

2023-2024 Student Handbook

Dear Students and Parents:

Welcome to Complete High School Maize and one of the most exciting, rewarding learning environments you will ever encounter.

At Complete, we know that we will be working with some of the brightest and most creative students in the state. The staff is committed to providing learning strategies that will lead to the best opportunity for academic and personal success. We also expect students to be active participants in the creation of their Personal Education Plan (PEP).

Students at Complete will have more freedom, choices, and privileges than they are used to, and along with these come significant increases in responsibilities. As a National School of Character, CHSM students and staff are often looked to as models for education.

Do not be under the mistaken notion that Complete is going to be the easy way out. Yes, we will adapt instruction to correlate with individual learning styles. Yes, we will adapt activities to meet the needs of the students. But remember that ultimately students are responsible for the learning that occurs. Individual learning assessment is just one way we will determine how our students' needs are met. Whereas we will match learning styles with the student, we also will help students learn to adapt their learning style with many others. One of our goals is to make sure students are prepared for a variety of experiences which they might face in the future.

All of us at Complete are here for you. We were not assigned to this school, but rather, asked to be placed here because we have such a deep commitment to alternative education principles as well as a sincere desire to make a positive difference in the lives of all students who pass through our door.

Welcome to the Complete High School Maize family. We hope you have a wonderful stay!

Sincerely,
Michelle Hilliard
Associate Principal

Welcome to Complete High School Maize—where individuality is celebrated and untapped abilities and talents are maximized.

Complete High School Maize

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**Deceased*

CHSM is a PROGRAM offered within MHS and MSHS, it is simply located on a separate campus. The USD 266 Board of Education's approved high school handbook still governs students at CHSM. Included in this handbook is general information regarding Complete. Policies, rules, procedures, and programs are developed from the ideas of students, staff, USD 266 administration, and Board of Education. Because of this, our program is constantly evolving in order to meet the needs of the current population. Therefore, this handbook should be viewed as a general source of information and not as a set of laws written in stone.

The Animal School

Once upon a time, the animals decided they must do something heroic to meet the problems of a “new world”. So they organized a school.

They adopted an activity curriculum consisting of running, climbing, swimming, and flying. To make it easier to administer the curriculum all the animals took all the subjects.

The duck was excellent in swimming, in fact better than his instructor, but he made only passing grades in flying and was very poor in running. Since he was slow in running, he had to stay after school and also drop swimming in order to practice running. This was kept up until his web feet were badly worn and he was only average in swimming. But average was acceptable in school so nobody worried about that except the duck.

The rabbit started at the top of the class in running, but had a nervous breakdown because of so much make-up work in swimming.

The squirrel was excellent in climbing until he developed frustration in the flying class where his teacher made him start from the ground up instead of from the tree top down. He also developed a “charlie horse” from over-exertion and then got a C in climbing and a D in running.

The eagle was a problem child and was disciplined severely. In the climbing class he beat all the others to the top of the tree, but insisted on using his own way to get there.

At the end of the year, an abnormal eel that could swim exceedingly well, and also run, climb, and fly a little, had the highest average and was valedictorian.

Dr. George H. Reavis, 1939

In response to “The Animal School”, Complete High School Maize was born.

Mission

USD 266 – The mission of Maize USD 266 is to inspire students to discover their potential through connecting, learning, and leading.

Complete High School Maize – We ensure that all Complete High School Maize students will obtain the necessary skills to become productive members of society by establishing a strong work ethic, compassion for all people, and the ability to solve problems.

Goals

Complete High School Maize has, at its core, three major goals:

- To provide a quality academic environment that leads to the awarding of a high school diploma.
- To provide students with those personal/social living skills that will help them be successful for life.
- To provide vocational guidance and placement that will lead to successful career attainment.

Eligibility

Students who have attended a traditional high school are eligible to attend. We recommend students be at least 16 years old; however, younger students may be admitted on an individual basis. No student will be admitted directly from 8th grade; i.e. a student must attempt a traditional school first. There is no upper age limit. **Only those students desiring to obtain a high school diploma and make improvements in their lives will be admitted.**

For students who have left CHSM for any reason and plan on returning, there will be certain criteria that must be met upon returning to school, including attendance contracts, completing a minimum number of contracts, and passing random drug evaluations, etc.

Enrollment Procedures

- 1) The student requests applications for both the student and parent/mentor and submits them to CHSM.
- 2) If the school has no vacancies the student will be placed on a waiting list and be notified when an opening occurs.
- 3) When a position is available, the student and parent/mentor will be contacted to set up an appointment for an interview.
- 4) If the student is unable to keep the appointment he/she must call. If not, the student will be placed at the bottom of the waiting list.
- 5) Based on the interview, the student will be told whether or not he/she can attend CHSM. If admitted, the student will be scheduled to complete an orientation contract. The student must also complete necessary paperwork with their current school.
- 6) Once the orientation contract has been successfully completed, the student is considered to be a student at CHSM. **If the student does not successfully complete the orientation contract, he/she will not be accepted.**

The purpose of the interview is to determine whether CHSM is a good placement for the student. The purpose of the orientation contract is to acquaint the student with CHSM and to determine whether the instruction methods at CHSM are conducive to a student's learning style.

Students currently serving an expulsion from any district are not eligible to attend CHSM until the expulsion has expired, or the student receives special permission from the Maize district. Students admitted under an expulsion will have additional stipulations on a case-by-case basis.

Graduation Requirements

The current USD 266 required courses for graduation are also in effect for CHSM students. In addition, CHSM students must meet additional requirements in health/fitness, civics, career education, and community service. Each of these is discussed further in the “*Active Learning*” section of this handbook. Amounts of credit needed in each area will be individually contracted with each student. Students must also complete an exit interview.

Every course a student completes will meet the outcomes established for Maize USD 266. The means of achieving these outcomes is the sole determination of CHSM. CHSM students will participate in Kansas state assessments, ACT testing, and ASVAB assessments. All CHSM students must attend one school board meeting prior to graduation.

Diploma

Students will receive a high school diploma from their originating Maize secondary school (either Maize High School or Maize South High School). They will receive their diploma at the end of the year once credits have been completed for graduation. They may participate in their originating secondary school’s graduation ceremony at the end of the school year during which credits are completed. CHSM students wear a **purple cord** at graduation that symbolizes they were part of the CHSM program.

Learning Environment

At CHSM we recognize that all students do not learn in the same way or at the same pace. We truly do value individuality. A variety of instructional methods, curriculum contracts, individualization, varied methods, and creative, non-traditional learning styles will be utilized. Students will be challenged to achieve all that they can. We acknowledge that CHSM will house some of the brightest and most talented students. The challenge will be to optimize these talents by valuing high expectations. Students and staff will develop PEPs upon entering CHSM and will develop a portfolio as they progress through CHSM. This PEP will outline the student’s plan for success. The portfolio can be used as a career springboard housing important documents students will need as they enter adulthood.

Cell Phones

As cell phones have become common in everyday society, CHSM began teaching the common-sense approach of “appropriate time/appropriate place” for cell phone use. **Callers are encouraged to utilize the CHSM office when trying to reach students during the school day, especially to deliver sensitive or potentially upsetting information to a student so that staff members can provide appropriate support.** Students may have limited access to their cell phones as teachers typically do not allow cell phone usage during classes.

Cell phones will be allowed before school, after school, during breaks, and during lunch. They may also be used on the bus during field trips. Unless directed otherwise, students should not use their cell phones when someone is presenting information in a group setting or directly to the student. If a student is found using their phone at an inappropriate time, staff will take the phone, the student will be given a form to fill out and return with parent signature the next day. If the student forgets their form or there is no parent signature - the phone will need to be turned in to the office each morning until the signed form is back. If a student does not turn in their cell phone when asked, they will be sent home, a parent called, and the expectation for the form will be as stated above. Repeated violations of the cell phone policy will result in a parent/student/staff conference to determine if CHSM is a conducive environment for the student’s learning.

Example Schedule



CHSM Schedule 2023-2024



4:15 Week

Monday, Tuesday, Wednesday: 8:15 - 4:15		
Block 1	8:15 - 9:35	80
THM	9:35 - 10:03	30
Break	10:03 - 10:10	
Block 2	10:10 - 11:30	80
Lunch	11:30 - 11:45	
Wolf Pack	11:45 - 12:30	55
Fit for 15	12:30 - 12:50	20
Dens	12:50 - 1:30	40
Brain Break	1:30 - 2:10	40
Break	2:10 - 2:17	
Matinee 1	2:17 - 3:15	60
Matinee 2	3:15 - 4:15	60
Total		465

Thursday: 8:15 - 4:15		
Block 1	8:15 - 9:35	80
THM	9:35 - 10:03	30
Break	10:03 - 10:10	
Block 2	10:10 - 11:30	80
Lunch	11:30 - 11:50	
Speaker	11:50 - 12:50	60
Fit for 15	12:50 - 1:10	20
Thankful Thurs.	1:10 - 2:10	60
Break	2:10 - 2:17	
Buff-it-up	2:17 - 4:15	130
Total		460

3:00 Week

Monday, Tuesday, Wednesday: 8:15 - 3:00		
Block 1	8:15 - 9:35	80
THM	9:35 - 10:03	30
Break	10:03 - 10:10	
Block 2	10:10 - 11:30	80
Lunch	11:30 - 11:45	
Wolf Pack	11:45 - 12:30	45
Brain Break	12:30 - 1:00	30
Break	1:00 - 1:07	
Matinee 1	1:07 - 2:02	55
Matinee 2	2:02 - 3:00	60
Total		380

Thursday: 8:15 - 3:00		
Block 1	8:15 - 9:35	80
THM	9:35 - 10:03	30
Break	10:03 - 10:10	
Block 2	10:10 - 11:30	80
Lunch	11:30 - 11:50	
Speaker	11:50 - 12:50	60
Buff-it-up	12:50 - 3:00	130
Total		380

8:15-12:15, Friday – Build Your Bank

Students may attend to catch up on contract work or use the time to make up for being absent or non-productive during the week.

Attendance

Students are expected to attend CHSM 100% of the time. Attendance is the single most important element in a successful CHSM student. Historically, when students maintain an 85% attendance rate, we have a 100% graduation rate for those students. This equates to missing no more than four days per 9 weeks. If a student is not able to attend he/she is asked to notify the school that morning.

Students will receive either productive or non-productive time while at CHSM. Non-productive time is time acquired when a student is absent from school. Productive time is considered time that is earned back when a student comes in for Build Your Bank. Students must have a minimum of 30 hours of productive time to earn .25 credit and 60 hours of productive time to earn .50 credit. The consequences of being absent, tardy, or non-productive are:

- It takes much longer to complete curriculum contracts, thus delaying graduation.
- Habitual absent, tardy, or non-productive students may be dropped in order to allow students on the waiting list to attend.
- If a student accumulates 2325 non-productive minutes (5 school days missed), the student and parent/guardian will have a meeting and will re-interview with the staff to see if they will continue at CHSM for the next 9 weeks.
- Contracts for attendance may be negotiated in extenuating circumstances, but once negotiated, students are expected to complete the terms of the contract.

Students who have been dismissed from CHSM may apply to be re-admitted but will be added to the bottom of the waiting list. Upon return, students will have a strict list of requirements that they must adhere to in order to be a CHSM student.

Grade Cards/Progress Reports

Student contracts are due twice each nine weeks. Caregivers are welcome and encouraged to contact their student's teachers via phone or email requesting a student progress report at any time. Please make sure that updated contact information (phone, email, address) is in Skyward so that teachers can give updates on student progress.

Transcripts with the student's courses/grades will be sent home during the fall and spring parent/teacher conferences. It is expected that every parent/mentor attend. Students are in charge of conducting their own conferences.

Homework Policy

Because students are expected to be productive while in attendance at CHSM, and because students work one on one with staff, students should not expect to be given homework. Any outside work will be negotiated by the student. Misplaced contracts, or if a student is found to have taken a contract home without permission, could result in the student needing to start over on the contract.

Student Fees

Enrollment fees are the same as those paid at the regular high schools. In addition, an \$100 per year student fee outside of normal USD 266 fees will be assessed to all students who attend CHSM. This fee is used to help defer some of the extra costs for activities at CHSM such as school field trips, birthday lunches, special lunches, Buff It Up activities, reading incentives, Thanksgiving Feast, attendance incentives, etc. This fee IS NOT waived if a student is on free/reduced lunches.

Students must have their monthly fees paid in full in order to return to CHSM for the following school year.

Guidelines for Behavior

The basic “rule” for CHSM is this: students and staff are expected to treat one another with dignity and respect. Any behavior that prevents students and staff from teaching and/or learning will not be permitted.

Because our school is located near an elementary school and we understand we may be scrutinized until we are understood, it is imperative that students and staff drive slowly, safely, and carefully and that any behavior displayed is done in a productive, positive manner.

We are bound by state law which mandates that students will be expelled for 186 days for possession of a weapon on school grounds. Other state mandates will be in effect for CHSM. Because CHSM is a program within both high schools, yet located on a different campus, MHS and MSHS policies for serious misbehaviors such as bringing drugs to school and technology violations are in effect and at the discretion of staff. Copies of the MHS and MSHS student handbook with guidelines for behavior are online, or students can request a copy from any staff member.

Students who attend Complete High School Maize request to attend and do so voluntarily. We consider CHSM a privilege designed to help students who choose a smaller learning environment. As such, students at CHSM must have additional responsibilities designed to aid in their success. One such responsibility is agreeing to attend school drug/alcohol-free and to keep drugs/alcohol off school property. Therefore, maintaining a drug/alcohol-free environment at CHSM is of utmost concern. The CHSM staff has been trained to be alerted to students who are under the influence. If a student who comes to school is suspected of being under the influence of drugs or alcohol, the student will be tested. If the student refuses to take the test or if the test results are positive, the student will abide by the consequences set forth by the staff of CHSM.

At times it will be necessary for students and staff to “dress up”. Typically, this occurs during the Thanksgiving Feast and when a student walks at graduation. We do not want to pose an undue financial burden on anyone, so if dress clothes (slacks, dress shoes, dress shirts, dresses/skirts, etc.) are a problem, please utilize the Salvation Army or Goodwill facilities to get quality clothes at reasonable rates. Please know that we will insist that students are dressed appropriately for these special events.

Breakfast/Lunch

Students may eat meals prepared by the Pray-Woodman School cafeteria. Breakfast/Lunch payments can be paid online or cash or check (checks to Pray-Woodman). Pray-Woodman lunch orders are placed first thing in the morning through a Google Form found on Google Classroom or a link can be added to the student’s phone. Lunch orders must be placed by 9:40am. Students may purchase a la carte items from the vending machine, as well. Students can also purchase items from our student store - they can purchase prepaid cards or pay in cash. Several times per month, meals will be provided by CHSM.

CHSM does participate in the free/reduced lunch program. If you would like an application for free/reduced lunches, please see Michelle or Cherrie. A link can also be found in Skyward.

TEAM – Together Everyone Achieves More

As a condition for acceptance to CHSM, the student’s parent or mentor is required to have some involvement in the school. At the very least, this means a commitment to attend parent-teacher conferences three times each school year. We welcome parents to volunteer in special activities throughout the year.

Curriculum Contracts

Many credits at CHSM are earned by completing contracts. These are utilized most often during the academic blocks. A contract simply lists all requirements a student must complete before receiving credit. A quarter credit (0.25) is equal to a minimum of 30 hours of contract work. Students completing a minimum of 60 hours of contract work will receive .50 credit. Most contracts can be modified through negotiation with the teacher. Students **must** complete at least 3 contracts each 9 weeks in order to continue at CHSM for the next term (1 contract from Block 1, one contract from Block 2 and then one more from either block 1 or block 2). Keep in mind, 3 contracts are the minimum; students should complete 4 contracts per 9 weeks.

Wolf Pack Lessons

Social skill building and character education skills are a focal point at CHSM. As such, Wolf Pack Lessons are academic time devoted to developing character traits. Students will be required to participate in activities that show mastery of these skills. Elective credit is earned for these activities. This time cannot be made up if missed.

Matinee Classes

Many options for receiving elective academic coursework will be available in the afternoon blocks. Staff will offer varied content areas. Several classes will be offered in two-week increments. Students will select the matinees they would like to take. Productive time is recorded in the student's cumulative credit file kept by the clerical staff. Students are required to participate in matinee courses in order to receive time-based elective credit. This time cannot be made up if missed.

Classes Outside of CHSM

CHSM students have a variety of opportunities to earn credits outside of CHSM. Taking vocational classes at WSU Tech, as well as taking one class at the regular high schools during 1st or 4th Block are several of the most common ways. Students must realize that this is a privilege, and certain requirements must be met to qualify for the classes as well as be allowed to stay in the classes. If a student is interested in taking classes during the CHSM school day at another venue, he/she needs to talk with Adam.

When allowed the privilege to take a class outside of CHSM, students must understand that those classes are a priority. In addition, the rules and expectations of the host school must be followed. Students and guardians should consider the following before asking to take a class outside of the CHSM building:

1. CHSM students are subject to the guidelines stated in the student handbook at the school of study. This includes (but is not limited to) dress code, absences, tardies, consequences for misconduct, cell phone and technology policies, etc.
2. CHSM students attending class at MHS or MSHS must provide their own transportation to and from class each day. Only classes that can be taken during 1st or 4th Block are accepted. Staff members and students will not leave CHSM to take students to and from school.
3. CHSM students who attend a class away from our building at any time during the day may miss school field trips that interfere with class. Please understand that if it is possible, students will be encouraged to attend field trips, but if the trip conflicts with class, students will be expected to fulfill their obligation to class.
5. CHSM students will be required to attend classes on the scheduled days even if we do not have school that day. This includes Fridays.

Special Education

Students who have an IEP will need to meet with their IEP Team to determine if CHSM is a good educational fit. If you are on an IEP, please talk with your school counselor and school psychologist to see what the next steps should be in your decision about CHSM.

Transportation

At times, students will be allowed to drive themselves and other students to school events off campus. Each student will have a permission form stating guardian expectations for student transportation. Please note that school transportation is always available to students for an all-school outing, and students are welcome to ride this transportation. It is the responsibility of the student to know whether or not he/she has permission to ride with and/or drive him/herself or others. Guardians and students should discuss this expectation and make sure students adhere to the agreed arrangements.

Boundary Schools

USD 266 has two traditional high schools and one alternative high school “program”. Students at CHSM are still considered MHS or MSHS students. They just attend school on a different campus. Students from either school are eligible to attend CHSM. All students who apply will be placed on a waiting list and be accepted on a first come, first serve basis. CHSM adheres to district boundary policies. If a student chooses to leave, or is asked to not return to CHSM, the student must return to his/her boundary school. Students involved in extracurricular activities may do so from their boundary school.

Active Learning

Students will be presented with numerous opportunities for gaining credit to be applied to their credit file. Examples of activities are as follows:

- **Strut Your Stuff** - Students can research questions on the “Strut Your Stuff” board. Also, students can earn .25 credit or more each month by completing the contract. In addition elective contracts and old “Strut Your Stuff” contracts are found in the Elective Binder in Mike’s room.
- **Quote of the Week** - Quotes will be posted each week and students are able to write a paper that explains and relates the quote to their lives. Credit can be earned for this process.
- **Walk It Off/Calm Room** - We recognize that at times there may be situations that prevent a student from focusing on their school work. If a teacher feels a student is in need of a “time out”, the teacher will provide an activity with a learning opportunity that exists outside of the classroom. This is a teacher-initiated activity.
- **Town Hall Meeting** - Students and staff will meet as a group to discuss issues, solve problems, and celebrate successes. Participation in these meetings will result in the accumulation of credit. If a student is absent, Town Hall minutes are available on Google Classroom, and are posted at the school.
- **Civics** - Students will be required to participate in community activities that may include the following: attending USD 266 Board of Education meetings, Maize City Council meetings, school site council meetings, civic organization meetings, special interest group meetings, and others as they come about. Attending at least one meeting and handing in the appropriate documentation is mandatory to graduate from CHSM.
- **Buff It Up** - One day each week the matinee classes will be devoted to health/physical fitness activities. Examples of activities that all students and staff will participate in are: bowling, swimming, tennis, golf, walking/jogging, and a variety of other events.
- **Opportunity Knocks** - The Opportunity Knocks board in Town Hall will display opportunities for students. The opportunities include jobs, volunteering, additional learning activities, etc.

- **Exploratory Time** - Speakers, community colleges, vocational schools, and numerous outside agencies will be brought in to meet with students regarding careers, training programs, and community events. Student requests will determine who is brought in.
- **Complete Leaders** - Students take turns being Complete Leaders. The Complete Leader helps with custodial duties and performs a variety of other duties as deemed necessary by staff.
- **CHSM General Store Worker** - Students can volunteer to work at our General Store that is located inside Reflection Ridge Retirement Community. The store is open year round.
- **CHSM Student Store** - Students can volunteer to work at the CHSM Student Store which is located at CHSM. The store is open during breaks and lunch.
- **Lunchroom Workers** - Students will have the opportunity to volunteer for a position to work lunches at several elementary buildings. If a student volunteers, he/she is expected to have perfect attendance as a volunteer. Students may be allowed to take work home for volunteering for this.
- **Online Courses** - Some students may be allowed to take classes “online”. These courses are paid for by the student.
- **Learning Packets** - Learning packets are opportunities for students to fix a bad behavior. These are assigned by the staff to be completed during Build Your Bank. Once completed, the student must “counsel” with the Build Your Bank teacher to make sure he/she has learned from the information.
- **Service Day** - One afternoon a month, students and staff participate in service day. Students choose which service project they would like to participate in. Past service projects include: visiting residents at assisted living facilities, picking up trash with the Adopt-a-Highway program, donating blood at the Red Cross, volunteering at the YMCA, and cleaning projector filters at other schools.
- **Internships** - Any junior or senior has the opportunity to do a job shadow or internship. These are non-paid positions, but students earn elective credit while learning about different careers. Students must attend mandatory meetings in order to be considered.

Additional activities will be added as deemed necessary or at the request of the students/staff.

Incentive Programs

The following awards/incentives are offered to CHSM students:

- **1000 Little Things** - (note) – Given by whomever, whenever appropriate. Presented by Michelle at THM.
- **Complete Citizen of the Week** - (certificate) – Given weekly by staff. End of 9 weeks all citizens are taken out to get an ice cream treat.
- **Birthday Celebrations** - Birthdays are celebrated monthly.
- **Complete Achiever** -
Per 9 weeks:
 - Four contracts completed on time
 - No major/semi-major disciplinary incidents
 - Attendance – no more than 2 days per 9 weeks missed

Each 9-week period that a student is a Complete Achiever he/she is eligible for a group lunch with Michelle and can negotiate for a special privilege. The privilege will last for the following 9 weeks. The student must make an appointment to meet with staff during a staff meeting to negotiate the privilege. The student will also receive a certificate, incentive coupons, soda and a candy bar.

- **Complete Attender** - Students who miss fewer than 4 hours of school during a 9 weeks (or 2 hours for a part-time student) will receive a certificate, incentive coupons, soda and a candy bar.
- **Complete Builder** - The 3 students who have the most productive time each 9 weeks will receive a certificate, incentive coupons, lunch with Michelle or negotiate a special privilege, soda and candy bar.
- **Contracts Done on Time** - Students who get contracts finished on or before the due date will receive a certificate, incentive coupons, soda and a candy bar.
- **No Dropouts** - At the end of each week with no dropouts, an item for a banana split will be given to the students. When 5 items have been received, students will have a banana split party to celebrate. If a dropout occurs before the end of the 5 weeks, all items are taken back and the process will begin again.
- **Daily Attendance** - Students who are present and on time every day during the week will receive a punch on their attendance card toward a special privilege.
- **Student of the Month** - Given monthly for the student who most exhibits the character trait of the month. Students will receive a gift card.

Counseling Opportunities

Mental Health Counseling - Students have the opportunity to access the Mental Health Intervention Team. A member of their team will come to CHSM to meet with our students. Common reasons for referrals are anger management, teenage depression, suicide, and helping students through difficult times. All sessions are kept confidential. Michelle will help students with the referral process.

Stop asking yourself, “How smart am I?” and begin asking, “How am I smart?”
We will help you find an answer to this very important question.