues, etc.) While the majority of our families are committed to educational excellence, there are instances in which a student may be considered lacking in appropriate academic progress. **Students enrolled in the Goddard Virtual Program are expected to make continued progress in all courses in which they are enrolled at the rate of approximately 5% of each course being completed each week that school is in session.**

#### **When students do not meet the minimum progress goals the staff will follow the procedure:**

- Step 1: The instructor will notify the administration of students who fail to meet the minimum academic engagement.
- Step 2: Upon receipt of notification, the instructor will participate in a conference call with the parent or guardian to identify the issues causing the lack of engagement and develop a plan to re-engage learning and meet suitable academic goals to ensure the success of the student. The student will then be expected to show academic engagement.
- Step 3: In the event the student does not engage according to stipulations in step 2, the instructor will notify the administration of the non-compliance.
- Step 4: The administration will notify the parent/guardian regarding non-compliance.
- Step 5: In the event the parent does not respond to communication or the student does not re-engage in the school as designed in step 2, the student will be placed on probation status for 2 academic weeks. Termination from the program may be considered within this process. If the student does not re-engage in learning, they will be terminated from the program. Students who are terminated from the Goddard Virtual Program will be enrolled into the appropriate USD 265 traditional school according to their home address. Students terminated from the program will not be permitted to re-enroll in the program. Additionally a formal directed studies plan may be implemented for all students not “Meeting Standards” on state assessments or for lack of academic achievement. Continued enrollment is contingent on adherence to this plan. This plan is discussed and evaluated at each conference.

### Curriculum



Goddard Virtual Program curriculum is based on the Edgenuity computer program. The coursework is completed on computers and credits are earned when a student progresses through a course. Students will not be given credits automatically at the end of a semester. Once ½ credit is earned, the grade is posted to the student’s transcript and the student is enrolled in a new course. Grades that are shown on progress reports and report cards do not reflect credit earned. Credits earned will be shown on 1<sup>st</sup> semester report cards and 2<sup>nd</sup> semester report cards. Students may request to talk to the counselor about their credits earned at any time. Because the Goddard Alternative Program is an alternative learning environment, the curriculum allows students to gain knowledge at their own pace. Students may be receiving a passing grade in class, but may not have completed the work required to earn ½ credit in the class at the end of one semester. The expectation of the computer based curriculum is such that students are able to earn ½ credit in each class at the end of each semester.

### Faculty / Staff

Goddard Virtual Program courses are taught by USD 265 teachers. Teachers are available by phone or e-mail. Please check their assigned school’s web site to see planning times and find e-mail addresses.

### Grades and grading system

**Report to Parents:** Progress reports and report cards will be handed out to students as noted on the school calendar. The final report cards will be mailed at the end of the school year.

A	-	90	-	100
B	-	80	-	89
C	-	70	-	79
D	-	60	-	69
F	-	0	-	59

### **Course length**

Elementary and middle school courses will be based on traditional semesters. Students will be expected to complete all coursework by the end of the semester. Any unfinished work at the end of a semester will count as a zero.

High school courses are self-paced. Students will be enrolled in 7 courses per semester and will earn ½ credit upon the successful completion of each course. Because it is a self-paced program, students and parents must be vigilant concerning academic progress so that students do not fall behind and get off track for graduation.

### **Graduation Requirements**

1. A minimum of 25 units of senior high school credit.
2. The following units are required:
  - Pass four (4.0) units of credit in language arts. (English 9, 10, 11, 12)
  - Pass three (3.0) units of credit in social studies. (1.5 units of U.S. History, .5 unit of Government, .5 unit of World History and .5 unit of any social studies elective course)
  - Pass three (3.0) units of credit in science.
  - Pass three (3.0) units of credit math.
  - Pass one (1.0) unit of credit in physical education.
  - Pass one half (.5) unit of credit in communications.
  - Pass one (1.0) unit of credit in fine arts.
  - Pass one half (.5) unit of credit in health.
  - Pass 9 units of credit in general electives. (For example: foreign language, family and consumer science, business, etc.)
- In certain situations, students who have been in state or JDF custody will graduate by meeting the state minimum of 21 high school credits.

### **Special Education**

If a student is qualified for special education services, a meeting will be held in order to determine the needs of the student and discuss what modifications and accommodations are possible through the virtual program.

### **Technology Support**

Any student/family enrolled in the Virtual Program will be responsible for providing their own internet service. If you have problems with your internet connection you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed internet.

### **KSHSAA Eligibility Policy for Home School Students**

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy as published in the March KSHSAA Executive Board Meeting Minutes. Since this is an Executive Board policy, it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

## **KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students**

With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
- Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

### **RATIONALE:**

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

### **Student Behavior Code**

The principal of each school shall develop such rules and regulations consistent with policies, rules and regulations of the Board which may be necessary to govern the conduct of the students under their supervision. These rules apply to all virtual students when in attendance at Goddard Academy or any other traditional school building. Such rules shall be reviewed by the Board and adopted by reference.

### **Bullying**

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance. Goddard USD 265 will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district's property or as an educational disruption brought to the school district through a personal or commercial internet communication. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

### **Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours
2. On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school
3. Off the school grounds at a school activity, function or event. Violation of this policy will lead to suspension or expulsion of the offending student. (See also JCDBB Weapons Policy)

### **Narcotics, Alcoholic Beverages, Drugs and Controlled Substances**

A student shall not possess, sell, use, transmit, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any unprescribed controlled substance, drug look alike, drug paraphernalia, or alcoholic beverage of any kind:

1. On the school grounds during, before or after school hours
2. On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school
3. Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. It shall be considered a violation of the rule for a student to possess, use or distribute any prescription drug for which the student does not have an authorized medical prescription from a physician. Additionally, it shall be considered a violation of the rule for a student to distribute a drug for which they have an authorized medical prescription from a physician to any other student(s) It shall not be a violation of this rule for a student to possess or use a needed over the counter medication in a quantity that does not exceed the reasonable personal needs of an average user of said medications. It shall be a violation of this rule for a student to sell, transmit or distribute an over the counter medication to any other student(s). Violation of any provision of this behavior code may result in suspension and/or expulsion and possible criminal prosecution. (See also JDDA Drug Free Schools)

### **Use of Trained Dogs to Promote Drug Free School**

In order to promote a drug free environment, the Board of Education authorizes the Superintendent of Schools or the superintendent's designee to use dogs specifically trained to detect drugs to search the facilities and grounds of Unified School District 265 including any vehicles on USD 265 property.

### **Searches of Students (JCAB)**

In order to protect the health, safety or welfare of students under school jurisdiction, building principals, their assistant(s), and school police officers are authorized to search students. School authorities shall not conduct strip searches. All searches shall be carried out in the presence of an adult witness.

### **Tobacco-Free District (JDDB)**

District property is to be tobacco-free. The Board of Education believes that a tobacco-free policy is important in establishing an appropriate learning and working environment for students, teachers and the public. The use, tobacco products, including electronic cigarettes, in any form is prohibited at all times in or on all district real (including parking lots) or personal property (including vehicles) whether owned, leased or rented, or at any school-sponsored event. Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

**1st Violation:** Discipline report, mandatory parent conference, and appropriate law enforcement officials will be contacted and a citation issued.

**2nd Violation:** Up to a three day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A student found in second violation of the tobacco policy may be offered a tobacco cessation program as an option to suspension.

**3rd Violation:** Up to a five day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A hearing for a long-term suspension may be held.

Any student who violates the terms

of this or any other tobacco policy shall be subject to the above discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322). Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in Kansas law or district policies.

## **Sexual Harassment (JGEC)**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education
  2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual
  3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.
- Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
  - The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.
  - Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator may discuss the complaint with the student to determine if it can be resolved. A form to initiate this complaint is attached and can also be secured from the building principal.
  - The principal of the school the student attends, or their designee, shall be considered to be the impartial investigator. If the principal, or their designee, is not independent or does not believe that they can conduct an independent investigation, then the matter is to be referred to the District Compliance Coordinator. The District's Assistant Superintendent of Human Resources has been designated to coordinate compliance with nondiscrimination requirements of this policy. The Compliance Coordinator can be contacted at 201 South Main, Goddard, KS, 67052 or by telephone at 316-794-4000.
  - Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. Conduct found to be sexual harassment is subject to the full range of disciplinary measures including expulsion.
  - An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.
  - When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.
  - To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.



- The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion of a student or termination of an employee.
- False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

**Racial Harassment: Students (JGECA)**

The board is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint Procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall be published in the back-to-school issue of the district newsletter and shall be found in the student policies section of the district website.

### **Complaints**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. The District's Assistant Superintendent of Human Resources, 201 South Main, Goddard, KS, 67052, (Telephone: 316-794-4000), has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

#### **Complaints About Discrimination or Discriminatory Harassment**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### **Informal Procedures**

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not

believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

## **Formal Complaint Procedures**

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
  - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.
- Regardless of the complaint resolution process used, if it is determined either during or at the conclusion of the process, that discrimination or harassment has occurred, appropriate administrative action will be taken. The action taken should be designed to end the discriminatory activity and remediate any damage that was caused to the extent possible. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment.
- Retaliation against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the provisions of the complaint resolution process is prohibited. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment.

## **Complaints About Policy**

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

## **Complaints About Curriculum**

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

## **Complaints About Instructional Materials**

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

## **Complaints About Facilities and Services**

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

## **Complaints About Personnel**

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

## GODDARD HARASSMENT COMPLAINT FORM

Your Name \_\_\_\_\_ School/Grade \_\_\_\_\_ Date \_\_\_\_\_

Type of Complaint \_\_\_\_\_ Sexual \_\_\_\_\_ Disability \_\_\_\_\_ Racial \_\_\_\_\_

Date incident reported \_\_\_\_\_ Reported to \_\_\_\_\_

Please describe the specific incidents that you feel constitute harassment. (use extra sheets if needed):

What is/are the date/s the incident occurred? \_\_\_\_\_

Please describe the incident including what occurred, when it occurred, and whether there were any witnesses other than you to the event(s). If necessary, attach additional sheets of paper.

Are you aware of any other person who has been subjected to similar harassment? If so, please identify such person(s) and describe the details of the harassment including when and what occurred.

Other than the individual(s) you have identified above, is/are there any other person(s) who you feel should be contacted in connection with the investigation of this complaint. If so, please identify the individuals, how to contact them, and what information these individual(s) may have.

This form should be filed with the USD 265 / Goddard Public Schools District Compliance Coordinator, 201 S. Main, Goddard, Kansas 67052 – 316-794-4000.

***Your complaint of harassment will be promptly and thoroughly investigated. The investigation will be kept confidential to the extent as possible with the Districts' need to fully investigate and address the situation. If the investigation verifies that inappropriate behavior has occurred, appropriate disciplinary action will be taken against the person who has harassed you.***

If at any time you feel that as a result of your complaint you are being retaliated against, please file an additional complaint using this form or contact the Districts' Compliance Coordinator. He can be contacted at 201 South Main, Goddard, KS 67052 or by telephone at 316-794-4000.

Please read the above carefully before signing. Your signature below will indicate that this form accurately and completely describes your complaint of harassment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

**This form can be completed by Parent or the Student**