

BOARD OF EDUCATION
BURLINGTON HIGH SCHOOL
UNIFIED SCHOOL DISTRICT NO. 244

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Mr. Tom Burris	H.S. Custodian
Mr.	H.S. Custodian
Mr.	H.S. Custodian
Mrs. Diana Hess	Lunch Supervisor

**2018-2019
BELL SCHEDULE**

WARNING BELL	7:55 a.m.
1ST HOUR	8:00 – 8:51 A.M.
CAP Advisory	8:54 – 9:12 A.M.
Second Breakfast	9:12 – 9:18 A.M.
2ND HOUR	9:22 – 10:11 A.M.
3RD HOUR	10:15 – 11:04 A.M.
1ST LUNCH	11:04 – 11:30 A.M.
4TH HOUR	11:08 – 11:30 A.M.
2ND LUNCH	11:56 – 12:22 P.M.
4TH HOUR	11:34 – 12:22 P.M.
5TH HOUR	12:26 – 1:14 P.M.
6TH HOUR	1:18 – 2:07 P.M.
7TH HOUR	2:11 – 3:00 P.M.

The administration and staff would like to take this opportunity to welcome you to Burlington High School. This book contains information that will help you succeed at BHS. This information is a summary of building rules and regulations that are necessary to keep this school operating in an orderly fashion

Information for Parents/Guardians

Check Cashing 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.

Personal Items Not Insured: Personal belongings of students are not insured by the school district. Parents/guardians are recommended to pursue private insurance for personal items sent to school with students as special coverage may be needed to cover items such as personal digital assistants or calculators which may be taken to school.

School Song

Hail Alma Mater
Hats off to you
Ever you'll find us. Loyal and true
Firm and undaunted always we'll be
Hail to the school we love
Here's a toast to thee

Mission Statement

Our school community is committed to preparing our students for success by providing a solid foundation in the basic skills required for life long learning.

Exit Outcomes

Burlington High School will know that we are accomplishing our mission when all students are:

- **EFFECTIVE LEARNERS,**
- **CREATIVE PROBLEM SOLVERS,**
- **COMPETENT COMMUNICATORS,**
- **PRODUCTIVE WORKERS,**
- **COMMUNITY CONTRIBUTORS, AND**
- **WELL-ROUNDED PERSONS**

Expectations

The school staff expects students:

1. To be respectful of themselves, staff members and other students.
2. To come to class prepared to learn. (charged laptop, pencil, paper, notebook, etc.)
3. To give a reasonable effort toward their own education
4. To attend class regularly.

Burlington High School conducts an instructional program for the benefit of students in attendance. It is desirable for pupils to remain in school until they graduate. Students will be given every opportunity to achieve scholastic success but those who persist in creating behavioral problems will be subject to disciplinary action.

Dress Code Guidelines

Students must wear shoes, sandals or boots. Students must wear clothing that is considered tasteful. Students must wear clothing that does not present distractions from the educational goals of the classroom. Any student dressed in a manner that disrupts the academic environment will be sent to the office.

Articles, which are not permissible:

- Hats, head bands or other head covering, not affiliated with religious orientation
- Clothing with vulgar, obscene or suggestive words or gestures
- Clothing that advertises or endorses items or activities illegal for minors (beer, alcohol, cigarettes, drugs, etc.)
- Clothing that is too revealing such as low cut tops, spaghetti straps (straps must be three inches wide or wider and cover undergarments), blouses or shirts that do not cover the midriffs, shorts or skirts that are considered distasteful, cut-offs, torn clothes, jeans with revealing holes, chains, etc.
- Clothing that is too revealing such as low cut tops, Spaghetti straps (straps must be three inches wide or wider and cover undergarments), blouses or shirts that do not cover the midriffs, shorts or skirts that are considered distasteful, cut-offs, torn clothing that is distracting or too revealing, chains, ect. Administration will have final determination of appropriateness
- Sunglasses
- Other items that may be distracting or potentially disruptive to the educational process.

New policy below

Unauthorized Use of Electronic Devices

Students must get permission from the classroom teachers prior to using an electronic device in each teacher's classroom. The teacher will ask each student to place his/her phone in a specified or place where the teacher can see the device. Students may have the device out during their lunch time. Students may have them out during passing period. NO videoing or taking pictures will be allowed at any time during the school day without prior approval. Personal cell phones and other electronic devices brought to school are subject to search without warning when the administration has reasonable suspicion that the general welfare or safety of students is threatened by information contained on the device. In order to bring personal electronic devices to school, consent must be given to seize and

search the device for content that is prohibited by school or district policy. Refusal to submit to search may result in disciplinary action and referral to law enforcement.

Disciplinary Actions for Unauthorized Use of Electronic Devices

1. First Offense – Staff member will ask the student to give him/her the electronic device. Staff member will hand the device in at the main office. With administrative approval, the device will be released to a parent or student at the end of the day

* If student refuses to surrender phone to staff/administrator upon a reasonable request this will then be treated as a third offense violation.

2. Second Offense – Staff member will ask the student to give him/her the electronic device. Staff member will turn the device into the main office. The student will be required to “check in” the device every morning upon his/her arrival to school. The device will be held in the office. The student can “check out” the device when he/she leaves school for the day. The device will be turned into the office daily for two weeks. One point on BHS disciplinary system

3. Third Offense – If the student forgets to “check in” the device and/or has a third violation during class time, there will be suspension from school for two days. Two points on BHS disciplinary system

4. Fourth Offense –If caught with a phone in school the individual will be suspended for a minimum of three days each time, until an expulsion hearing occurs because of the schools thirteen-point discipline system. Three points on BHS disciplinary system

- Third and fourth offense student will surrender phone at the beginning of the day according to step two after suspension is completed.

*If at any point the student refuses to give the electronic device to the staff member asking for it, the student will be given an office referral for insubordination.

Behavior Code

In an effort to standardize the discipline within the buildings and between the high school and middle school, 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. Law enforcement will be notified whenever the misconduct constitutes the commission of a felony or misdemeanor at school, on school property or at a school activity. Law enforcement may be notified of tobacco infractions.

BHS is on a 13-point Discipline System for Long Term Suspension/Expulsion. Once the point system is reached the Administration will hold a hearing to determine whether Long term suspension/expulsion is warranted.

All offense and disciplinary action are at the Administrators discretion.

Offense	Points	Penalty
Weapons Violation	13	Long term suspension/expulsion
Setting a Fire	13	Long term suspension/expulsion
Terroristic Threat	13	Long term suspension/expulsion
Selling or soliciting the sale of illegal drugs on school property	13	Long term suspension/expulsion
Knowingly possessing or using illegal drugs	13	Long term suspension/expulsion
Alcohol use/possession or distribution	13	Long term suspension/expulsion
Reaching 13 points on point system/behavior code	13	Long term suspension/expulsion
Fighting or provoking a fight	1-5	1-5 days suspension
Tobacco	1-5	1-5 days suspension
Theft	1-5	1-5 days suspension
Disrespect & Insubordination	2-5	Detention/suspension
Destruction of Property/Vandalism	2-5	Detention/suspension
Intimidation of Student/Harassment/Bullying	2-5	Detention/suspension
Disruptive Behavior	2	
Skipping Class or School	2	
Hazardous Driving	2	
Inappropriate Language	2	
Failure to comply with reasonable request from administrator, teacher or other staff member	2	
Repeated violations of school Regulations	2	
Parking Violation	1	
Bus Referral	1	

Other Violations, such as:

Display of Affection	1
No materials or homework	1
Computer network violation	1
Lying	1
Cheating	1
Excessive tardies	1
Food/Drink Violations	1
Cellular Phones	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, regardless of its listed point value or whether it is listed whatsoever.

Other Behavior That May Result in Suspension/Expulsion

In addition to the point system, the following behaviors are specifically addressed and may be grounds for discipline up to and including suspension or expulsion from school and/or referral to law enforcement.

A. Disruptive Behavior

Any behavior that substantially disrupts or obstructs the lawful mission, process or function of the school is prohibited.

B. Damage To/Or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

C. Damage To/Or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function or event off school grounds.

D. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, use or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of the following weapons will result in expulsion from school for a period of one calendar year:

- Firearms. For purposes of this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.
- Destructive Devices. For purposes of this policy, the term "destructive device" means any explosive, incendiary or poison gas: bomb, grenade, rocket or missile having a propellant, explosive or incendiary charge, mine or another device similar to any of these devices.
- Any bludgeon, sand club, metal knuckles, or throwing star; and
- Any knife that opens automatically by pressure applied to a button (switchblade) or any knife that opens, falls or is ejected into position by force of gravity.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a "stun gun"

The superintendent may recommend that the one calendar year expulsion requirement be modified on a case-by-case basis.

E. Narcotics, Alcohol, Beverages and Intoxicant Drugs

A student shall not knowingly possess, sell, use, distribute or be under the influence of any illicit drug, controlled substance, alcoholic beverage or intoxicant of any kind

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

Possession, use and or being under the influence of a controlled substance by a student shall only be permitted if such substance was:

1. Obtained directly from or pursuant to a valid prescription order, issued to such student from a person licensed by the state to dispense, prescribe or administer controlled substances
2. In the case of use or possession, approved and administered at all, in accordance with board policy JGFGB and or JGFGBA
3. Used, if at all in accordance with label directions

F. Other Items Not Allowed in School

1. Items that tend to disrupt classes, i.e. electronic devices; MP3, CD or tape player's, cellular telephones, mobile tablets, skateboards, water guns, toys, fidget devices, etc. (items will be confiscated)
2. Tobacco, vapor devices, nicotine delivery devices and electronic cigarettes.
3. Laser pointers (unless approved for a presentation).

Possession of these items without express prior approval may result in confiscation of the item and/or other disciplinary measures such as suspension/expulsion.

The use of personal digital electronic devices may be allowed for instructional support purposes. Failure to comply with reasonable use as defined by the school will result in forfeiture of the privilege to use such a device.

G. 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. A copy of specific regulations concerning sexual harassment and racial harassment is located elsewhere in this handbook and should be carefully reviewed by students.

Driver's License Revocation

Unless otherwise provided by a memorandum of understanding between the district and local law enforcement, whenever a student 13 years or older has been expelled from school or suspended for an extended term for certain disciplinary infractions, the school must notify law enforcement authorities and the student's driver's license or

ability to acquire a driver's license shall be revoked for a period of up to one year. Violations of the student conduct code that may result in suspension of your driver's license include:

- Possession of a weapon at school, on school property, or at a school-supervised activity or;
- Possession, use, sale or distribution of an illegal drug or a controlled substance at school, upon school property, or at a school-supervised activity, which resulted in or was substantially likely to have resulted in, serious bodily injury to others.
- Behavior at school, on school property, or at a school supervised activity which resulted in or was substantially likely to have resulted in serious bodily injury to others.

Suspension and Expulsion Procedures

Kansas Statutes identify reasons for the long term suspension or expulsion of pupils as well as certain procedural safeguards in the implementation of long term suspensions or expulsions.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulations;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes commission of a misdemeanor; at school, on school property or at a school event
- Disobedience of an order of a school authority if the disobedience may result in disorder, disruption or interference with school operation;
- Possession of a weapon at school, on school property or at a school sponsored event,
- Violation of accumulating 13 points on the BHS point system.

Rules Which Apply in all Cases When A Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
 - * Be on school property or in any school building without the permission of the Principal.
 - * Attend any school activity as a spectator, participant or observer.

School Attendance

Student attendance at school is an obligation of the student and the parent. While a parent may decide that their student will be absent from school, the determination as to whether 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 absence, the principal may choose to verify absence or require additional information before making a determination as to whether the absence is excused or unexcused.

Excused Absences

Excused absences include the following: illness, medical appointments, death in the family, court appearances, and reasons arranged for in advanced with the building principal. In order for an absence to be excused, parents or guardians must contact the school by 9:30 a.m. of the day of the absence. If contact is not made, the absence will not be excused until the office is contacted by a parent.

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

College Campus Visit

Colleges are heavily recruiting students more so now than ever before. Your counselor also encourages you to make campus visits as needed as long as you meet two conditions:

1. You must complete a Campus Visit Form and have it on file in the Guidance Office **PRIOR** to your college visit;
2. You must bring in proof of your visit within two school days of the visit; agenda from a special event, admission rep's business card signed by the admission rep, note from admission rep, etc.

These visitations should occur during the junior and senior year and are limited to 3 visits per semester. Additional visits may be granted through administrative approval. Please be advised that not meeting these two conditions will result in the absence counting against your attendance. Also remember that it is YOUR responsibility to make up all work missed due to making a college campus visit. The administration at BHS reserves the right to change this policy on an individual basis as needed.

Unexcused Absences

As stated above, while a parent may decide 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. Absences that do not qualify as excused absences will be classified as unexcused. If an absence is unexcused the student may be given an opportunity to make up the work and time missed before or after school. Examples of unexcused absences: haircuts, tanning sessions, manicures and other errands that could be taken care of after school or on weekends, etc. Failure to complete all make up within the time limits set by the principal will result in loss of credit for the work missed.

A student will be considered truant after three consecutive unexcused absences for all or a significant part of the school day, five unexcused absences in one semester, or seven unexcused absences in a school year. Students 13 and over will be reported truant to the County Attorney and students under the age of 13 will be reported to the Department for Social and Rehabilitation Services.

A student is allowed 10 days a semester with a parent's note. After the 10th absence, a student must have a doctor's note in order for the absence to be excused. Any absence after the 10th, without a doctor's note, may be unexcused and time will be made up with no credit given for that day. Parents may request a conference with the

principal when emergency or extenuating conditions are present. Such circumstances will be handled on an individual basis and a final determination will be made by the principal. If students have been reported truant, the principal will recommend no credit for the semester.

Definition of Absence

If less than 4 hours ½ day absence is record, 4 hours or more is counted as a full day. If a student skips class to avoid a tardy he will receive the penalty for the absence and for the tardy.

Make-Up Work

The student shall have the opportunity to make-up work missed during an excused absence. The responsibility for making arrangements for make-up work rests with the student. The student must contact the teacher within one days following the absence and make arrangements for making up work missed. The teacher **will set the deadline** in each case for accepting make-up work unless alternate make up work is determined by the principal.

A student will have an opportunity to make up work missed during an unexcused absence, but only if the student makes up all of the time missed during detention before or after school within a timeline established by the principal, and meets the deadlines established by the teacher for accepting the make-up work.

Tardies

On the fifth tardy during a Semester grading period, a student will be assigned a detention after school. Failure to attend detention may result in in-School/Out of school suspension.

Detention Policy

When it is necessary that a teacher or an administrator assign a detention to a student, the detention will occur on the afternoon following the assignment (48- hour notice Monday thru Thursday). If a student is continually in detention and/or fails to meet his/her obligation, detentions before or after school can be assigned and/or suspension from school may result.

School Lunch

Burlington High School operates under a closed lunch period. Students are to eat in the cafeteria each day.

1. Students are required to stay on campus for the lunch period. They may purchase food from the school cafeteria or may bring their lunch from home. Students may be allowed to leave school for lunch only if there is a medical need or special diet required by a doctor. A doctor's note is required for these circumstances. An exception to closed lunch may be permitted on a case by case basis if a written request for the exception is received in advance from the parent. The principal will make the final determination.
2. Students may not go to the parking lot. The parking lot is off limits to students during lunch, as are all areas except the commons.

CAFETERIA RULES

1. Sit quietly at the table before and after getting your tray.
2. Talk quietly to your neighbors—.
3. Keep food/paper off the floor—clean up after yourself.

School Lunch

Students will have the opportunity of daily choices of meals which include:

1. Regular cafeteria menu
2. Food bar

All lunch lines offer a main entrée: bread, fruit, vegetable, milk and condiments. Students must take the main entrée plus 1 other item. Prices are to be announced.

School Breakfast

School breakfast consists of:

- 2 oz. bread OR 2 oz. meat OR 1 oz. bread and 1 oz. meat
- ¾ cup juice and/or 1 cup fruit/vegetable
- ½ pint milk

Students must select at least 2 items.

Charging of meals is discouraged. No extra portions, juice or milk may be purchased unless there is money in the meal account. Students will be allowed to charge 2 meals only before they will be refused service. If a student or family need to make special arrangements for payment, call the school office.

Food Deliveries-Deliveries for food from local restaurants or fast food businesses will not be delivered to school during school hours. Parents may bring items, but students will not be notified to come to office to receive food items.

Lunch Schedule –Change for 2017-2018

Group I - 1st Group

Students in Group I Lunch will report to the commons for lunch at 11:01. Do not go to 4th period class before eating

11:04	-	11:30	Lunch
11:08	-	11:56	4 th Hour

Group II - 2nd Lunch

Students in Group II Lunch will report to 4th period class at 11:05.

11:34	-	12:22	4 th Hour
11:56	-	12:22	2 nd Lunch

Students will go directly to the line to get their meals. Students will pay after the meal has been received. (Those wanting salad bar must get in line at the north end of the commons and get their tray and milk, then pay and then go to the salad bar.)

A lunch count will not be taken. The cafeteria staff will estimate the amounts of food needed. Be understanding if some food items run out, especially second lunch.

Flowers and Gift Deliveries-Deliveries for students will not be handed out during the school day.

Leaving Campus

Students finding it necessary to leave campus during the school day are to **check out in the office prior to leaving.**

Permit to Leave Campus

Students leaving school for doctor, dental, or other necessary personal appointments must bring a parental request for dismissal. This request should include name, date and time, and reason for request. This written request must be brought to the principal's office before school on the day it is needed. The student will be given a "pass" to leave the campus, after the note has been verified by telephone call to the parent.

The student will leave at the designated time, by showing the permit to the teacher in charge at the time of leaving. The pass will be returned to the office upon returning to school. Any leaving of school campus without the permit shall be considered as an unexcused absence, and handled accordingly. Violations may result in suspension or expulsion.

Teachers are not authorized to give a student permission to leave the school campus during the day.

Students Driving Cars to School

Students driving cars to school must follow the safety precautions established by the school for the protection of students and the maintenance of orderly procedures.

1. Student parking will be limited to the **West** lot. All vehicles must be parked within the designated parking stalls. Students who park vehicles across multiple stalls may lose their right to park on school property, be subject to disciplinary action or may have their vehicle towed.
2. Student cars are not to be parked in the front of the high school. This area is to be left open for visitors.
3. Motor scooters and motorcycles are to be parked in the area designated for them in the lot west of the high school.
4. There are to be no fast starts or fast stops.
5. The speed on campus shall not exceed 15 miles per hour.
6. Pedestrians shall have the right of way.
7. Students are not to ride outside of cars.
8. The parking lot will be off limits to all students from 8:30 a.m. until 3:12 p.m. The only exceptions will be those students who have a permit from the office, or an early release work permit.

Violations of driving and parking regulations will bring about disciplinary actions which can result in: loss of parking privilege, suspension from school, and /or expulsion from school.

Admit Slips

Students should pick up admit slips immediately after the 8:06 a.m. bell rings. They should not wait until 8:12 a.m.

Student Lockers

Each student will be assigned locker and will be expected to keep the locker neat and clean. The school does not guarantee or insure valuables left in the school lockers. Lockers are school property and may be searched at any time by the principal or his/her designee.

Foreign Exchange Students

Foreign exchange students will be accepted to Burlington High School from accredited programs. Due to the difficulty of matching credits and schedules, foreign exchange students will be enrolled as 10th or 11th grade students. They will not be allowed to graduate.

Public Display of Affection

Hand holding is acceptable. Kissing or any other form of display of affection will not be allowed. Repeat offenders will be referred to the office.

Acceptable Use of Computers and Networks

Use of the district computers and electronic devices for programs, software, e-mail, and to access telecommunications resources is a privilege not a right. Computers and electronic devices are the school's property and can be accessed by the school at any time. Individuals have no expectation of privacy in whatever they put on the computer or electronic device. Violations of the Acceptable Use policy will result in disciplinary action. The expectations for acceptable use are as follows:

1. Users will respect the privacy of other individual's login name, password and data.
2. Users will access and create information appropriate for the educational environment.
3. Users will respect software developer's copyright on software, CD-ROM's and manuals.
4. Users will use hardware and peripherals for their intended purposes.
5. No software, including freeware or shareware, may be installed on any district computer unless approved by the network administrator.
6. Students shall have no expectation of privacy when using the school computers. Any e-mail or information stored in district computers is subject to monitoring by the administration.

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

Penalties for violations of acceptable use standards include but are not limited to:

- 1st - Warning and Resubmit parent and student agreement
- 2nd - Loss of computer & lab privileges for the rest of the nine weeks.
- 3rd - Loss of computer & lab privileges for the rest of the semester.
- 4th - Loss of computer & lab privileges for the rest of the year.

Delinquent Meal Account Procedures

Procedures:

- I. General Guidelines for working with parents/guardians:
 1. Always work in a proactive fashion (i.e. give out extra handouts that explain how to check your account on line; act professional when dealing with parents/patrons EVEN if they do not, etc.)
 2. Make sure we communicate with school officials prior to visiting with parents (i.e. check the account twice before calling once- we cannot lose their trust because of an error on our end).
 3. All monies received from students/parents will be entered into Skyward by 11:00 a.m. on a daily basis by the building level staff.

Delinquent meal accounts \$0-\$24.99

Building Level duties:

1. All monies received from students/parents will be entered into Skyward by 11:00 a.m. on a daily basis.
2. Principals can assist by monitoring CHRONIC delinquent accounts.

Food Service Department duties:

1. Account balances will be checked PRIOR to making payer contact after 11:15 a.m.
 - a. Food Service will call or visit face to face with the parents about the balance 2 times (one time may be a voicemail or answering machine message).
 - b. Document the contact. (i.e. Left message at 000-0000)
 - c. Written notification via a form letter should be sent as a last resort if voice contact cannot be made.
 - d. Payers should be given 3 business days to get the funds into the school after voice/letter contact has been made before attempting contact again.

Delinquent meal accounts of \$25.00-\$34.99 *alternative meal is beginning to be served

Building Level duties:

- a. The principal will attempt to catch the person on school grounds, email, call or some type of voice contact. Document the contact.

Food Service Department duties:

- a. Email the principal and tell him/her about the account balance. Ask him/her to confirm that all fund accounts are up to date.
- b. F/S will continue to try to make contact for 1 more time verbally-

If verbal contact was made: Parents will be notified that the delinquency has caused their student (s) to be served an alternative meal for 3 business days unless the account balance is brought up to a positive balance immediately.

If no verbal contact was made: a letter will be sent out again notifying the parent stating the same content and an alternative meal will be served to their student starting on (list a date) unless the school office receives funds to bring the balance up to a positive balance immediately.

Delinquent meal accounts of \$35+

Food Service Department duties:

- a. F/S will contact the board clerk with all the pertinent information about the account balance and contact attempts.
- b. Notify the Board Clerk that payment has been made.

Central Office duties:

- a. The central office will make contact with the payer.

- b. Central office will email the school stating that they have taken over the collection process.
- c. Central office will email the schools of any payer that can NOT write checks to the district
- d. School Social Worker/SRO may need to be informed of a potential CINC.
- e. SRS/County Attorney may need to be informed of a potential CINC.

Building Duties:

- a. Notify the Board Clerk that payment has been made.
- b. The principal/secretary will attempt to catch the person on school grounds, email, call or some type of voice contact. Document the contact.

Class Dues

Students in the Freshman, Sophomore, and Junior classes will each be expected to pay \$20 class dues. The class funds are acquired through their Junior year and are used toward the Junior / Senior Prom.

Funds Left After Graduation

Funds left in the school accounts after the class has graduated may be transferred to other classes still in school or dispersed appropriately by administration.

Interscholastic Eligibility

In order to be eligible for any extracurricular activities/athletics, a student must have passed at least five new subjects of unit weight the previous semester and must be currently enrolled in at least five new subjects of unit weight.

A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An "Incomplete" or "In Progress" shall count as a failure. However, should a student have an excused absence for days missed, completing such work per school policy would not be considered as "make up" per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.

All extracurricular participants shall comply with KSHSAA eligibility policies. A weekly grade review will be made of students participating in extracurricular activities/athletics each semester. Students must be passing a minimum of five subjects of unit weight to be eligible. Ineligible students may participate in practice but not competition. A similar review will be made at the end of each semester. Students must meet KSHSAA guidelines in order to be eligible.

It will be the responsibility of the Athletic Director to review all students participating in extracurricular activities/athletics weekly and each semester.

The ineligible period will be one week and shall be from Monday through Saturday.

A staff committee appointed by the principal will review the eligibility status of a student on an official I.E.P., I.D.P. or 504 plan. In all cases the students must meet the KSHSAA guidelines in order to participate.

Burlington High School Student Dance Guidelines:

BHS students must meet the following criteria to attend school dances:

- Must be a student in good standing
 - Eligible per weekly eligibility. Student must be eligible the week prior to the dance per BHS weekly eligibility
 - No suspensions or administrative action pending the week of the dance.
 - All detention time served prior to dance
 - Be in attendance the day of or day before the dance (if Saturday). BHS administration may approve absences due to extenuating circumstances

Guest of BHS students must meet the following criteria to be admitted to BHS dances

- Attending a current high school or a graduate of a high school under the age of 21
- Completed out of school dance form and have BHS administrative approval 48 hours prior to dance
- No middle school age students or younger may attend

Conduct Guidelines

- Dancing front to front and back to front are permissible provided the following criteria are met
 - Both students remain up right at all times
 - No bending at the waist
 - No group / huddle style dancing
 - Hands remain on hips at all times
 - No body parts other than feet touching the floor
 - Any purposeful physical contact deemed inappropriate by sponsors or administration will be dealt with by administration
 - Sponsors will notify administration if they believe actions are inappropriate. Administration will deal with student conduct after notification.
- No mosh pit dancing
- Any student/s failing to comply with dance guidelines will be removed from the dance and parents contacted
- Repeated offenses will result in student/s being excluded from dances for the remainder of the year (including prom)
- BHS Administration reserve the right to stop any music being played that is deemed inappropriate for school dance
- BHS administration and /or dance sponsor reserve the right to refuse admittance to any student or guest

Flint Hills Technical School Guidelines

- A. Only students in Grades 11 and 12 are eligible to attend Flint Hills Tech.
- B. Students are responsible for tuition, fees, supplies, etc. All monies are paid directly to FHTC.
- C. Students will attend FHTC periods 1 – 4 and will return to BHS for periods 5 – 7.
- D. Students attending FHTC must ride the district-provided transportation; it will either be a van or a bus depending on the number of students involved.
- E. "FHTC" will be recorded on the student's transcript with either CR for credit or NC for no credit, depending on their FHTC grades.
- F. If you fail FHTC courses, you will possibly not graduate from BHS depending on the number of credits you have at the end of your senior year.
- G. There is signature page for both Student/Parent

Credit Recovery Class Guidelines

- A. Only students in Grades 11 and 12 are eligible for Credit Recovery.
- B. Credit Recovery will only be available prior to school or after school for one hour.
- C. Credit Recovery will only be available for core classes.
- D. The Credit Recovery classes will be done on a computer through a certified program by the State of Kansas.
- E. The curriculum is self-paced and once the course is completed, the student will be finished with the class. If it was a semester/year course it must be completed in a semester/year.
- F. A student taking Credit Recovery must come once a day either morning (7:00-7:55 am) or after school (3:05-4:00 pm) until they are finished. Daily attendance is required until course is completed.
- G. Students will need to pay full price for the Credit Recovery Class. When they successfully complete the class, they will be reimbursed the follow amounts. A=75% of the cost B=65% of the cost C=60% of the cost D=50% of the cost. No reimbursement for failing the class.
- H. Credit Recovery classes will be held in the library. Students can enroll in only 1 Credit Recovery class at a time.
- I. There is a signature page for Students/Parents.
- J. All exams must be taken in front of the supervisor at SCHOOL.

Honors Program:

The BHS honors program will include completing at least 26 credits of graded class work (pass/fail or credit/no credit classes will not meet the requirements for elective credit) and no student will be allowed to become a teacher's aide until their senior year. More of an emphasis will be placed on requiring students to take a variety of elective courses before graduation. Grade point averages (GPA) will remain the same in the new program

Cum Laude:

The student must have completed all BHS course requirements with a minimum of 26 credits and a GPA of 3.2 or above. This student must also complete the following courses:

Cum Laude:

4 units of English
3 units of math
3 units of science
16 units of electives

Magna Cum Laude:

The student must have completed all BHS courses requirements and a minimum of 26 credits with grade point average of 3.5 or above. These students must have also have completed the following courses:

Magna Cum Laude:

4 units of English
3 units of math
3 units of science
16 units of electives

Summa Cum Laude:

The student must have completed all BHS course requirements with a minimum of 26 credits and a grade point average of 3.8 or above. This student must also have completed the following courses:

Summa Cum Laude:

4 units of English
3 units of math
3 units of science
16 units of electives

Grading Scale

95 - 100	A
90 - 94	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
69	D
66 - 68	D
65	D-
64 and Below	F

Graduations Requirements

4 credits English/Language Arts
3 credits Science
3 credits Math
3 credits Social Science (World Culture, American History, Government)
1 credit Physical Education/Health Education
1 credit Communications Technology
1 credit Fine Arts
7 credits Electives (credits from math, science, English and social science are also counted as electives after the required courses have been successfully completed)

23 Units of Credit is a minimum for Graduation

In the event the principal recommends any of the required courses be waived and a student be allowed to graduate, such recommendation will be made to the Board of Education prior to the beginning of the second semester, or in the case of transfer of a pupil, prior to the May meeting of the Board.

Honor Roll

The office will prepare, post and publicize the names of all students earning academic distinction during each school quarter. In determining academic honors, the following guidelines will be observed:

High Honor Roll

A student must earn a minimum grade point average of 3.6. All subjects carried will receive equal weight regardless of time spent in class. A student may not have an "incomplete," "non-credit" or "failing" in any class to be eligible for honors. All subjects will receive equal weight, regardless of time spent in class, or lab, non-lab status. A student must be enrolled in at least 5 class periods to be eligible for honors.

Honor Roll

A student must earn a minimum grade point average of 3.1. A student may not have an "incomplete," "non-credit" or "failing" in any class to be eligible for honors. All subjects will receive equal weight, regardless of time spent in class, or lab, non-lab status. A student must be enrolled in at least 5 class periods to be eligible for honors.

Transfer/Acceptance of Credit

Burlington High School will accept all credit issued by a K-12 educational institution accredited by the Kansas Department of Education at the time of the student's enrollment in the school district. All credit will be converted to semester credit if it was earned in an alternative manner.

Burlington High School may accept all credit issued by a K-12 educational institution accredited by the State Department of Education of other states or territories of the United States at the time of the student's enrollment in the school district. All credit will be converted to semester credit if it was earned in an alternative manner. The principal will determine what credit is to be accepted.

Students transferring from non-accredited schools or entering with credits from schools, agencies or organizations not accredited by the Kansas Department of Education will be placed in grades/classes by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement. Any credit awarded by the principal shall be recorded on the student's transcript as credit earned but shall not have a grade assigned to such credit.

Burlington High School will not accept credit from other schools, agencies or organizations for courses taught in the high school curriculum for students who are enrolled at Burlington High School unless prior permission to take the outside course is granted by the principal.

No credit will be allowed for courses constituting the graduation requirements of this school district earned in other schools, agencies or organizations after enrollment of the student in Burlington High School without the recommendation of the principal and the written approval of the superintendent.

Health Tests and Inoculations of Pupils

In each school year, prior to admission to and attendance in school, every pupil enrolling or enrolled in any school for the first time in this state must present certification from a physician or local health department that the pupil has received, or is in the process of receiving and will have completed within 90 days after admission to the school, such tests and inoculations as are deemed necessary by the Secretary of Health and Environment.

The inoculations pupils must have before enrolling in any Kansas school for the first time, are: a full list of inoculations can be found at: http://kdheks.gov/immunize/download/Immunization_Requirements_for_the_2017-18_School_Year_Cheat_Sheet.pdf

This requirement may be waived if such inoculations would seriously endanger the life or health of the child. Additionally upon receipt of 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 tests or inoculations, the requirement may be waived.

The school nurse will notify students and/or parents of any inoculations needed to be in compliance with current law. Failure to comply with this requirement may result in the exclusion of the student from school so as not to endanger his/her health or the health of others.

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

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by Unified School District No. 244. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to others persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. Disclosure without your prior consent is permitted by law. The district may disclose personally identifiable record information without your consent as follows:
 - To school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - To officials of another school district in which your child seeks to enroll or intends to enroll. The district will forward the records to officials of other schools or school systems in which the student intends to enroll without further notice student.
 - To authorized persons to whom a student has applied for or from whom a student has received financial aid
 - To state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes
 - To organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs

- To accrediting organizations
 - To parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes
 - To appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency
 - To an agency caseworker or representative of a state or local child welfare agency or tribal organization who the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with the law
 - In compliance with a lawfully issued subpoena or judicial order
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
 4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District No. 244 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
 5. The right to obtain a copy of Unified School District No. 244 policies for complying with FERPA. A copy may be obtained from Mr. Cliff Williams, Superintendent, 200 South Sixth, Burlington, KS 66839

Photography at school: School staff will discourage digital and other photos or video being taken in school by students or staff, due to privacy concerns. Students and staff should not photograph, film, or participate in being photographed or filmed at school unless the photographs are for official or authorized school publications, school designated projects or broadcasts. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

Directory Information: For purposes of FERPA, Unified School District No. 244 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study, photographs, and parent or guardian.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 244 at the building office on or before August 15, 2017. If a refusal is not filed, Unified School District No. 244 assumes you have no objection to the release of the directory information designated.

Students with Disabilities

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students with a disability within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Act (IDEA) are identified, evaluated and provided with appropriate educational services.

Students with disabilities and their parents may have a right to a due process hearing to challenge decisions of the school. For questions about these rights, contact the Superintendent, coordinator of Section 504 activities or the Director of Special Education.

Referral Procedures

A referral for a comprehensive evaluation shall be made whenever screening or pre-assessment indicates a child may be exceptional. In addition, the 90 day notice from an infant and toddler program under Part H of the federal Individuals with Disabilities Education Act (IDEA) shall constitute a referral for a comprehensive evaluation. For obtaining a comprehensive evaluation under IDEA, contact the Special Education Director, Robert Scott, at 200 South Sixth, Burlington, KS. 66839 Phone: (620) 364-5151.

Discrimination Regulations

In compliance with the federal and state regulations, school policies and administrative regulation, all students, parents and employees are informed that the Burlington Unified School District No. 244, located at 200 South Sixth Street, Burlington, Kansas 66839, shall not discriminate on the basis of sex, race, color, national origin, or disability in the educational programs or activities which it operates. Specific regulations concerning Sexual Harassment and Racial Harassment are identified as follows:

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 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 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 recurrence.

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.

USD #244 Burlington Schools Bullying Policy Statements

Bullying Policy

It is mandated by 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

Bullying is an **intentional** gesture or any **intentional** written, verbal, electronic or physical act or threat either by 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
- Any form of **intimidation or harassment** prohibited by the board of education of the school district in policies concerning bullying
- Cyberbullying

Bullying can be **physical, emotional or social** and may involved **verbal or nonverbal** behavior.

Complaint Process

Informal Process: Anyone may use informal procedures to report and resolve complaints of bullying. At the building level, programs may be established for receiving anonymous complaints. 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 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 with at 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 a positive behavioral interventions up to and including a 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) or 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

Complaints

About Discrimination or Discriminatory Harassment

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

Public Conduct on School Property

KGDA

The superintendent or the superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the board and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass to enter school buildings during the school day.

Anyone who refuses or fails to leave district buildings, facilities, and/or grounds after being requested to do so by an authorized district employee shall be considered to be trespassing in violation of Kansas law. In such case, the police will be contacted, and arrest and criminal charges may result.

The administration will determine if the individual who has been asked to leave a district building, facility, or grounds is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be sent to the individual.

Approved: 7/10/17

Hazardous Waste

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material, which is or may be hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes that are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label that lists the specific contents.

Unlabeled containers whose contents are undetermined and that may contain hazardous substances shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Emergency Safety Interventions (See GAO, JRB, JQ, and KN)

GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or

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traffic law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

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state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;

- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;

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- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not

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subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments

to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when

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documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of

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an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

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Reporting Data

District administration shall report ESI data to the state department of education as required.

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an

individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral

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assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the

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informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

About Policy

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

About Curriculum

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

About Instructional Materials

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

About Facilities and Services

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

About Personnel

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

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:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320.
Kansas City, MO 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 of its facilities inspected by a certified asbestos inspector as required by AHERA and has completed the mandatory 3-year re-inspections, the most recent being completed 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.

BHS Athletic Handbook

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Burlington High School

All interscholastic athletic/activity programs conducted in the Burlington school system shall be in accordance with the rules and regulations prescribed by the National Federation of State High School Associations or those approved by that organization. Policies and guidelines set forth in the Kansas State High School Activities Association Handbook will be diligently adhered to and strictly enforced.

Note from the Athletic Director

I would like to welcome all of our sponsors, students and parents back for what we hope will be an excellent year at Burlington High School. At Burlington High School we attempt to strike a balance between the goals of high academic achievement for our students integrated with a healthy approach to student activities. With your help and support we can accomplish both objectives and provide maximum educational opportunities for students at Burlington High School.

This document is a resource for sponsors, students and parents during the activity school year. Communication is essential for the success of any program and it is our hope at BHS that this handbook will answer any questions that you may have.

Participation in extra-curricular activities is a **PRIVILEGE**. Student participants are not entitled to playing time, position on a team or other special considerations. These items are determined by ability, work ethic and commitment to a team/program. Burlington Schools' coaches/sponsors are charged with teaching, evaluating and establishing the best team possible for available participants while keeping the focus on the educational process of extra-curricular activities.

Parents, we encourage you to support your child's decision to participate in an activity and hope that you will be involved in the activities. You are the key! Help them understand and abide by the rules, regulations, and policies in this handbook. Set yourself as a role model for your student, in your actions throughout the activity season. In a world that is flooded with drugs, alcohol and violence, we feel that with the support of the education system, the coaching staff and you, we can make a difference.

Please take the time to read through the handbook and if you have any questions, please do not hesitate to call me.

Very truly yours,

Dave Watkins
Activity/Athletic Director

School Song

Hail Alma Mater
Hail Alma Mater. Hats off to you.
Ever you'll find us. Loyal and true.
Firm and undaunted always we'll be.
Hail to the school we love.
Here's a toast to thee.

Admission Fees

Admission fees for varsity contests at Burlington High School and other Pioneer League schools are \$4.00 for adults and \$3.00 for students**. Fees may be different at non-league schools and junior varsity contests.

Pioneer League Schools

Burlington High School
830 Cross
Burlington, KS 66839

Garnett Anderson Co. High School
1100 W HWY 31
Garnett, KS 66042

Iola High School
300 E. Jackson St.
Iola, KS 66749

Osawatomie High School
1200 Trojan Dr.
Osawatomie, KS 66064

Prairie View-LaCygne High School
13731 Ks HWY 152
LaCygne, KS 66040

Santa Fe Trail-Carbondale High School
15701 S. California Rd.
Carbondale, KS 66414

Wellsville High School
602 Walnut St.
Wellsville, KS 66092

**** Admission fees are subject to change.**

Policies Pertaining to Coaches

Coaches Guidelines

1. Procedures for buying equipment -
 - Place desired equipment on requisition form and give it to the athletic/activities director.
 - No equipment will be purchased without a purchase order and approval of the athletic director.
 - Orders will not be made via phone unless the athletic/activities director has completed and approve all other requirements.
 - The athletic/activities director and coach will go over all requested items and will consider them as to priority, specification and standardization.
 - The athletic/activities director will obtain approval for all orders through the superintendent.
2. Coaches of the "next sport or activity in season" will not unduly promote their sport until the "sport in season" has been completed.
3. The head coach is responsible for the behavior and safety of his/her players at all times they are representing Burlington High School as a participant
4. It is the responsibility of the head coach to ensure that completed physical forms are on file with the Athletic/activities director prior to the student participating in any practices or contests, as applicable
5. It is the responsibility of the head coach to ensure that all players for "in season sport" are academically eligible before you let them compete.
6. The head coach shall be familiar with the rules of the KSHSAA handbook for their activity.
7. Accountability of school owned athletic/activities equipment is the responsibility of all coaches. All new equipment will be placed on inventory cards and accounted for at the end of each season. Records must be kept of students who have equipment checked out.
8. Coaches will be responsible for checking out school uniforms and equipment. A copy of the checkout sheet will be given to the athletic office at the beginning of the season.
9. Coaches will be responsible for supervising the locker room before and after practice. No athlete shall be left unattended.

Discipline with Athletics/Activities

From the position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in his/her total educational experience. Your turn out, procedures, attendance regulations and game tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. The head coach is usually the judge of what shall be done when rules are violated, but the principal and athletic/activities director should be kept informed when any serious violation occurs. Some standard guidelines might help to be more consistent when major infractions do occur.

1. We want to be firm, yet ensure that justice prevails.
2. We not only want what is best for all participants, we want what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the individual and makes clear that the team will do without him/her if he/she does not live up to the standards set.
 - It is here that parents, teachers, and community may not always understand your actions (the individual almost always understands quite clearly) and you must take care to fully explain.

It is the area of discipline that coaching efforts come to be taken seriously by administrators, teachers, community and most important, the participants.

Injury Procedures

Coaches' responsibilities -

1. Coaches should be the first ones on the field/court to evaluate injuries and determine treatment.
2. Exercise caution when analyzing all injuries. Contact parents of individual, doctor, and athletic/activities director in all cases when you are certain or when serious injury is possible.
3. If an athlete must be taken to the emergency room, the coach should stay with him until parents and athletic/activities director arrives.
4. If there is any question as to whether the injury is of a serious or a non-serious nature, it must be considered serious.

The Coach and Players

In relationship with players, the coach should always be aware of the tremendous influence he/she wields, for good or bad. Parents entrust their dearest possessions to the charge of the coach; and the coach, through example, must always be sure that his/her influence will have a positive effect upon the players. It is our hope that each coach will produce a finer and better young person for having participated under his/her guidance.

Every coach is a living example in the community. It is vitally import that his/her actions and behavior bring credit to the school, athletes and community.

The coach should instill within contestants an active concern and respect for excellence in academic learning as well as excellence in their activity or sport.

Inclement Weather

In situations where school is dismissed early because of inclement weather, all school athletic/activity practices will be canceled for that day.

Meal Allowance

The athletic department will pay for KSHSAA post season competition by arrangement between the Athletic Director and coach.

Policies Pertaining to Students

Physical Forms

No student will be allowed to participate in an organized practice until the following is on file with the school:

- a. A current physical examination form - signed by a parent or legal guardian.
- b. A medical consent form - signed by a parent or legal guardian.
- c. An assumption of risk form - signed by a parent or legal guardian and student.
- d. A concussion & head injury release form – signed by a parent or legal guardian and student.

Medical Policy

The school shall make available school accident insurance forms so students can purchase coverage for accidents if they so desire. **(This insurance policy is a secondary type policy. It does not cover treatment services when benefits are payable under any other insurance or medical plan.)**

Please note the school insurance is a catastrophic insurance plan. We cannot make any commitment as to when/if the KSHSAA catastrophic will cover.

Practice

Participants are expected to attend all practice sessions. Unexcused absence from (one or more practices) could result in suspension for one contest. Persistent violations (two or more absences) will result in the offender being dropped from the squad. The head coach will determine if an absence is excused or unexcused. Unexcused absence from school on the day of a contest will prohibit an individual from participation in that contest. A student must check in at the office by 12:00 noon on the day of a contest if he/she wants to participate in any after school activity (games and/or practices) unless other arrangements have been made. A student is required to be in school on time the day after an activity. Failure to do so will result in disciplinary action.

“Two-a-day” football and volleyball practices begin before the opening of school. If, as a result of extenuating circumstances, it is necessary for an individual to miss some of these practice sessions, arrangements must be made through the head coach.

Substance Use

The use or possession of

- Intoxicating beverages
- Tobacco in any form including electronic cigarettes
- Vaping in any form
- Illegal drugs
- Prescription drugs without correct medical prescription

while participating in interscholastic sports and/or KSHSSA sponsored activities is prohibited. See KSHSSA activities journal for a list of activities. Any observation of violation, by staff or law enforcement should be reported to the administration, head coach and/or sponsor for their information. Any violation (in admittance to or observation of) will result in the following procedures:

- a. First offense - suspension from the next two (2) consecutive calendar performance dates. These only include the KSHSSA sponsored activities the student participates in and may carry over between seasons.
- b. Second offense - suspension from all interscholastic sports and/or school sponsored activities for the remainder of that school year.

It should be the duty of any and all coaches knowing of or observing a violation to report it to the athletic/activities director and/or principal.

Student in Good Standing

KSHSAA Rule 14 “Bona Fide Student”

1. In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing
 - a. **A student who is under penalty of suspension or whose character or conduct bring discredit to the school or student, as determined by administration, is not in good standing and is ineligible for a period of time as specified by the administration.**
 - b. Burlington Schools’ Administration with cooperation from coaching / sponsors has the final determination of a bona fide student in good standing.

2. Community and Law Enforcement Authorities

Any student who has been convicted of a misdemeanor or felony crime or been adjudicated a juvenile offender shall not be allowed to participate in and represent the school in any interscholastic activity until they have completed and complied with all orders of the court. Probation is not considered as part of nor does it pertain to this policy.

Sportsmanship

Good sportsmanship is a major goal of Burlington's athletic/activities program. Good sportsmanship involves two things: (1) devotion to sport (hard work) and (2) graceful acceptance of results, a high standard of conduct in honest competition. Repeated unsportsmanship like conduct by an athlete will result in a meeting with the sponsor, player, parent and athletic director before the next contest to determine a plan of action.

Profanity

Profanity will not be condoned on the practice field, in the locker rooms or in contests. Persistent violators will be suspended from competition. Profanity is evidence of poor sportsmanship and is offensive to other players, coaches, officials and the public.

Activity Participation

A student participating in an activity is expected to complete the full season of that activity. If circumstances arise causing the student to be unable to finish the season, the student is responsible for notifying the coach and/or sponsor of that activity. All equipment must be turned in before the student will be allowed to participate in another activity.

If a student wishes to switch sports, they must have the approval of both coaches and the Athletic Director.

Students participating in activities must ride to and from all activities with the team, unless being released to parents. Students can only be released to parents after an activity. If special circumstances arise, a written request for approval must be made to the principal/activity director 24 hours in advance of the activity.

Communicating with Coach/Sponsor

Burlington High Schools primary mission is to provide opportunities for students to gain valuable educational experiences through extra-curricular activities. Throughout your participation in extra-curricular activity you may have questions that arise. The following protocol should be followed when contacting a coach/sponsor with a concern.

1. Allow emotions to settle for at least 24 hours before making contact with coach/sponsor
 2. Contact coach/sponsor via email or phone – following these steps
 - a. Step I: Determine whether coach/sponsor and participant have spoken regarding the concern
 - b. Step II: Set a meeting with coach / sponsor, parent and participant if necessary
 - c. Step III: If concern is not addressed contact Activities Director to schedule meeting with coach/sponsor, parent, participant and activities director
 - d. Step IV: Contact Principal to set meeting with coach/sponsor, parent, participant, AD and Principal.
 - e. Step V: If concern had not been resolved, contact USD 244 Board Clerk to receive formal complaint form and instructions.
- Failure to comply with protocol may result in suspension from attending Burlington School activity events.

School Dances

Out of school guests are permitted for only the two homecoming dances and Jr./Sr. Prom. Students wanting to bring an out of school guests to the homecoming dances and Jr./Sr. Prom must fill out the Out of School Guest form and return it to the office by the deadline specified by the sponsors. No out of school guests over the age of 20 will be allowed to attend high school dances.

Burlington High School reserves the right to refuse attendance of any student or guest. Any student who is not in good standing will not be allowed to attend school dances. This does include students who are currently under administrative action including but not limited to: suspension, detention, or other disciplinary items, **and eligibility**.

Guidelines for Sponsors and Students for Overnight Events

1. Pre-arrange meals if at all possible and eat together as a team for proper supervision.
2. Inform all pupils that sponsors will have the authority to check rooms, including personal belongings, if it is in the best judgment of the sponsor that such search be conducted.
3. Inform all students that a sponsor will start making a room check as soon as they have checked into their respective rooms. At that time, individuals in that room may turn over to the coach anything that is found which is considered to be illegal. Things that are broken or missing (pillows, towels, blankets, etc.) will be reported by the sponsor to the hotel manager.
4. Inform all students that a bed check will be made at any time at the discretion of the sponsor and preferably two or three times per day and particularly at night or the early morning hours. The sponsor may ask for a master key in order that he/she may enter a room at any time of the day or night.
5. Inform students that any time they desire to leave the hotel for an excursion, such as a walk or to a movie, they must have a sponsor to accompany them.
6. When checking out of a hotel, a sponsor will check each room for vandalism; things missing (pillow, towels, blankets, etc.): trash and condition of the rooms. Report to hotel management if anything is broken.
7. In the event a student becomes a discipline problem, breaks school or team policies, the sponsor will notify the student's parents and will supervise the student until parents can pick their student up.
8. If possible we will have one adult sponsor in each of the student's rooms.

The philosophy of the athletic/activities program in the Burlington schools is to provide each participant the opportunity to develop his/her skills to the maximum level. In order for gifted individuals to be afforded equal competition, an interscholastic program is necessary.

It is the responsibility of classroom teachers to ensure that academically gifted students are challenged to develop their talents. By the same measure it is the responsibility and obligation of coaches to see that student participants are subjected to a disciplined, well-planned, meaningful and highly organized athletic/activities program that enables them to develop their physical gifts and athletic talents.

Interscholastic Eligibility

1. This regulation pertains to all student participating in extracurricular activities/athletics.
2. In order to be eligible for an extracurricular activities/athletics, a student must have passed at least five new subjects of unit weight the previous semester and must be currently enrolled in at least five new subjects of unit weight.
3. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. An "incomplete" or "in progress" shall count as a failure. However, should a student have an excused absence for days missed, completing such work per school policy would not be considered as "make up" work per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.
4. All extracurricular participants shall comply with KSHSAA eligibility policies.
5. A weekly grade review will be made of students participating in extracurricular activities/athletics each semester. A student must be passing a minimum of five classes of unit weight to be eligible. Ineligible students may participate in practice but not competition.
6. A similar review will be made at the end of each semester. Students must meet KSHSAA guidelines in order to be eligible.
7. It will be the responsibility of the athletic director to review all students participating in extracurricular activities/athletics weekly and each semester.
8. The ineligible period will be one week. The high school eligible period will be Monday through Saturday. The middle school ineligible period will be Friday through Thursday.
9. A staff committee will review the eligibility status of a student on an official I.E.P., I.D.P. or 504 Plan. In all cases the student must meet the KSHSAA guidelines in order to participate.

Lettering Requirements

Participants must complete the season and be in good standing with the team, school and KSHSAA in order to receive a letter.

Any senior that participated for four (4) years in any sport(s) may be eligible to letter.

Extenuating circumstances such as illness or injury will be dealt with on an individual basis by the coaches, athletic/activities director and principal.

High School Football

The athlete must play in one-third of the regular season varsity quarters - plus one and must attend 70% of all lift dates.

High School Volleyball

The athlete must play in one half of all varsity matches and finish in good standing. Go out all 4 years and finish each year in good standing or extraordinary commitment to BHS volleyball.

High School Wrestling

A wrestler must earn a total of twenty-eight points during regular varsity meets and tournaments.

Pin = 4 points

Technical Fall = 3 points

Major Decision = 2 points

Regular Decision = 1 point

Bye = 0 points

High School Girls and Boys Basketball

The athlete must play in one-half of the quarters of the regular season varsity games. Coaches may award one letter for superior effort.

High School Girls and Boys Track

The athlete must earn a total of five points at the major meets (five schools or more) or place at the league meet. Coaches may award a letter to senior participants with fewer than five points.

High School Band

1st year School letter and service bar

2nd year Service bar

3rd year Service bar

4th year Service

Standards for which awards are being made:

1. Student must be in band the entire school year.
2. Student must maintain a "B" average in band for the school year.
3. Student must attend required events. Two (2) unexcused absences will disqualify students for an award.

High School Choir

1st year School letter and service bar

2nd year Service bar

3rd year Service bar

4th year Service bar

Standards for which awards are being made:

1. Students must be enrolled in the choir the entire school year.
2. Students must maintain a "B" average in choir for the school year.
3. The student must accumulate a minimum of 70 points in the following activities:
 - Winter vocal program (10 points)
 - Spring vocal program (10 points)
 - Local performances during class (5 points each)
 - Coffeyville choir clinic (10 points)
 - League music festival/clinic (10 points)
 - Regional solo and small ensemble music festivals (10 points)
 - State music festival - large groups (20 points)
 - State solo and small ensemble festival (10 points)
 - Other community events and activities, as scheduled (10 points each)

High school Spring Co-Ed Golf

The athlete must participate in at least half of the varsity tournaments during the regular season.

High School Drama

The student must be a member of drama club. Must be a thespian and must obtain 20 thespian points during a school year.

High School Softball

The athlete must play in at least one-half of all varsity innings. Coaches may award one letter for superior effort.

High School Baseball

The athlete must play in at least one-third of the total varsity innings. Coaches may award one letter for superior effort.

Public Conduct on School Property

The superintendent or the Superintendent's designee may deny access to the school buildings, facilities, and/or grounds of the district to persons who have no lawful business to pursue at the school,