

Burlington Elementary
 **2016 - 2017** 

*We Are
PAWsitive!*

BURLINGTON ELEMENTARY SCHOOL
Student Handbook

USD 244
706 NIAGARA STREET
BURLINGTON, KANSAS
66839-1799

PHONE: 620-364-8882
FAX: 620-364-2999

E-MAIL: bes@usd244ks.org
WEB SITE: www.usd244ks.org

Mrs. Darla Long, Principal

USD 244 MISSION STATEMENT

All students will be responsible citizens prepared to succeed in life and careers, contribute to the global community, and be lifelong learners.

BURLINGTON ELEMENTARY SCHOOL MISSION STATEMENT

- to PROVIDE a safe and caring environment for learning and working
- to ENABLE all to succeed as responsible citizens
- to ENCOURAGE a desire for excellence and life-long learning
- to INSPIRE self-reliance, involvement, commitment, and pride

BURLINGTON ELEMENTARY SCHOOL CHARACTER PLEDGE

I pledge to be “paw”sitive, I pledge to work on being a good friend, a good family member and a good student to the best of my ability.

BURLINGTON ELEMENTARY SCHOOL SONG

(Written by Jolene Stubby, Retired Vocal Music Teacher)

Hurrah we are from Burlington.
We strive to do our best. (*Our Best!!*)
We're respectful, we are positive.
We're proud of B.E.S. (*B.E.S.!!*)
To our school we pledge allegiance,
All praise to her is due.
B.E.S. we thank you, (*YES!*)
We'll be the best for you. (*For You !*)

USD 244 BOARD OF EDUCATION

Shane Fejfar, President
James Higgins

Monique Hart, Vice President
Selena King
Michael Thorp

V.C. Baker
Everett Moddie

DISTRICT LEVEL STAFF

Craig Marshall	Superintendent
Tonya Barnes	Special Education Director
Darla Long	Principal
Diana Hess	Food Service Director
Margarito Solano	Maintenance Director
Jeremy Lind	District Resource Officer

FACULTY AND STAFF

Darla Dees	Secretary
Sally Finlayson	Secretary
John Cottenmyre	Guidance Counselor
Laurie Hermon	School Nurse
Julie Bull	LPN Para
Denise Garland	Kindergarten
Jessica Griffith	Kindergarten
Diane O'Malley	Kindergarten
Jan Martin	First Grade
Stacy Heins	First Grade
Windy Samuelson	First Grade
Suzonne Classen	Second Grade
Amy Furman	Second Grade
Jennifer Stukey	Second Grade
Samantha McVey	Third Grade
Gary Morris	Third Grade
Jennifer Rice	Third Grade
Lanette Bazil	Fourth Grade
Evelyn Ervin	Fourth Grade
Lisa Kuhlmann	Fourth Grade
Michelle Henricks	Title I Reading/Math
Cindy Doebele	Title I Reading/ Math
Kathy Freeman	Physical Education
Sheri Allen	Music
Julie Tempelmeyer	Librarian
Linda Holman	Technology Specialist

SPECIAL EDUCATION

Deana Bittinger	Interrelated Teacher
Sharon Suske	Interrelated Teacher
Deann Parks	Interrelated Teacher
Amy Hind	Speech/Language

Dorothy Schwartz	Speech/Language
Nicole Kress	Early Childhood Handicap/3 & 4 Year Old At-Risk Teacher
Janet Reppart	Extended Learning
Mandy Thomsen	School Psychologist
Brian Dyer	Social Worker
Joe Sprague	Social Worker
Joan Kuhlmann	Physical Therapist
Rachel Belcher	Occupational Therapist
Alice Bechtel	Para-professional
Geneva Bussard	Gifted/Para-professional
LaVina Dalby	Para-professional
Melissa Daily	Para-professional
Courtney Finlayson	Assistive Tech Aide
Camille Freeman	Para-professional
Alison Goetz	Para-professional
Tammy Johnson	Para-professional
Elisabeth Klamberg	Para-professional
Aimee Ludlum	Para-professional
Yvonne Lutz	Para-professional
Som Menard	Para-professional
Christy Monasmith	Para-professional
Stephanie Reavis	Para-professional
Janel Pabon	Para-professional
Pat Ruzicka	Para-professional
Alison Smith	Para-professional
Rita Thornton	Para-professional

SCHOOL LUNCH/BUILDING MAINTENANCE

Sarah Ericson	Kitchen Manager
Rachel Streit	Cook
Barbara Jackson	Cook
	Cook
Gary Bittner	Custodian
Tom Burris	Custodian

SCHOOL ADMISSION

State law requires that a child must be 5 years old on or before August 31 of the school year he or she enters kindergarten. First grade pupils entering Burlington Elementary must be 6 years old on or before August 31 of the school year or completed kindergarten in another state/country.

First time students enrolling in Burlington Elementary will need to bring the following to school prior to admittance:

1. Birth Certificate
2. Kansas Statute K.S.A. 72-5214 states that on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment. The assessment shall have been conducted within twelve months of school entry.
3. Proof of immunization

SCHOOL HOURS

7:45 a.m.—First bell. Prior to this bell students are not to enter the building unless under the direct supervision of a staff member.

All regular route buses will load on 7th Street on the west side and unload on Niagara Street on the south side of the building. The special education bus for the handicapped students and preschool students will load and unload in the circle drive on the west side of the building. The east doors by the cafeteria will be open from 7:45 to 8:10 a.m. for parent drop-off of students. During any other time of the day all students and visitors to BES should enter the building through the south entrance next to the office and immediately report to the office to sign into the building. Those will be the only doors that remain unlocked throughout the entire school day.

The 21st Century Community Learning Center is an after-school program that provides a safe, supervised environment where students can continue to learn. Daily fees will be assessed as follows: \$.50 for families receiving assistance through free meals, \$1.00 for families receiving assistance for reduced meals, and \$1.50 for all other families. Drop-in fees will be \$3.00 per day. Payment is encouraged in advance, but monthly statements will be issued with a 10-day grace period during which time fees must be paid. If fees are not paid the student's account becomes delinquent after 10 days, and participation in the program will not be allowed until fees are current. [All expectations for behavior during regular school hours continue throughout this extended school day.]

DAILY SCHEDULE

*7:45	First Bell		
*8:05	Warning Bell		
*8:10	School Begins		
11:15-11:40	1 st Grade Lunch	11:20-11:45	Kindergarten Lunch
11:50-12:15	2 nd Grade Lunch	11:55-12:20	3rd Grade Lunch
12:25-12:50	4th Lunch	12:30-12:55	PreK Lunch
*3:10	School Dismissal		

****INDICATES WHEN THE BELL RINGS***

BUILDING SECURITY

During the school day all students and visitors to BES should enter the building through the south entrance next to the office, Door #1, and immediately report to the office to sign into the building. Those will be the only doors that remain unlocked throughout the entire school day. All visitors to the building are asked to sign in at the office where they will receive a visitor's badge that is to be worn for the duration of their visit. Then visitors are asked to sign out at the office when leaving the building. The badge allows students and staff to recognize them as individuals who have been approved to move freely about the building.

All faculty and staff are required to wear identification badges, which identifies them to the student body and to visitors in the building as building employees.

The faculty, staff and student body at BES are serious about maintaining a safe and orderly learning and work environment. We cannot negotiate the safety of our students or employees. Violators of our security process will be turned over to the local law enforcement as intruders.

ATTENDANCE POLICY

The success of every BES student depends on regular school attendance. Most subjects are taught in sequential format, requiring the completion of concepts in each stage. Persistent absenteeism produces poor study habits as well as a void in those concepts missed.

While a parent may make the decision that their student will be absent from school, the determination as to whether or not that absence will be excused or unexcused rests with the building principal. In accordance with the laws of the State of Kansas, the building principal has been designated as the attendance officer for the building. While in most cases, parental contact is all that is required to verify absences, the principal may choose to verify absences or require additional information before making a determination as to whether the absence is excused or unexcused.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first.

After ten excused absences per semester, an absence will be considered unexcused unless:

1. The illness is confirmed by a physician or Coffey County Health Department.
2. Unforeseen circumstances which will be handled on an individual basis.
Parents/guardians will need to work through the building principal for excused absences in these cases.

Parents/Guardians are asked to call the elementary school office or send a note verifying a student's absence. Any student absent for two or more days must bring a note from home or the office must receive a phone confirmation verifying the absences before the absences will be considered excused. A student will not be admitted to class who has been absent for two or more days without a pass from the office. **When arriving late to school, a parent/guardian must accompany the student into the office and sign him/her in for the day.** It becomes a child safety issue when a student is just dropped off at school, and we want all children to be safe at all times. A student is considered tardy if they report to school between 8:10 a.m. and 10:00 a.m. An excused tardy will result from the student having an appointment, a family emergency or due to the results of nature, i.e. snow. Reasons other than these will be considered unexcused. When

a student reaches 3 unexcused tardies, disciplinary action may be issued. Three unexcused tardies will be considered equal to an unexcused absence.

From 10:01 a.m. to 1:00 p.m., the student will be considered absent one half day. Students must be in attendance until 2:00 p.m. to be counted as full day attendance. Reporting to school after 2:00 p.m. constitutes a full day's absence.

Burlington Elementary School follows the Kansas State Statutes on attendance. 1) After 3 consecutive school days of unexcused absences, a student shall be considered to be not attending school. 2) After 5 unexcused absences in one semester, or 7 unexcused absences in two semesters, a student will be considered not attending school. Students under the age of fourteen will be reported to Kansas Social Services as not attending school.

Excused absences include: illness, court appearances, death of family member or friend-funeral, professional appointments, emergency calling for student's services at home, obligatory religious observance, participation in district approved or school sponsored activity, reasons approved in advance by building principal or unavoidable incidents such as natural disasters.

Unexcused Absences: any absence not listed above

HOMEWORK POLICY

The philosophy of homework at Burlington Elementary is for students to practice and develop skills as appropriate at each grade level. Homework is designed to help foster study skills and engage parents in the educational process as well. Each grade level will assign homework consistently throughout the week and it will be based on a skill that instruction has been provided on or an activity that is used to enhance student skill (reading fluency, math practice, etc).

Teachers recommend the following times for homework on a daily basis:

K-1: 10 to 15 minutes per day

2nd – 3rd: 15 to 20 minutes per day

4th: 30 minutes per day

More specific details regarding homework expectations and routines will be communicated in weekly notes from the grade level teachers. It is important to understand that additional work outside the "regular daily homework" may come home and add to the daily recommended time frame in the event that a student is not completing their work during class or has missed school.

Other voluntary participation activities such as "Book It" may also increase the time commitment.

MAKE-UP WORK

When students are ill or miss school for absences, they will be allowed to make up any missed work and receive credit for its completion. In grades K – 3, teachers will use their discretion on how make-up work is handled. For students in fourth grade, two school days are allowed for the

completion of missed homework for one day absent. After this allowed time a deduction in grade will occur at the following rate:

1 day late = 10% deduction

2 days late = 20% deduction

3 days late = 100% deduction and a 0 will be given for the assignment

This policy is put in place to help to prepare fourth grade students for the transition to the middle school. Parents are encourage to check student progress regarding make up work by utilizing the on-line grade viewer.

GRADING SCALES

K-2nd grade students receive student progress reports that contain a mastery of grade level objectives. The 3rd – 4th grade students at BES receive traditional letter grades in the academic subjects. Students with disabilities are assessed according to their own goals, and these scores are documented on progress reports. Parents will receive progress reports at the end of each nine week period. In addition, two parent-teacher conferences are held during the school year to help keep parents informed of their child’s educational development.

GRADES 1 – 2

E = Exemplary

ES = Exceeds Standards

M = Meets Standards

AS = Approaches Standards

AW = Academic Warning

GRADES 3 & 4

A 95-100

B+ 87-89

C+ 77-79

D+ 69

A- 90-94

B 83-86

C 73-76

D 66-68

B- 80-82

C- 70-72

D- 65

F 64 and Below

SPECIALS

E = Exceeds Standards

M = Meets Standards

U = Unsatisfactory

DRESS CODE GUIDELINES

Students must wear shoes, sandals, or boots. If your child is not wearing tennis shoes, these must be provided for daily P.E. instruction. Students must wear clothing that properly covers their body. Any student dressed in a manner that is a distraction to other students as determined by

the teacher or administrator will result in the parent/guardian being notified and required to bring appropriate clothing for the student.

Articles which are not permissible in the classrooms:

1. Hats, gloves, bandannas, scarves, or other head coverings; sunglasses
2. Clothing with vulgar, obscene, or suggestive words or gestures
3. Clothing which advertises or endorses items or activities illegal for minors (beer, alcohol, cigarettes, drugs, etc.)
4. Girls: Tops with spaghetti straps may only be worn under or over a blouse or shirt. Tank tops, with a strap 2” or more in width, are permissible. No halter tops or halter dresses may be worn without a shirt or sweater covering the back. Blouses or shirts that do not cover the midriff or back, loose fitting t-shirts with the sleeves “cut out,” short shorts or skirts, etc. are not allowed. It is highly recommended to girls to wear shorts or tights underneath skirts or dresses.
5. Boys: Muscle shirts may only be worn if they have a hemmed edge, and do not have an oversized arm hole. Tank tops, with a strap 2” or more in width, (that are not undershirts) are permissible. Loose fitting t-shirts with the sleeves “cut out” are not allowed.
6. Shorts may be worn by students from the first day of school until October 31 and from the beginning of the 4th quarter until the end of the school year.

BEHAVIOR CODE

In an effort to standardize the discipline within USD #244, a point system has been adopted that provides guidelines for certain disciplinary infractions. The following are the descriptions of the offenses, and guidelines for the disciplinary points that may be assigned to each infraction as well as the penalties that may be imposed.

Offense	Points	Penalty
Weapons Violation	13	Long term sus./expulsion
Setting a Fire	13	Long term sus./expulsion
Terroristic Threat	13	Long term sus./expulsion
Selling or soliciting the sale of illegal drugs on school property	13	Long term sus./expulsion
Knowingly possessing or using illegal drugs	10	10 days suspension
Alcohol	5	1-5 days suspension
Fighting or provoking a fight	5	1-5 days suspension
Tobacco	5	1-5 days suspension
Theft	5	1-5 days suspension
Disrespect & Insubordination	2-5	Detention/suspension
Destruction of Property	2-5	Detention/suspension
Intimidation of Student/ Harassment	2-5	Detention/suspension
Disruptive Behavior	2	Detention
Skipping Class or School	2	Detention
Inappropriate Language	2	Detention
Bus Referral	1	Loss of bus riding privileges
Other Violations, such as:		

Display of affection	1
No materials	1
Computer network violation	1
Lying	1
Cheating	1
Excessive Tardies	1
Cafeteria Violations	1

The above points and penalties listed are examples only. Severe or repeated infractions or any activity that may jeopardize the safety of students or adults or disrupt the educational activities in the school may be dealt with through suspension, expulsion, and/or referral to law enforcement.

The accumulation of discipline points may lead to suspension from school. Such suspensions may be in-school suspension (ISS) or out-of-school suspension (OSS). If a student accumulates 6 points he/she may be suspended for 1-3 days. If a student accumulates 10 points he/she may be suspended for 3-5 days. If a student accumulates 13+ points he/she may be suspended for up to 10 days and recommended for long-term suspension or expulsion from school. A student may be allowed to earn back points with community service or use community service in lieu of detention. The maximum number of points a student can earn back is 5.

The building administration reserves the right to deviate from the above point system of discipline in specific instances where the severity of the offense warrants further or different action. The building principal will make such determination. In all cases, the point system described herein is subject to the policies of the board of education and the laws of the State of Kansas.

ACCEPTABLE USE OF COMPUTERS

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes, Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application, or information in district computers, or computer system, is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action to and including suspension from school.

MEDIA CENTER POLICY

The school library media center program plays a critical role in teaching and learning activities. The program provides for continuous instruction in media skills, and teaches responsibility for loan procedure. It promotes good reading, listening, and viewing habits and encourages a lasting interest in authors and books. In order to build an appreciation for these purposes, the following procedures will be followed:

1. Books will be checked out for a period of two weeks.

2. Reference books and periodicals will be checked out for in-school use only.
3. Students must return books that are checked out before any others can be issued.
4. Each student must check out his/her own books. Students are not permitted to check out books for each other.
5. Students losing or damaging books will be required to pay for them. Check out privileges will be denied until said matter is resolved.

PLAYGROUND RULES

1. Safety and sportsmanship will be demonstrated at all times.
2. Use equipment as it is designed.
3. At all times demonstrate responsible behavior.
4. Absolutely no profanity.
5. No student is to leave the playground without permission from a duty teacher.
6. No fighting or horseplay.
7. No baseballs, softballs, or footballs are allowed.

CAFETERIA RULES

1. Sit quietly at the table assigned by the cafeteria supervisor before and after getting your tray.
2. Talk quietly to your neighbors—raise your hand if you need help.
3. Keep food/paper off the floor—clean up after yourself.
4. No trading of food.

INCLEMENT WEATHER

In the event that school is dismissed due to inclement weather the announcement will be made by 6:30 A.M. via Tyco Link Alert; television station WIBW-Channel 13 (cable 12); and radio stations FM 94.5-Topeka, FM 101.7-Emporia, FM 104.9-Emporia, FM97.7-Burlington, and AM 580-Topeka. If an announcement is not made via the Tyco Link Alert or television/radio stations, school will be in session and students should report to school at the regular starting time. If we should have to dismiss school during the school day due to the anticipation of weather conditions becoming more severe, an announcement will be made on the stations listed above and Tyco Link Alert one hour in advance of dismissal. If early dismissal becomes a possibility classroom teachers may contact parents/guardians to learn the after school plans of the children. Please respond as quickly as possible to the teacher request to ensure your child reaches the appropriate destination. There is no 21st Century After-School program when school is dismissed early.

MEDICAL ISSUES

Medication:

The only medication that will be available to a student and stored in the nurse's office, is medication that is supplied by a parent and prescribed by a physician or other medical personnel authorized to prescribe medication. If there are any over-the-counter or prescription medications that your child might need to take during school hours throughout the school year, you and your physician will need to sign the Permission for Medication form. This form is available from the nurse's office or the building office. Medication should be brought to the school in its original container. In regards to prescription medications, please ask the pharmacist to label a bottle for home and a bottle for school. The nurse's office will accept a current labeled pharmacy bottle in lieu of a physician's signature on the Permission for Medication form. Any changes in the type

of medication, dosage, and/or time of administration shall be accompanied by a new Permission for Medication form as well as a newly labeled pharmacy container.

Cough drops:

These are allowed to be kept in a student's backpack in the classroom, as long as the teacher is made aware that the cough drops are there and a student asks to get one out of the bag when needed. If a student is found to be misusing the cough drops (ie sharing with other students or over using them), the cough drops will be kept in the nurse's office.

Anaphylaxis treatment:

USD #244 needs to be equipped to treat anaphylaxis in children who have a history of allergies to a variety of agents (foods, bee stings, medications, etc.) To treat such a reaction if it should occur during school hours, epinephrine shall be made available to the school nurse by the parents of the child with the allergy. On occasions that the student leaves the building for any event (such as a fieldtrip), the epinephrine will be sent with a staff member that has been trained on how to administer the medication and care for the child (per the child's anticipated health crisis plan) should an emergency situation occur.

Illness:

Regular attendance at school is important. However, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept home if he/she shows any of the following symptoms: fever (defined by the Centers for Disease Control and Prevention as a temperature of **100 degrees or greater**), earache, diarrhea, sore throat, nausea, rash, cough, headache, runny nose, or pink/watery eye(s). If your child is kept home due to a fever or is sent home from school because of a fever, the child should be **fever-free for 24 hours without the use of a fever-reducing medication** (per the flu guidelines published by the Centers for Disease Control and Prevention). The school does not diagnose disease. If your child develops any of the above symptoms after reaching school, you will be notified to come for him/her as soon as possible. If for any reason your child will be absent from school, the school office should be notified. This can be done by calling 620-364-8882, ext 1002 or 1003. You may refer to the "School Attendance Policy" for additional information regarding absences.

First Aid:

Only minimum first aid is given in case of injury. If illness or injury were to occur, the school nurse will be consulted and will make a determination concerning parent notification. Parents are asked to give the school an emergency telephone number. This should be the number of a relative or friend who might know where the parent can be reached in case of an emergency at school.

HEALTH ASSESSMENTS

Kansas Statute K.S.A. 72-5214 states that on and after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment. The assessment shall have been conducted within twelve months of school entry. As an alternative to the health assessment required, a pupil can present: 1. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, or #2 a written statement signed by one parent or guardian that such health assessment will be scheduled and completed within 90 days after admission to school. A pupil shall be subject to exclusion from school attendance under this state law until such time as the pupil shall have complied with the requirements of K.S.A 72-

5214. Questions regarding this policy can be directed to the USD 244 school nurse at 620-364-8882, ext. 1350.

IMMUNIZATIONS

The Board of Education of USD 244 complies with all state regulations for immunizations of students. Every child enrolling in Burlington Elementary must present evidence of immunization to the building principal or his/her designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements (see statutes related to school immunizations – K.S.A. 72-5208-72-5210). Forms are available at school. The vaccination information provided should be documented by a physician, a health department representative, or designated school representative. The Kansas Certificate of Immunization (KCI) is the official form designated for documentation of school entry vaccinations by the Secretary of the Kansas Department of Health and Environment.

Students should have at least one documented dose of vaccine before being allowed to enter, or have received the most recent appropriate inoculations in all required series. Any additional immunizations necessary must be completed within 90 calendar days from date of notification to comply with the state immunization law.

Students not completing immunizations within 90 calendar days from date of notification who have not claimed any exemptions, will be excluded until such time that the series is completed or they provide a medically approved exemption or postponement. Parents or guardians will be notified of the child's exclusion, the reason for exclusion, conditions allowing the child to return to school, and the opportunity to request a hearing on this matter.

Exceptions To Immunizations: Religious exemptions, signed medical exemption, or pupils who are transferring in from another district and are awaiting the transfer of records. Parents or guardians will be notified if additional immunizations are needed.

MISCELLANEOUS INFORMATION

Telephone Usage: The office and classroom telephones at school are for business purposes. Only in an emergency should students ask to use the office phone. Cell phones are not allowed.

Invitations to Parties: Invitations to private parties should not be distributed at school. Teachers are instructed to stop such distribution. Exception is if each child in a class receives an invitation.

Fundraising by Students at School: Students may only seek payments for fundraising or the selling of items after school hours, i.e. Boy/Girl Scouts.

Fire, Tornado, and Other Emergency Drills: Emergency tornado and fire drills at BES are conducted regularly. Intruder and Wolf Creek evacuation drills are conducted periodically. Staff and students are advised as to designated escape routes or areas of safety within the building.

Field Trips: Field trips shall be a part of the instructional program. The Parent Support Group provides the transportation costs for out-of-town destinations. Students may be checked out from the office prior to the field trip if the parent/guardian wishes to have his/her child leave at the end of the trip with him/her.

Bicycles: Students may ride bicycles to school. Students must walk their bikes as soon as they enter school property in the mornings and must walk their bikes until off of school property in the evening. Damage to other student's bicycles will result in suspending bicycle privileges.

Keeping Students after School: When it becomes necessary to detain a student after school, the parent will be notified.

Checking Out a Student: Any student leaving school between 8:10 and 3:10 must be signed out in the office. Parents will need to come by the office first. Teachers are instructed to not release a student until notified by the office that the parent or guardian has signed the student out.

Paper/Pencil Machines: The use of these machines is encouraged, but usage must be before 8:05 a.m. or after 3:10 p.m. Abuse of these machines will result in a forfeiture of privileges.

Personal Property: Personal belongings of students are not insured by the school district. It is recommended students pursue private insurance for personal items brought to school as special coverage may be needed to cover items such as personal digital assistants or calculators which may be taken to school. Items that tend to disrupt classes, i.e. electronic devices, trading cards, toys, etc. are not allowed in school and will be confiscated. No trading of goods or exchange of money to purchase items is allowed between students.

Check Usage Information: The driver license number of the person signing the check is required to be on file for the cashing of checks. This information is necessary to ensure the collection of checks cashed. Checks may be refused for payment unless the driver license number is included on the check or is on file with the building office.

Parties: BES allows three classroom parties per year (Fall, Winter, Spring). Room parties begin at 2:30 in the afternoon. Students may celebrate their birthdays by bringing treats distributed at the discretion of the teacher. Please contact your child's classroom teacher prior to bringing birthday treats.

Gifts: No personal gifts, i.e. flowers, for students are to be delivered to the school.

**USD #244
Burlington Schools
Bullying Policy Statements**

- It is mandated by Kansas law. K.S.A. 72-8205 that every school district in Kansas develop a district policy on bullying prevention and create a bullying implementation plan and a plan to train all staff and students in bullying prevention by January, 2008.
- Bullying is any **intentional** gesture or any **intentional** written, verbal or physical act or threat that is **sufficiently severe, persistent or pervasive** that creates an intimidating, threatening or abusive educational environment for a **student or staff member** that a reasonable person, under the circumstances, **knows or should know** will have the effect of:
 - Harming a **student or staff member**, whether **physically** or **mentally**;
 - **Damaging** a student's or staff member's **property**;

- Placing a student or staff member in **reasonable fear of harm** to the student's or staff member's property; or
 - Placing a student or staff member in reasonable **fear of damage** to the student's or staff member's **property**; or
 - Any form of **intimidation** or **harassment** prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.
- Bullying can be **physical, emotional, or social** and may involve **verbal or nonverbal** behavior.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 244 will not tolerate these actions by students, staff, or parents. For the purposes of this plan and its authorizing policies, "parent" includes biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Complaint Process:

Informal Process: Anyone may use informal procedures to report and resolve complaints of bullying. The district has established a program for receiving anonymous complaints. Individuals may use a smartphone to text a report to bullying@usd244ks.org, use a computer to send an e-mail report to bullying@usd244ks.org, or use a phone and call (620) 364-4700 to leave a voice mail with a report. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies may include an opportunity for the complainant(s) to explain the to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and

bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement anti-retaliation provisions to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The administrator may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

False Reporting: USD #244 policy prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

Factors for Determining Consequences:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Possible Consequences:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Discriminatory Conduct and Harassment:

Conduct which discriminates against another individual in the school on the basis of sex, race, color, national origin or disability is strictly prohibited. Students engaging in discriminatory

actions, including harassment on any of these grounds, will be subject to discipline, up to and including suspension or expulsion from school.

Sexual Harassment:

Sexual harassment will 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.

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 regulation 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 regulation.

Sexual harassment includes 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; or (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.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal or vice principal, the guidance counselor, or another certified staff member, and may file a written complaint under the school's discrimination grievance procedures. 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 superintendent.

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.

When a complaint contains evidence of criminal activity or child abuse, the principal 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 sexual 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 sexual harassment may result in corrective or disciplinary action against the complainant.

Racial Harassment:

Discrimination or harassment on the basis of race, color or national origin ("racial harassment") will 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 other having business or other contact with the school district is strictly prohibited.

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 regulation 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:

- 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.
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- 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.

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, and may file a written complaint under the school's discrimination grievance procedures. 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 superintendent.

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.

When a complaint contains evidence of criminal activity or child abuse, the principal 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 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.

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. 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 building compliance coordinator 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 building compliance coordinator, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

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.

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. If appropriate, an investigation shall follow the filing of the complaint. 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 US Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Specific complaints of alleged discrimination under Title VI (race, color or national origin), Title IX (sex) and Section 504 (disability) should be referred to the school district's discrimination coordinator under each of these laws:

Mr. Cliff Williams
Superintendent

200 South Sixth St.
Burlington, KS 66839
620-364-8478

Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights, Address correspondence to:

U.S. Department of Education, Region VII
Office for Civil Rights
10220 N. Executive Hills Blvd.
Kansas City, MO. 64153

ASBESTOS NOTIFICATION

Congress enacted the asbestos Hazard Emergency Response Act (AHERA), in 1986. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. USD #244 has had all its facilities inspected by a certified asbestos inspector as required by AHERA and has completed the mandatory 3-year re-inspections. The most recent inspection was completed January 23, 2012, and the next re-inspection will occur in 2015.

Asbestos-containing materials identified in the district were floor tiles. While some areas of floor tile were removed due to the possibility of damage to them (e.g. wood shop, auto body shop), other areas of floor tile continue to contain asbestos. The district custodial staff practices proper work practices, which are designed to refrain from disturbing the asbestos floor tiles. Since the asbestos fibers are not released unless the floor tile is damaged due to sanding, abrading or otherwise pulverizing it, no action to remove the floor tile is planned at this time.

A copy of the asbestos management plan, which has been implemented by USD #244, is available for inspection by contacting the asbestos program manager at the district administration office located at 200 South Sixth Street in Burlington.