

## **INTRODUCTION**

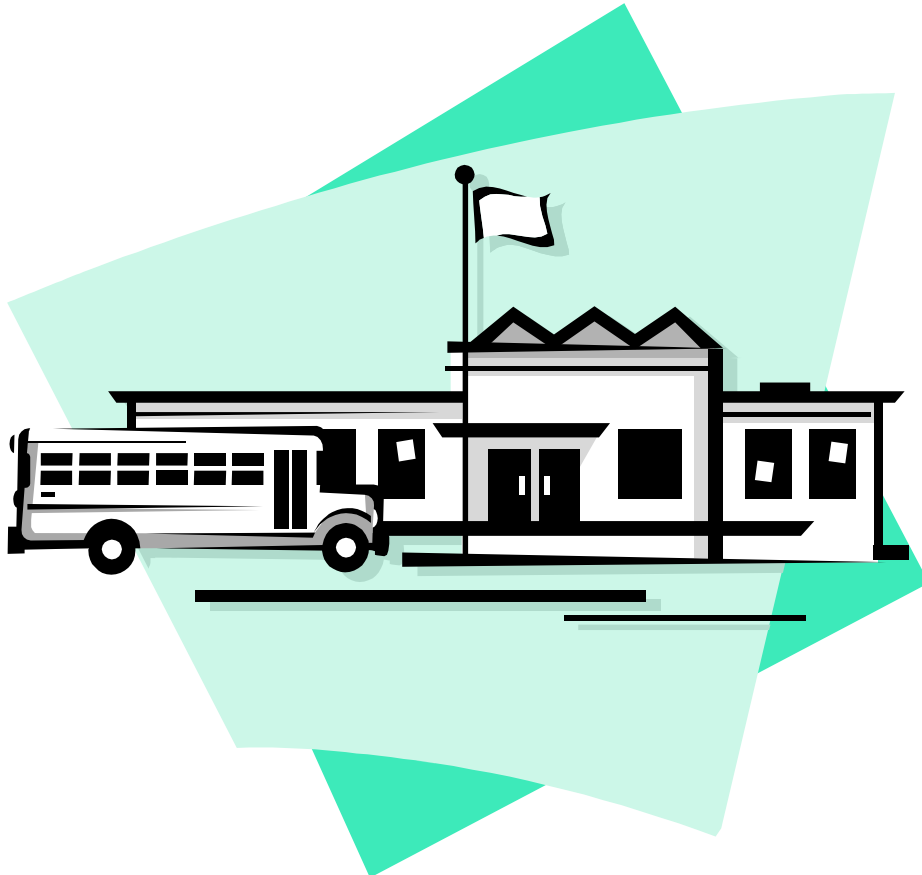
The purpose of this handbook is to outline student expectations at B.M.S. The procedures and regulations included here are to provide a general guideline to the operation of this school. Students and parents should familiarize themselves with this book.

## **BURLINGTON MIDDLE SCHOOL MISSION STATEMENT**

The mission of Burlington Middle School is to create a learning environment where all individuals are treated with dignity and respect and where students are provided the opportunity to excel in academics and personal pursuits.

Rules for all Burlington Middle School Students:

- Always treat others like you want to be treated
- Only positive comments are allowed
- Disrespectful and disruptive behavior is not tolerated
- Only touch other people's items if given permission by the owner
- Always keep your hands and feet to yourself



**ADMINISTRATION**

Superintendent  
Mr. Craig Marshall

Principal  
Matt Thomsen

Activities Director  
Charlie Whitworth

**FACULTY AND STAFF**

Morgan Stout  
Amanda Allen  
Jennifer Anderson  
Julie Augustyn  
Matt Barrett  
Liz Caldwell  
Julie Dawson  
Gina Engel  
Carrie Hammye  
Diane Marshall

Amy Hind  
Londa Kneisly  
Craig Kuhlmann  
Chelsea Leiker  
Lisa Ianacone  
Chuck Lee  
Stacey Moddie  
Christy Over  
Sam Parrilla  
Joe Sprague

Deb Reed  
Janet Reppert  
Chuck Schuster  
Heather Garner  
Luke Willis  
Jeaneene Solano  
Natalie Spangenberg  
Charlie Whitworth  
Dorothy Wilson

**SECRETARIES**

Barb Sowder  
Debby Schmidt

**GUIDENCE COUNSELOR**

Deb Stukey

**ASSISTIVE TECH**

LaVina Dalby

**PARAPROFESSIONALS**

Tabitha Mason  
Marchelle Birk  
Yvonne Carter  
Rita Dieker  
Anna Auld

Brenda Hensley-Hughes  
Valorie Higgins  
Barb Hills  
Donna Pugh

Judy Smith  
Jaymee Vander Linden  
Angela Wright  
David Burns

**COOKS**

Lida Lawson  
Sheri Skillman  
Stephanie Alexander

**LIBRARY AIDE**

Janet Harkrader

**CUSTODIANS**

Brad Alexander  
Kevin Johnson  
Marcia Rolf

**NURSE**

Laurie Hermon

**SOCIAL WORKER**

Brian Dyer  
Lori Garland

**TRANSPORTATION**

Doug Rohrer

## BURLINGTON MIDDLE SCHOOL SITE COUNCIL

The BMS Site Council serves as a communication link between the school, students, parents, and the community. The mission of the site council is to provide advice and counsel to the school administration and school board on specified areas of the school programs and operations. Site council meets two times during the first semester and at least one time during the spring semester. The members of the middle school site council are listed below:

Matt Thomsen – Principal  
Londa Kneisly – Teacher  
Gina Engel – Teacher  
Christy Over – Teacher  
Jennifer Plummer – Parent

Barb Sowder – Classified Employee  
Wendy Smith – School District Representative  
Shirley Hughes – School District Representative  
Shalena Rohrer - Parent

## SCHOOL HOURS

Prior to the first bell, students may enter the building and remain in the area in front of the office only during inclement weather.

7:35 a.m.	Enter Building/Breakfast
7:56 a.m.	Go to Class
1 <sup>st</sup> Hour	8:00 – 8:51
<b>2<sup>nd</sup> Breakfast</b>	<b>8:51 – 8:56</b>
MTSS	8:59 – 9:20
2 <sup>nd</sup> Hour	9:23 – 10:10
3 <sup>rd</sup> Hour	10:13 – 11:00
4 <sup>th</sup> Hour (7 <sup>th</sup> & 8 <sup>th</sup> )	11:03 – 11:51
<b>1<sup>st</sup> Lunch</b>	<b>11:03 – 11:29 (5<sup>th</sup> &amp; 6<sup>th</sup>)</b>
4 <sup>th</sup> Hour (5 <sup>th</sup> & 6 <sup>th</sup> )	11:32 – 12:20
<b>2<sup>nd</sup> Lunch</b>	<b>11:54 – 12:20 (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>
5 <sup>th</sup> Hour	12:23 – 1:11
6 <sup>th</sup> Hour	1:14 – 2:02
7 <sup>th</sup> Hour	2:05 – 3:00

## **ENROLLMENT FEES & DUES**

**Instructional Resource fee, lunch prices, technology fee and other fees will be announced following summer Board of Education meetings.** Calculators are used by 7<sup>th</sup> and 8<sup>th</sup> grade students. They may be purchased from the school during enrollment if you desire. Purchase price is \$17. Books damaged during the year will have a minimum fee of \$10 assessed for damages. Cost of a lost textbook will be the initial cost of the book divided by the number of years it has been in circulation. Any lost or damaged technology equipment will also result in assessed fees depending on the product's purchase price.

## **ATTENDANCE POLICY**

Student attendance at school is an obligation of the student along with their parent or guardian. Excused absences include the following: personal illness, medical appointments, serious illness or death in the family, obligatory religious observances, participation in a district-approved or school sponsored activity or course, court appearances, students of active duty military personnel for visitations relative to leave or deployment and reasons arranged for in advance with the building principal. When a student is absent from school, the parent or guardian should notify the school office by 9:30 a.m. on the day of the absence. If that is not possible, a written excuse must be sent with the student upon return to school.

## **DEFINITION OF ABSENCE**

If 3-4 periods are missed, this will be counted as ½ day absence. If more than 4 periods are missed, a full day will be counted. A student who misses more than 2 EXCUSED hours in one day is not eligible to receive "Perfect Attendance".

## **UNEXCUSED ABSENCES**

While a parent may make the decision that their student will be absent from school, the final 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 and board policy JBD, the building principal has been designated as the attendance officer for the building. While in most cases, parental contact is all that is required to verify absences, the principal may choose to verify absences or require additional information before making a determination as to whether the absence is excused or unexcused. 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 could result in disciplinary action.

## **EXCESSIVE ABSENCES**

Burlington Middle School follows the Kansas State Statutes on attendance. A child is inexcusably absent from school if the child is absent all or a significant part of a school day without a valid excuse as determined by the building principal. A student is considered truant after three consecutive school days of unexcused absences, 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 DCF (New Name for SRS). Any student who is absent more than 10 days will need a doctor's note stating the reason for the excused absence. Parents or staff may request a conference with the principal to discuss attendance concerns.

## **TARDIES**

Students need to be on time. If a student is late to school, the principal determines whether it is excused or not. During the school day, the teacher makes the determination. Accumulation of tardies is for a semester. Students start fresh with a new semester. The following consequences will be enforced:

- 1) After 3 Tardies – 15 minute AM, PM, or Lunch Detention (Student Choice)
- 2) After 5 Tardies – 20 minute AM, PM, or Lunch Detention (Student Choice)
- 3) After 7 Tardies – 30 minute AM, PM, or Lunch Detention (Student Choice)
- 4) 10 or more Tardies – BMS Principal determines consequences

## **MAKE-UP WORK**

Students are responsible for work missed when absent and should contact teachers before or after school to discuss make-up assignments. Students will get one day for every day they are absent to turn their work in. Example: Miss 3 days, student gets 3 school days to make the work up. In laboratory classes, special arrangements may need to be made for making up a laboratory activity. Some work cannot be made up because of its nature: guest speaker, demonstrations or performance.

Accommodations and/or modifications will be made to assignments/activities for students who have submitted a physician's note excusing them from specific activities. Alternate assignments/activities will be assigned to students who are excused per physician's note for an extended period of time. The student, teacher, parents/guardian and administration are expected to collaborate in this situation to agree on a "reasonable" solution for the student.

## **OTAC**

### **(Our Teachers Are Concerned)**

OTAC is not detention. Detentions carry a negative connotation, usually for misbehavior, and OTAC is positive intervention to help students. The purpose of OTAC is to keep students from falling behind in their school work. Some students have a tendency to procrastinate and then become overwhelmed by how much work needs to be completed to maintain passing grades. OTAC gives students the opportunity to work with teachers after school to get caught up, or in some instances, stay caught up with their homework. Students who start to fall behind early in the year will be required to stay from 3:05 – 3:25 (unless other arrangements have been made) and work with specific teachers.

## **DETENTION POLICY**

Detentions will be held after school Monday through Thursday. Detention time will be from 3:05 – 3:25 unless otherwise designated by the classroom teacher. Students will be given written and/or verbal notice of any detentions received. The student will be given a 24-hour notice to accommodate bus riders. If a student skips a detention their time will be doubled. If the student chooses to skip further detentions, they will be referred to the office for disciplinary action.

## **ITEMS NOT ALLOWED IN SCHOOL**

Any item that disrupts/distracts class and the instructional process, i.e. I-pods, MP3 players, water guns, toys, laser pens, etc. are not allowed in school and will be confiscated. Fidget items and/or stress relieving items will only be allowed in class if they do not become a distraction to the learning environment and/or if a student has a written intervention plan for classroom success. Due to health department concerns students will not be allowed to bring pets other than service animals inside the school building. Cell phones must be turned off when students enter the building and placed in their locker. With teacher permission, students may carry their cell phone with them to their 7<sup>th</sup> hour class to help with transition at the end of the day due to various activities or for special classroom projects/activities. Book bags will not be allowed in classrooms and/or hallways (students may use them to carry books to and from school). With teacher permission, students may carry book bags to their 7<sup>th</sup> hour class to help with transition at the end of the day due to various activities. Skateboards are not allowed on school buses, and, if brought to school, they must remain in lockers. The first time a personal item is confiscated it will be returned to the student at the end of the day. If the item is taken again, a parent must come claim the property. After the second offense, students must check the item into the office the rest of the year. Should there be another violation, in-school suspension may be administered. No Pokemon or other trading cards will be allowed at school. Blatant disregard for BMS rules may result in a more severe disciplinary action determined by the BMS administration. Examples: texting in class, using phone in hallway, taking pictures of students/staff, using the phone in other areas in the building such as the bathroom.

## **PERSONAL ITEMS NOT INSURED**

Personal belongings of students are not insured by the school district. It is recommended students pursue private insurance for personal items brought to school as special coverage may be needed to cover items such as personal digital assistants or calculators which may be taken to school.

## **DRIVING TO SCHOOL**

Students who are able to legally drive to school must park in the far southeast parking stalls located at BMS.

## **SCHOOL BUSES**

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

## **DRESS CODE GUIDELINES**

Students must wear shoes, sandals or boots. Students must wear clothing that properly covers their body. Any student dressed in a manner that disrupts the academic environment will be sent to the office and asked to call home to get proper clothing or wear their PE clothes.

Articles which are not permissible:

1. Hats, bandanas, or sunglasses
2. Spaghetti straps
3. Reveal stomach and/or belly button
4. Reveal undergarments (bra straps and sports bras)
5. Clothing with vulgar, obscene or suggestive words or gestures
6. Clothing which advertises or endorses items or activities illegal for minors (beer, alcohol, cigarettes, drugs, etc.)
7. Pajama pants and/or tops (except on special days determined by administration)

Any student dressed inappropriately will be asked to wear PE clothes or call home to have clothes brought to school.

The Administration will make final decision on whether or not clothing is appropriate/inappropriate.

## **BIRTHDAY LUNCH CELEBRATIONS**

**Due to changes from the U.S. Department of Agriculture and the Kansas State Department of Education, we are no longer allowing students to have food brought to their table for other students.** A parent may bring their son or daughter food, but no other students at the table can be brought food by that parent.

## **ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

Students shall have no expectation of privacy when using district internet, 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. Similarly, student use of district internet services is subject to monitoring at any time. The school retains the right to duplicate any information created by students in a computer system or

on any electronic device. Students who violate these rules or any other classroom rules relating to internet access, computers, or electronic devices are subject to disciplinary action up to and including suspension and/or expulsion from school.

Burlington Middle School consequences:

1<sup>st</sup> offense--Warning

2<sup>nd</sup> offense--Detention after school

3<sup>rd</sup> offense--Double detention after school

4<sup>th</sup> offense--Student will lose device privileges for a period determined by the administration. If a device is needed, one will be made available for the students use for that class period.

~Blatant disregard will result in immediate loss of device and/or restrictions being placed on the student's computer, regardless of offense number.

### 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, and the penalties that may be imposed.

OFFENSE	POINTS	PENALTY
Weapons Violation	13	Long term sus./expulsion
Setting a Fire	13	Long term sus./expulsion
Threat	13	Long term sus./expulsion
Selling or soliciting the sale of illegal drugs on school property	13	Long term sus./expulsion
Knowingly possessing or using illegal drugs	13	10 days suspension
Alcohol	5	1-5 days suspension
Fighting or provoking fight	5	1-5 days suspension
Tobacco	13	1-5 days suspension
Theft	5	1-5 days suspension
Disrespect & Insubordination	2-5	Detention/suspension
Destruction of Property	2-5	Detention/suspension
Intimidation of Student/Harassment/Bullying	2-5	Detention/suspension
Disruptive Behavior	2	Detention
Skipping class or School	2	Detention
Hazardous Driving	2	Detention
Inappropriate Language	2	Detention
Parking Violation	1	
Bus Referral	1	
Other Violations, such as:		
Display of affection	1	
Computer network violation	1	
Lying / Cheating	1	



Excessive Tardies	1	
Food/Drink Violation	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. The accumulation of discipline points may lead to suspension from school. Such suspensions may be in-school suspension (ISS) or out-of-school suspension (OSS). If a student accumulates 6 points he/she may be suspended for 1-3 days. If a student accumulates 10 points he/she may be suspended for 3-5 days. If a student accumulates 13+ points he/she may be suspended for up to 10 days and recommended for long-term suspension or expulsion from school. A student may be allowed to earn back points with community service or use community service in lieu of detention. The maximum number of points a student can earn back is 5. The building administration reserves the right to deviate from the above point system of discipline in specific instances where the severity of the offense warrants further or different action. The building principal or assistant will make such determination. In all cases, the point system described herein is subject to the policies of the board of education and the laws of the State of Kansas.

## USD #244 Burlington Schools Bullying Policy Statements

- It is mandated by K.S.A. 72-8256 that every school district in Kansas develop a district policy on bullying prevention, create a bullying implementation plan, and train all staff and students in bullying prevention.
- Bullying is any **intentional** gesture or any **intentional** written, verbal, electronic, or physical act or threat either by any student, staff member or parent towards a student or staff member that is **sufficiently severe, persistent or pervasive** that creates an intimidating, threatening or abusive educational environment for a **student or staff member** that a reasonable person, under the circumstances, **knows or should know** will have the effect of:
  - Harming a **student or staff member**, whether **physically** or **mentally**;
  - **Damaging** a student's or staff member's **property**;
  - Placing a student or staff member in **reasonable fear of harm** to the student's or staff member's property; or
  - Placing a student or staff member in reasonable **fear of damage** to the student's or staff member's **property**; or
  - Cyberbullying; or
  - Any form of **intimidation** or **harassment** prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto.
- Bullying can be **physical, emotional** or **social** and may involve **verbal** or **nonverbal** behavior.
- Report bullying by texting your report to [bullying@usd244ks.org](mailto:bullying@usd244ks.org), emailing your report to [bullying@usd244ks.org](mailto:bullying@usd244ks.org), or leaving a message at 620-364-4700.

### ***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 complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies may include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

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

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

### ***Factors for Determining Consequences***

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

### ***Possible Consequences***

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week 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

### **Discrimination and Harassment Policies and Definitions**

**JGECA      Racial and Disability Harassment**  
(See GAACA, GAAB, GAF, JDDC and KN)

**JGECA**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. 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.

**JGECA Racial and Disability Harassment**

**JGECA-2**

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

**JGECA     Racial and Disability Harassment**

**JGECA-3**

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 in policy KN.

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

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

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved: 7/10/17

KASB Recommendation—8/98; 7/03; 4/07; 6/09; 9/12; 6/15; 11/16

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support

personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is

**JGEC Sexual Harassment**

**JGEC-2**

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.

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

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall

**JGEC Sexual Harassment**

**JGEC-3**

be reported to the district compliance coordinator. The building principal or district compliance coordinator 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 in policy KN.

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.

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

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

**JGEC    Sexual Harassment**

**JGEC-4**

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 or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a 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.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 7/10/17

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 11/16

### 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.

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

Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

#### Informal Procedures

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

#### Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator. The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the US Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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

Mr. Craig Marshall  
Superintendent  
200 South Sixth St.  
Burlington, KS 66839  
620-364-8478

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

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

## **GRADING SCALE**

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

## **ELIGIBILITY POLICY**

The board-approved policy pertains to all students participating in extracurricular activities/athletics. In order to be eligible for extracurricular activities/athletics, a student must have passed at least five new graded subjects the previous semester and must be currently enrolled in at least five new subjects. A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible.

An "Incomplete" 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. All extracurricular participants must comply with the eligibility policies of the Kansas State High School Activities Association (KSHSAA).

In addition to following the KSHSAA guidelines, a weekly grade review will be made of students participating in extracurricular activities/athletics each semester. A student earning two F's will be ineligible for one week. Ineligible students may participate in practice but not competition. The ineligible period will be 6 days. The middle school ineligible period will be Monday through Saturday. It will be the responsibility of the Athletic Director and/or principal to review all students participating in extracurricular activities/athletics weekly and each semester.

In the event that the student qualifies for one or more special programs offered in the school, including an individual educational plan (IEP), or qualifies for an accommodation plan under Section 504 of the Rehabilitation act of 1973, a staff committee will review the eligibility status of the student. In all cases, the student must meet the KSHSAA guidelines in order to participate. The following middle school activities/athletics are included: football, basketball, wrestling, track, cheerleading and any music contests sponsored by KSHSAA. Additional activities students would be ineligible for include: reward days, end of year activities, special fieldtrips, school dances, and/or any other activity deemed a privilege by the administration. A student must be passing 5 graded subjects to participate in 8<sup>th</sup> grade promotion.

## **EXTRA OPPORTUNITIES**

Teachers are available to help students on regular school days from 7:35 until 7:56 each morning and from 3:05 until 3:25 each afternoon. Parents should not hesitate to encourage children to take advantage of the OTAC program.

## **HONOR ROLL REQUIREMENTS**

### **HIGH HONOR ROLL**

A student must earn a minimum grade point average of 3.6. A student may not have an “incomplete,” “non-credit,” or “failing” in any class to be eligible for high honor roll with no grade lower than a C-.

### **REGULAR 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 regular honor roll with no grade lower than a C-.

## **ACADEMIC LETTER**

Any student in B.M.S. whose grade point average is 3.0 or higher with no grade lower than a C- is eligible to receive the Academic letter at the awards program.

## **GIFTS**

Personal gifts such as flowers, balloons, birthday, valentine and Christmas gifts will not be distributed at school. Please send this type item to the student's home.

## **LOST AND FOUND**

These items will be kept near the office and will be disposed of periodically. Students and parents should check this area for missing items.

## **MEDICATION POLICY**

Due to recommendations from the State Board of Education, U.S.D. #244 has revised its procedures concerning the storage and dispensing of medication to students during school hours.

We will no longer be custodians for any medication that is not prescribed by a physician or other medical person authorized to prescribe medication. If there are any over-the-counter medications that you feel your child might need to take during school hours throughout the school year, please have your physician fill out the directions and sign the Permission for Medication form. This form is available from the nurse's office or the building office. Medications should be brought to the school by the parent(s) in its original container. For prescription medications, please ask the pharmacist to label a bottle for home and a bottle for school. We will accept a current labeled pharmacy bottle in lieu of a physician's signature on the Permission for Medication form. Any changes in the type of medication, dosage, or time of administration shall be accompanied by a new Permission for Medication form. Generally, the only medication that will be available to a student and stored in the nurse's office is medication that is supplied by a parent and prescribed by a physician or other medical personnel authorized to prescribe medication.

## **TELEPHONE**

Please be aware that the telephones located in the Middle School office and in the classrooms are there for conducting school business. Students will be given access to these phones for matters of necessity only as determined by school personnel.

## **LOCKERS**

The lockers are taller for coats, deeper for books, and are placed in proximity to grade level classrooms. This will eliminate the need for book bags in the classroom and hallways. The use of book bags has become a health concern with the amount of weight students carry on their backs. Eliminating book bags in the classroom also limits the opportunity to bring unwanted materials to school and maintains our compliance with the fire code.

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

Lockers can be decorated for birthdays and/or activities with one sheet of paper with the maximum dimensions of 8" Wide X 20" Tall. Each activity/birthday can only have one decoration for the season/birthday. No magnets or stickers will be allowed. Blue painters tape must be used to secure decorations.

## **HEALTH SERVICES**

The school nurse provides BMS admiration a building schedule She is also available in an emergency situation. She updates immunizations and conducts screenings.

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 the state of Kansas 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 Department of Health and Environment. The inoculations pupils must have before enrolling in any Kansas school for the first time may be found at:

[http://www.kdheks.gov/immunize/download/2017-18\\_School\\_Requirement\\_Memo.pdf](http://www.kdheks.gov/immunize/download/2017-18_School_Requirement_Memo.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 the parents of any inoculations needed to be in compliance with this statute. 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 student 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 to 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 has 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 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. Craig Marshall, Superintendent, 200 South Sixth, Burlington, KS 66839

**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 20, 2018, or within two weeks of enrollment if transferring after the start of school.** 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 Mr. Craig Marshall, Superintendent and coordinator of Section 504 activities or Tonya Barnes, 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 Coffey County Special Education Director, at 200 South Sixth, Burlington, KS. 66839 Phone: (316) 364-5151.

## **ALCOHOL AND DRUG FREE SCHOOLS**

A drug free school is essential in providing a safe school environment, which promotes high health standards. To that end, programs that address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol have been implemented in this school district. A copy of this policy is required to be provided to each student and his/her parent(s).

An internal biennial review of the program will be completed to determine the effectiveness of the program, to ensure this policy will be enforced, and to implement any changes needed in the program.

Students shall abide by all policies, regulations and rules pertaining to all forms of substance use/abuse. A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, 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 school is being used by any school group;
- (3) Traveling to and from a school-sponsored activity in district vehicles; or,
- (4) Off the school grounds at a school activity, function or event.

Any student who has consumed alcohol or controlled substances before entering any school grounds or school-sponsored activity may be refused admission to the grounds or the activity. Use of a drug authorized by a medical prescription to the student from a registered physician shall not be considered a violation of this rule if use is in accordance with label instructions. Violation of any provision of this behavior code may result in suspension and/or expulsion in accordance with the provisions of board regulation and state law.

The student may also be asked to complete an appropriate rehabilitation program. The school district will not be responsible for the cost of the student's participation in the program. There are counseling/rehabilitation programs available through several agencies. Detailed information about the agencies is available from the school counselors, the building principals, and the business manager.

## **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 inspection, the most recent being completed in February, 2018. The next inspection will occur in February of 2021.

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

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

**EBBA Hazardous Waste Inspection and Disposal**

**EBBA**

Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by the maintenance director. Written records of these inspections shall be maintained.

Disposal

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 rules and regulations, or current law.

Rules

The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members via the district website.

Approved: 7/10/17

KASB Recommendation - 4/07; 12/14; 11/16

**JFA Peer Grading of Assignments**

**JFA**

**Limited Peer Grading Allowed:**

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

\*KASB recommendation. This is the easiest way to avoid privacy and legal issues, which may arise if students are allowed access to each other's work and/or grades.

**NOTE:** If adopted, language on this topic should also be used in board-approved faculty and student handbooks.

Approved: 7/10/17

KASB Recommendation – 7/02; 4/07; 11/16; 7/17

**GAAF      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;

**GAAF**

#### **Emergency Safety Interventions**

**GAAF-4**

- 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

**GAAF      Emergency Safety Interventions      GAAF-7**

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



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.

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 30<sup>th</sup> 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.

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Approved: 7/10/17

KASB Recommendation – 6/19; 12/13; 6/15; 6/16; 11/16

**BURLINGTON MIDDLE SCHOOL  
ACTIVITY BUS POLICY**

The BMS bus policy for our students attending activities is simple. Students are expected to ride to and from any activity in a school vehicle.

Sponsors and/or coaches have the flexibility to allow students/athletes to ride home from events with their own parents if the following guidelines are met:

1. The parent talks directly to the sponsor, ask to have the parent's "own" child dismissed, and sign the student out at the conclusion of the activity.
2. In the event a parent needs to request someone else (grandparent, another adult, etc...) take a child home at the conclusion of an activity, plans must be made in advance of the activity with the supervisor of your child.
3. The guidelines of each individual coach or sponsor of a specific organization must also be followed.

**BURLINGTON MIDDLE SCHOOL  
PARENT COMMUNICATION AND NOTIFICATION**

BMS will utilize a number of tools to communicate with all stakeholders. The district web site will be updated as time of events are changed or cancelled. Please visit [www.usd244ks.org](http://www.usd244ks.org) for the latest information. Parents will be receiving a mailing which will contain access codes for monitoring student grades, attendance, lunch balances, and more.



## Burlington Middle School 18-19 Athletic Schedule

BOYS' BASKETBALL	OPPONENT	PLACE	TIME	ORDER	BUS/DIS
Mon., Dec. 10	Decathlon Testing	BMS	3:00		
Tues., Dec. 11	First Day of Practice	BMS	3:00		
Dec. 24-27	Non-Practice Dates				
Fri., Dec.28/Wed. 2	Practice starts again	BMS	8:00		
Thurs., Jan. 3	Osawatomie	AWAY	4:00	JV, 7, 8	2:15/2:00
Sat., Jan. 5	St. Mary's Tourney	AWAY	9:00	7, 8	7:15
Mon., Jan. 7	Santa Fe Trail	AWAY	4:15	JV, 7, 8	2:45/2:30
Thurs., Jan. 10	Iola	HOME	4:00	JV, 7, 8	
Tues., Jan. 15	Prairie View	HOME	4:00	JV, 7, 8	
Thurs., Jan. 17	Anderson County	HOME	4:00	JV, 7, 8	
Thurs., Jan. 24	Iola	AWAY	4:00	JV, 7, 8	2:30/2:15
Mon., Jan. 28	Wellsville	HOME	4:00	JV, 7, 8	
Mon., Feb. 4	Anderson County	AWAY	4:00	JV, 7, 8	2:45/2:30
Thurs., Feb. 7	Osawatomie	HOME	4:00	JV, 7, 8	
Mon., Feb. 11	Wellsville	AWAY	4:00	JV, 7, 8	2:30/2:15
Thurs., Feb. 14	Santa Fe Trail	HOME	4:15	JV, 7, 8	
Mon., Feb. 18	Prairie View	AWAY	4:00	JV, 7, 8	2:15/2:00
TRACK	OPPONENT	PLACE	TIME	ORDER	BUS/DIS
Tues., April 2	PV,Iola, Burlington	@ AC	3:30		2:15/2:00
Thurs., April 4	Wellsville	AWAY	4:00		2:00/1:45
Tues., April 9	Iola	AWAY	10:00		8:30/8:20
Tues., April 16	SFT, OZ, PV	PV	3:30		1:45/1:30
Thurs., April 18	SCC	HOME	10:00		
Fri., April 19	Osage City	AWAY	10:00		8:00
Fri., April 26	BMS Invitational	HOME	10:00		
Thurs., May 2	League @ AC	AWAY	2:00		12:30/12:15

## Burlington Middle School 18-19 Non-Athletic

Mon., October 15	Vocal at Iola	@ Iola	2:00		12:30/12:15
Tues., Feb 19	Scholar's Bowl	@ BMS	4:00		
Tues., Feb. 26	League Scholar's Bowl	@ WELS	4:00		2:30/2:15
Mon., March 4	Band at SFT	@SFT	2:00		12:20/12:15
Tues., March 5	Scholar's Bowl	@PV	4:00		2:30/2:15
Tues., March 12	Scholar's Bowl	@ SFT	4:00		2:30/2:15
Thurs., March 28	Scholar's Bowl	@ SFT	4:00		2:30/2:15

## **Burlington Middle 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 Middle School. At Burlington Middle 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 Middle 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 BMS 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 are encouraged 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. If you have any questions, please do not hesitate to contact me.

Charlie Whitworth  
Activity/Athletic Director

## **Admission Fees**

Admission fees for events at Burlington Middle School and other Pioneer League schools are \$3 for adults and \$2 for students. Fees may be different at non-league schools and junior varsity contests.

### **Pioneer League Schools**

Burlington Middle School  
720 Cross  
Burlington, KS 66839

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

Iola Middle School  
600 East St.  
Iola, KS 66749

Osawatomie Middle School  
428 West Pacific Ave.  
Osawatomie, KS 66064

Prairie View-LaCygne Middle School  
13667 Ks HWY 152  
LaCygne, KS 66040

Santa Fe Trial-Carbondale Middle School  
15701 S. California Rd.  
Carbondale, KS 66414

Wellsville Middle 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 Middle 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/or 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.
5. Coaches are required to carry a copy of the medical consent form to all practices and competitions.

## **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 important 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.

## **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 may 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 poor sportsmanship or negative 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 Middle School has a primary mission 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 is suspension from attending Burlington School activity events.