

Burlington Elementary
 **2018 - 2019** 

*We Are
PAWsitive!*

BURLINGTON ELEMENTARY SCHOOL
Student Handbook

USD 244
706 NIAGARA STREET
BURLINGTON, KANSAS
66839-1799

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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 students 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

Please see district web page: www.usd244ks.org

DISTRICT LEVEL STAFF

Craig Marshall	Superintendent
Lindsay Graf	Special Education Director
Darla Long	Principal
Diana Hess	Food Service Director
Margarito Solano	Maintenance Director
Zach Rogers	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 Ditto	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
Eric Aspegren	Music
Julie Tempelmeyer	Librarian
Courtney Finlayson	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 Morris	Early Childhood Handicap/ 4 Year Old At-Risk Teacher
Janet Reppert	Extended Learning
Mandy Thomsen	School Psychologist
Brian Dyer	Social Worker
Lori Garland	Social Worker
Joe Sprague	Behavior Specialist
Rachel Belcher	Occupational Therapist
Amber Madden	Assistive Technology Para-professional
Anna Auld	Extended Learning Para-professional
Dana Anderson	Para-professional
Alice Bechtel	Para-professional
Abbey Damron	Para-professional
Whitnie Docman	Speech Para-professional
Debra Fanchers	Para-professional
Camille Freeman	Para-professional
Shelby Hicks	Para-professional
Sarah Hightower	Para-professional
Elisabeth Klamberg	Para-professional
Carah Lozo	Para-professional
Yvonne Lutz	Para-professional
Som Menard	Para-professional
Christy Monasmith	Para-professional
Janel Pabon	Para-professional
Stephanie Reavis	Para-professional
Paige Reed	Para-professional
Pat Ruzicka	Para-professional
Cassidy Sellman	Para-professional
Valencia Shove	Para-professional
Jackie Stewart	Para-professional
Marci Weber	Para-professional
Madeleine Coconis	Instructional Aide
Sarah Ericson	Instructional Aide
Carrie Parkey	Instructional Aide
Alison Goetz	Instructional Aide
Ann Birk	Instructional Aide

SCHOOL LUNCH/BUILDING MAINTENANCE

Barbara Jackson	Kitchen Manager
Evelyn Ernst	Cook
Carol Harris	Cook
Samantha McDougal	Cook
Alesha McDougal	Custodian
Mary Hicks	Custodian
Michelle Myers	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 on or before August 31 of the school year or must have completed kindergarten in another state/country.

Unless otherwise provided in board policy JBC or as stated herein, first time students enrolling in Burlington Elementary will need to bring the following to school prior to admittance:

1. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families. Students enrolling in grades 2 and higher shall provide a certified transcript or similar pupil records or data.
2. K.S.A. 72-5214 states, 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.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

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 students with disabilities 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 may be unlocked throughout the 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 for participation 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 expected 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 paid. [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	3 rd Grade Lunch
11:50-12:15	2 nd Grade Lunch	11:55-12:20	4th Grade Lunch
12:25-12:50	Kindergarten 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 may be unlocked throughout the 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 working environment. We cannot negotiate the safety of our students or employees. Violators of our security process will be turned over to local law enforcement as trespassers

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 parents may make the decision that their students will be absent from school, the determination as to whether or not an absence will be excused or unexcused rests with the building principal. In accordance with the laws of the State of Kansas and board policy JBD, 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.

Any student who is absent more than 10 days will need a doctor's note stating the reason for the excused absence. Parents or staff may request a conference with the principal to discuss attendance concerns.

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 call the office with to verify the absences had a valid excuse before the absences will be considered excused. **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 reporting 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 making travel perilous, i.e. snow. Reasons other than these will be considered unexcused. When a student reaches 3 unexcused tardies, disciplinary action may be issued.

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 a full day's 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 the school year, a student will be considered to be not attending school as required by law and will be reported to the proper authorities as described in board policy JBE.

Excused absences include: personal illness, health-related treatment, examination, or recuperation, serious illness or death of a member of the family, obligatory religious observances, participation in a district-approved or school sponsored activity, absences prearranged by parents and approved by the principal; and students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

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 encouraged to check student progress regarding make up work by utilizing the on-line grade viewer.

GRADING SCALES

1st– 4th grade students at BES receive traditional letter grades in the core academic subjects. Standards are listed below the subject area and are assigned academic performance levels. Kindergarten students have a mastery of standards grade card and progress is measured quarterly toward mastery. 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 1st – 4th

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

Standards Academic Performance Levels

E = Exemplary (90 – 100%)

ES = Exceeds Standards (80 – 89%)

M = Meets Standards (70 – 79%)

AS = Approaches Standards (65- 69%)

AW = Academic Warning (64% and below)

SPECIALS (Library, Music and Physical Education)

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, or 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.

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
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	13	10 days suspension
Alcohol	5	1-5 days suspension
Fighting or provoking a fight	5	1-5 days suspension
Tobacco	13	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/Bullying	2-5	Detention/suspension
Disruptive Behavior	2	Detention
Skipping Class or School	2	Detention/suspension
Inappropriate Language	2	Detention
Bus Referral	1	Loss of bus riding privileges
Other Violations, such as:		
Display of affection	1	
Computer network violation	1	
Lying/Cheating	1	
Cheating	1	
Cafeteria Violations	1	
Excessive Tardies	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. Points expire at the end of a school year.

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.

BUS POLICY

Students third grade and up can be let off at bus stops on their own. Students younger than third grade will need an adult present at the stop or can be accompanied off the bus with their sibling if the sibling is third grade and older.

Video cameras may be used on route buses. They are used for educational purposes and are private property of USD 244.

ACCEPTABLE USE OF COMPUTERS

Students shall have no expectation of privacy when using district e-mail, electronic devices, 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 on or in district electronic device or computer is subject to monitoring by the staff and/or administration. Similarly, student use of district internet services is subject to monitoring at any time. The school retains the right to duplicate any information created by students in a computer system or on any individual computer or electronic device. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension and/or expulsion 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.

OUTDOOR RECESS GUIDELINES

Outdoor recess will be held if:

- Outside air temperature and/or wind chill is 32 degrees (F) or greater
- There is no falling precipitation
- There is no heat index warning

Limited outdoor recess will be held if (5 to 10 min max)

- Outside air temperature and/or wind chill is between 25 degrees and 31 degrees (F)
- There is no falling precipitation
- There is a heat index warning

Indoor recess will be held if

- Outside air temperature and/or wind chill is lower than 24 degrees or there is falling precipitation

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:

Generally, 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 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 regard 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 (for example, 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 field trip), 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

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 may 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, 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, may be excluded until such time that the series is completed or they provide a medically approved exemption or postponement. If the student is excluded, 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, homeless or foster care students, and pupils who are transferring in from another district and are awaiting the transfer of records will generally not be subject to exclusion unless there is an outbreak for which the child has no proof of vaccination.

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 to be kept in backpacks during the school day.

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. Students that check out from the field trip prior to 2:00 pm will be counted as half day absent on their attendance record.

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 afternoon. 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 after the final bell (8:10) and may be confiscated. No trading of goods or exchange of money to purchase items is allowed between students.

Check Usage Information: The driver's 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's 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.

Extra-curricular Activities: In order for a student to participate in extracurricular activities such as music programs or family night events, students must be in good standing and be in attendance on the day of the event. Exceptions may be made due to extenuating circumstances with administrative approval.

USD #244
Burlington Schools
Bullying Policy Statements

- It is mandated by K.S.A. 72-8256 that every school district in Kansas develop a district policy on bullying prevention, create a bullying implementation plan, and train all staff and students in bullying prevention.
- Bullying is:
 - any **intentional** gesture or any **intentional** written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or staff member 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
- Cyberbullying; 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.

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 voicemail 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 complainant 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 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
- For parents, suspension of access to school, school activities, and/or communication channels with staff or students at school

ANNUAL NOTICE TO PARENTS AND STUDENTS OF NONDISCRIMINATION

Discriminatory Conduct and Harassment:

Conduct which discriminates against another individual in the school on the basis of sex, race, color, national origin, religion, 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 or a staff member 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 Department for Children and Families 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 and Disability Harassment:

Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial or disability 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.

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. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability 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 so 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.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, 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 or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability 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 or disability 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 or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability 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 or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability 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 or disability 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 DCF 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 or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability 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 or disability 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.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

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. Craig Marshall
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:

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106

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.

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.