

BURRTON USD 369 STUDENT HANDBOOK



INTRODUCTION

This handbook is designed to serve as a guide to Burrton USD 369 students and parents to promote a positive educational experience. If you have any questions about the handbook, feel free to discuss the matter with the faculty or the administration. Students will abide by the rules and procedures outlined in this handbook and by applicable USD 369 Board of Education policy. This handbook is not designed to deal with every potential situation. Administrators may add regulations in order to deal with new situations. Students are never exempt from administrative directives. Just because a rule is not in the handbook does not mean students do not need to comply.

Students are responsible to know and understand the rules contained in this student handbook and other school and district policies. These rules apply at all school-sponsored events, home and away.

DISTRICT MISSION STATEMENT

It is the mission of the Burrton school district to provide a safe and caring environment conducive to excellence in education where students can become productive, responsible citizens and lifelong learners to meet the challenges of the future.

DISTRICT VISION STATEMENT

The Burrton School District envisions our schools as safe and secure places where students are central in all decisions as we progressively strive for excellence between and among our students, staff, parents and community.

BES MISSION STATEMENT

Burrton Elementary School will have P.R.I.D.E.

Positive

Respectful

Involvement

Dependable

Encouraging

Proud to be a Charger!

BMS/BHS MISSION STATEMENT

It is the mission of Burrton MS/HS to ensure that students learn a core set of knowledge and skills necessary to be successful, lifelong learners and citizens in their chosen career or educational path.

SITE COUNCILS

Burrton Elementary School and Middle School/High School each have a School Site Council comprised of parents, community members, staff and students (when appropriate). Site councils provide input and advice on our school improvement process and other education issues. They are an important communication link between our schools, parents and patrons.

SCHOOL FIGHT SONG

To the Tune of Minnesota Rouser

Charger team will win tonight. Go Fight for the Maroon and White
Victory, victory is our aim. Go you Chargers, Win this Game Go
Fight, Go Win. Chargers will win tonight!

STUDENT IN GOOD STANDING

A “student in good standing” is a student who meets the school behavior and/or academic guidelines and exhibits appropriate conduct. To participate or attend activities outside of the regular school day (i.e. dances, attending athletic events home or away), or special activities during of the school day (i.e. fieldtrips, break or assemblies) students must be in good standing. The decision regarding a student’s standing in the school will be left to the discretion of the administration. Examples of a student not in good standing might include, but are not limited to the following: students not meeting eligibility requirements, students not making a legitimate effort in the classroom to meet academic progress, students serving a suspension, students failing to serve assigned detention time, excessive absences, etc.

GRADE SCALE

All teachers are expected to utilize the district approved grading scale. The percentage scale used is the following:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

CLASS CHANGES/Drop and Add

Class changes may only be made during the first five days of the fall semester and during the five days determined at the end of the fall semester, providing the counselor and principal determine the change to be in the student’s *academic* interests. Parent approval is also required. Changes will generally not be made after five days.

GRADUATION REQUIREMENTS

Students must complete 24 credits to meet graduation requirements. The following credits are required.

- 4 Units of Language Arts

- 3 Units of Social Sciences (including American History, Government, and World History) • 3 Units of Mathematics
- 3 Units of Science
- 1 Unit of Physical Education and Health
- 1 Unit of Computer Applications
- 1 Units of Fine Arts

Students will choose from other offered courses to make up the 24 credits.

CLASS STATUS

Freshmen must pass a minimum of 5 units to be classified as Sophomores; Sophomores must pass 11 units to be classified as Juniors; and Juniors must pass 18 units to be classified as Seniors.

BOARD OF REGENTS

The most recently updated information about the Kansas Board of Regents scholar's curriculum and the Qualified Admissions Pre-college curriculum is available through the counselor's office or online at www.kansasregents.org.

COLLEGE/CAREER PREPARATION

Students are encouraged to explore college and career opportunities. The counselor will assist actively in these efforts. However, during this process, high school academic concerns must remain paramount. These procedures will be followed:

1. Seniors are limited to in-school visits with four college representatives (one of these can be a job shadow day).
2. Seniors may take no more than two college visits during school hours. Juniors may take no more than one college visit during school hours.
3. Underclassmen may be involved at the counselor's invitation.
4. Students who wish to take a post-secondary education visit must have at least a "C" or advanced teacher approval in all classes. Each of the student's teachers must sign a form before the student is allowed to leave.
5. The counselor will help arrange a campus visit or job shadow experience upon request.

WORK STUDY / ADVANCE EDUCATION

Students who have sufficient credits, are in good standing, and are working on completing a pathway shall be able to petition the administration for admission into work-study or advance education program. Students will need to provide verification of employment OR verification of enrollment in college classes during the release time. Credit will be awarded where possible and as outlined in the work-study guidelines. All candidates will be required to schedule a parent/administration/CTE teacher conference. Students allowed into this program will need to be enrolled in a minimum of **five consecutive hours** on the BHS campus that will fulfill their graduation requirements. To meet the KSHSAA Guidelines, student athletes will need to enroll in a minimum of five consecutive hours for the entire semester. **Students will be required to meet the guidelines that include time sheets and college attendance records.** Dismissal from the job or failure to attend class will result in the termination of the agreement and the student must immediately notify the school and return to the full class schedule. The

school counselor/CTE teacher will be in charge of the school work-study and advanced education programs and more details and specific guidelines are available in the counselor's office.

SENIOR EARLY RELEASE

Senior students may petition school administration for early release time during the spring semester of their senior year. Only students who are in good standing and on-track to graduate with their class meeting all requirements may apply for early release time. Students are expected to maintain a full schedule during the fall semester. Requests for senior release time must be made in writing to the principal before November 15 of their senior year. All requests for early release will be presented to the Board of Education at the December meeting for approval. Each situation will be approved on an individual basis by the Board of Education. **Students who do not attend a full class schedule will not be eligible to participate in KSHSAA sponsored activities.**

VALEDICTORIAN / SALUTATORIAN HONORS

The graduating senior who has the highest cumulative GPA (no less than 3.4) for 8 semesters and completed 15 of the 16 Kansas Board of Regents Scholar's curriculum requirements will be awarded Valedictorian honors. If no student meets the KBOR curriculum requirements, GPA will be the determining factor. The same criteria will be used to select the student to receive Salutatorian honors from the remaining graduates. In the event of a tie for the highest GPA, only co-Valedictorian honors will be awarded.

HONOR ROLL

The academic honor roll will be published each quarter. Students with no D's or F's for the quarter will qualify for the specified honor roll with the following grade point average:

Superintendent's Honor Roll	4.0
Principal's Honor Roll	3.5 - 3.99
Honorable Mention	3.0 - 3.49

NATIONAL HONOR SOCIETY

The National Honor Society is a highly selective organization that was formed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

To be eligible for membership in the Burrton chapter of NHS, the student must be a member of the sophomore, junior or senior class. Candidates for membership are determined by cumulative grade point average and must have been in attendance at BHS for the equivalent of one semester. Selection for membership is determined by a faculty council consisting of five members (appointed by the principal) and the chapter advisor. Selection is based on service, leadership, and character.

A student may be dismissed from National Honor Society by a vote of the faculty council if he/she falls below the standards which were the basis for selection.

ACADEMIC ELIGIBILITY

Students who are failing two or more classes (excluding Seminar) will be put on **probation** – students may still practice and participate in athletic and interscholastic non-athletic activities. Students who are failing two or more classes for a second consecutive week will be considered **ineligible** for the week – students may practice but may not participate in athletic and interscholastic non-athletic activities – until grade requirements are met. Middle and high school students who are failing two or more classes (excluding Seminar) for three consecutive weeks will be considered “**Not in Good Standing**”. In general, students not in good standing may not participate in or attend anything that does not normally occur during a regular school day or attend or participate in activities outside of the school day. (*See Student in Good Standing policy*) The period for determining eligibility will begin on the third week of each quarter. Students who are ineligible may not miss class time to attend athletic, extra- curricular activities (i.e. KAYS, FCCLA) and interscholastic events (i.e. Music Contests, Scholars Bowl). Student managers must also meet these eligibility requirements.

An eligibility list will be updated on the first day of each week. Students not meeting eligibility criteria will be on probation or ineligible or not in good standing for that week according to the guidelines. It is the responsibility of the student and parents to communicate with the school counselor (463-3691) or coaches/sponsors regarding eligibility status. Parents are encouraged to schedule teacher conferences, through the counselor, to support and achieve academic improvement.

According to KSHSAA regulations, a student must have passed five units during the prior semester to participate in activities. If not, student will be ineligible for the current semester.

MS/HS EXTRA-CURRICULAR SUBSTANCE ABUSE POLICY

Students must not use or have possession or be under the influence of alcohol, drugs, or tobacco at any time. Any student in possession of or under the influence of the above mentioned substances on school grounds; at school events; while in any way representing Burrton Schools; or away from school grounds when it can be substantiated by self-admission or a reliable source such as the police, a faculty member, an administrator, or by self-admission will be ineligible to participate for a period of 45 school days.

If, after their first offense, the student is willing to undergo substance abuse counseling he/she may return to full eligibility after 15 school days. A second offense of this policy will result in the student's loss of eligibility for eighteen weeks.

MIDDLE SCHOOL RETENTION POLICY

Students in grades six through eight who fail more than two core classes may be retained. The two semester average will be used to calculate the yearly grade. There may be situations where a student could obtain credit during the summer months to be promoted.

ELEMENTARY SCHOOL RETENTION POLICY

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal and parents.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

BULLYING

The USD 369 Board of Education prohibits bullying in any form (including cyber bullying) on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion.

Bullying is defined as: Engaging in written or verbal expression or physical conduct that a school official determines: (1) will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; *or* (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student."

DISCIPLINE – ELEMENTARY SCHOOL

All students will be informed about what is expected of them while at school. Every effort will be made by the staff to employ firmness, fairness and consistency. Limits for the classrooms will be decided upon by teachers.

Individual Classroom Rules: There may be a need for specific rules developed for classrooms. These rules will be posted by the individual teachers, who will then work with the student to gain appropriate behavior and cooperation. If the problem with classroom behavior continues, the student will be referred to the office. The principal will have a conference with the student and the student's parents may be notified. During the conference with the principal, specific disciplinary action may be imposed in connection with notification of parents.

Following this action, if misconduct or disobedience becomes contrary to the best interest of the students of the school, the principal may suspend the student and request a parental conference. Consequences will be administered in accordance with USD 369 Board of Education policy.

Detention Notices: Often times, a student receiving detention from the teacher will result in loss of recess or specially assigned seating during the lunch period. If detention is assigned to be served after school, this detention will be supervised by assigning teacher or cooperating teacher. In order for the student to arrange his or her transportation home, detentions are kept the day following the issue of the detention notice or the same day if arrangements are made with parents.

If the student is assigned detention after school, the following process if followed:

1. The student is to report to the teacher who has given him or her the detention (or to another designated instructor) within five (5) minutes following the end of school.
2. The student should bring work to the detention. If not prepared, the student may receive additional detentions.
3. If the student is tardy, the student will serve the present detention and will be given an additional detention for being tardy.

4. If the student does not meet his or her obligations of serving a detention, the student will then have two (2) detentions to serve (the original and one for penalty).
5. Failure to serve teacher assigned detentions will result in a referral to the principal for further disciplinary action.

Appropriate disciplinary action will be taken by administration or designee dependent upon the severity of the action and individual circumstances leading to the incident. Possible reasons for being referred to the office for disciplinary action are outlined in board policy and included along with disciplinary reasons as noted in this handbook under the MS/HS discipline portion. All disciplinary actions are subject to administrator discretion.

DISCIPLINE – MS/HS

Burrton schools have a point system for discipline. Students referred to the office for numerous discipline concerns may be placed on the USD 369 discipline point program as outlined below. Offenses each carry certain point values with corresponding consequences attached to each level of severity. This is not an all-inclusive list; actions not specifically mentioned in the discipline system will be reviewed by the principal and will be assigned a severity level and point value. Students may accumulate points for all offenses that are referred to the office. A student who reaches 50 points in a given school year will meet for review with the discipline hearing committee. Possible consequences include being placed on a discipline contract or expulsion. Students may appeal the decision of this team to the superintendent. The following are examples of the levels of severity, the points that determine the level of severity and the consequences, and a list of offenses at each level. These examples are not intended to serve as a specific guide and do not include all possible offenses and consequences. All behaviors and consequences are progressive (a level 1 offense becomes a level 2 offense if repeated) and subject to administrator discretion:

Level 1

Examples: Continual classroom disruptions, inappropriate hallway behavior, obscene language, dress code violation, public display of affection

Consequence: (3 points) Warning – Detention

Level 2

Examples: Computer misuse, skipping class, cheating/academic dishonesty

Consequence: (5 points) Detention – Saturday School

Level 3

Examples: Unexcused absence, harassment, bullying, scuffle

Consequence: (10 points) Saturday School – In-School Suspension

Level 4

Examples: Cursing at staff, open defiance of authority, vandalism or willful destruction of property, theft, leaving the building without permission

Consequence: (25 points) In-School Suspension – Short-term Suspension

Level 5

Examples: Fighting; terroristic threats; possession or use of tobacco on school grounds or at school activity; possession, use, or being under the influence of alcohol on school grounds or at school activity

Consequence: (25 points) Short-term Suspension

Level 6

Examples: Possession or use of a weapon; possession, use, or being under the influence of drugs or similar toxic substances, assault of school staff, commission of a felony **Consequence:** (50 points) Long-term suspension or expulsion

DETENTION

Discipline referrals may be made by a teacher or through the office. Detentions assigned by a teacher will be served with that teacher at their discretion. Detentions assigned by the office will be served before school from 7:25 to 7:55 a.m. (with prior approval by administration) or immediately after school on Tuesdays and Thursdays until 4:30 p.m. in the detention room at the discretion of the office. Detentions not served by the assigned deadline will result in further consequences including, but not limited to doubled detention time, Saturday school, or ISS. Sickness, emergencies, and other reasons for missing detention will be evaluated by principal. During the detention period, students are expected to bring schoolwork or reading material. Talking, sleeping, and eating/drinking are prohibited. **Students having assigned detention time will not be released on early dismissal days until the time is completed.**

SATURDAY SCHOOL

Saturday school will be held from 8:00 to 11:00 a.m. on Saturdays as needed. It is assigned through the office. Students should have work to do when they arrive. Talking, sleeping, and eating/drinking are prohibited. If a student misses Saturday school, he/she will be automatically suspended the following Monday morning with a parent conference required for reinstatement.

IN-SCHOOL SUSPENSION

In-school suspension is assigned through the office. Students are to bring their books and assignments to the ISS room. Students will remain in the ISS room throughout the day and will be dismissed at 4:00 p.m. (or the end of the regular school day for elementary students). Lunch will be brought to them. Work is to be turned in by the beginning of class the following day. Work turned in after this time will be considered late. In addition, no participation points (or its alternative) or extra credit will be earned for class from the day of ISS.

Students must be reinstated in class to complete the suspension and return to a status of “good standing.”

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is assigned through the office. OSS is assigned when it is determined that the student's presence at school would be dangerous or overtly disruptive to the student or the school. Students who are on OSS are not to be on school property or at schoolsponsored events until reinstated. All work is to be turned in at the beginning of the class upon return to class the day following an OSS. No participation points (or its alternative) or extra credit will be earned in class for the days of OSS.

Students must be reinstated in class to complete the suspension and return to a status of "good standing."

EXPULSION

If student behavior warrants long-term suspension or expulsion, the procedures outlined in Board of Education policies will be followed.

ATTENDANCE

Regular school attendance is vital to the student's success in the classroom as well as to their future. There is a high correlation between appropriate school attendance and future personal reliability. Poor attendance habits are of interest to future employers, the military, and colleges and vocational schools, and this information is often requested. Regular and punctual attendance also promotes and enhances the learning process in the classroom. Allowing students to establish poor attendance habits is a disservice to the students, parents, and to society.

If a student leaves early, he/she must check out at the office. Students may not leave school for any reason without permission from a parent/guardian. This includes during the lunch or break periods. Failure to checkout through the office will result in all class time missed being considered an unexcused absence.

After the 9th absence in a semester, additional absences will be excused only with valid written documentation from a doctor noting reason for the absence. Excuse of documented absence is subject to administrative discretion.

Consequences of excessive absence:

When a student is absent six times during a semester in one or more classes, parents will be notified by mail or by phone of the attendance policy; a copy of the policy and a copy of the student's attendance record will be sent. The principal may request a conference to develop an attendance contract with the student and his/her parents.

For students who miss more than nine days, thereby failing to meet the minimum requirements of attendance for a course, a letter will be sent to parents notifying them of the student's potential withdrawal from that course and the student's potential inability to earn credit for that course. This letter will also state the parent's right of appeal. Students who do not receive credit because of attendance will receive an "F" on their report cards.

Students with excessive absences may fail to meet the passing standards of an individual class. These students may also be referred to an attendance committee.

Appeal Procedure:

Violation of the attendance requirement will result in a formal hearing at which the receipt of credit in a specific class or classes will be reviewed by a committee of three faculty members appointed by the principals for one-year terms. The reasons given by the parents for the student's absences during the daily phone calls will be documented for the committee. A ruling will be made in writing within three days. The decision of the committee may be appealed to the superintendent, whose decision is final.

Absences counted in the 9-day total: (not an all-inclusive list)

1. Minor illness
2. Skipped classes
3. School activities as a spectator
4. Out-of-school suspensions
5. Car trouble
6. Oversleeping
7. Running late
8. A student who is more than 15 minutes late to a class without an acceptable excuse will be considered absent from that class.
9. Family vacations during regularly scheduled school days.

Absences not counted in the 9-day total:

1. School-sponsored activities as a participant.
2. Absences ordered by a doctor. A doctor's statement verifying the need to miss school must be turned in to the office within 5 school days after the student returns to school.
3. Post-secondary education visit. Seniors may use up to two days to visit schools; juniors may miss up to one day for this reason.
4. In-school suspension. Assignments must be completed and returned to teachers for this suspension to qualify as an exception.
5. Court-ordered appearances.
6. Parent explanation, in discussion with the principal, of absences which parents feel serve an educational purpose, are unavoidable, or are necessitated by a family emergency such as a death in the family. The principal may waive this policy for any or all of the days the student has been absent **if arrangements have been made with the administration ahead of time.**
7. Obligatory religious observances.
8. Family vacations if a parent's work responsibilities do not allow family vacation during non-school days. **Arrangements must be made with the principal before the vacation.**

General procedures:

Any time a student is absent, the parent is requested to call the office before 8:10 a.m. Absences excused by the parent / guardian will not necessarily be excused by the school. School administration will determine if any absence is excused or unexcused. Students are to complete an "advanced absence form" for any planned absence. The reason for the absence should be discussed with the principal before the student leaves.

When a student is gone from school for an excused absence, alternative work may be assigned at the teacher's discretion to make up for participation points missed. Students will be given two days for each day that they are gone to turn in work. If the absence is unexcused, no participation points (or their alternative) or extra credit will be earned for class that day. Work is due at the beginning of the individual class hour(s) upon return to school to avoid late penalties.

Participation in and attendance at extracurricular activities:

Students must be in attendance for at least four class periods to participate in or attend as a spectator any extracurricular activity or to participate in practice for extracurricular activities. Partial-day absences must be considered excused for the student to be allowed to participate in, practice, or attend as a spectator an extracurricular activity. In the case of an unavoidable circumstance or emergency, a parent explanation may be reason for the administration to allow the student to participate or attend. Doctor's appointments and other considerations will be evaluated by the principal. **A student who is assigned to in-school or out-of-school suspension to be served on the date of an extracurricular activity will not be eligible to participate in or attend that activity.**

TRUANCY

The building principal or designee shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30.

Students who are absent without a valid excuse for a significant part of any school day shall be considered truant. Prior to reporting to either D.C.F. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

TARDIES

If a student arrives late to school, he/she must check in first at the office to be admitted to class. Students are sent to the office when they arrive late to any class without a valid excuse. Consequences for each time a student is tardy to class (during each 9-week period) are as follows (a form will be sent home each time a student is tardy):

- 1st Warning – No assigned time
- 2nd Detention – 20 minutes
- 3rd Detention – 30 minutes
- 4th Detention – 1 hour & Administrator Conference
- 5th ISS and Parent Contact
- 6th ISS and Parent Contact
- 7th OSS & Attendance contract with possible suspension or referral for truancy

*If a student is more than 15 minutes late to a class, this is considered an unexcused absence. In addition, every 6 tardies in a semester (less than 15 minutes each) will be considered to be an unexcused absence.

Consequences may or may not apply to elementary students dependent upon age and situation. If elementary students develop a pattern of being tardy to school, parents will be contacted to discuss the matter. Persistent problems might result in a referral to D.C.F.

PARENTAL CONCERNS and CHAIN OF COMMAND

Administration and teachers are always available to discuss parental concerns involving any school issues. However, these problems can best be dealt with by following these procedures:

1. If possible, call before coming to school. This will ensure that the teacher or administrator involved is available when you arrive.
2. If a concern involves a teacher, please discuss this directly with the teacher. Most issues can be solved successfully in this way.
3. If a concern still exists after a conference, an administrator will become involved to try to mediate the problem.

APPROPRIATE DRESS

Appearance affects the learning atmosphere of a school. This dress code is intended to minimize distractions from the learning environment and to maintain a positive and decent culture at school. **The dress code applies at all school activities, home and away.**

The dress code is as follows:

A. Appearance must be neat and clean.

1. Hair must be clean and well groomed.
2. Facial hair must be trimmed and maintained.
3. Clothing must not be unreasonably soiled or worn.
4. Students are not to have excessive or inappropriate writing on the skin.
5. Clothing with excessive cut holes or holes in inappropriate areas is not acceptable.

B. Decency and good taste are required.

1. Shorts should not be too short (no higher than the bottom of the fingertips when standing),
2. **Clothing should not be revealing. Halter-tops shall not be worn. Tank tops must have a 2" strap (no spaghetti straps).**
3. Writing or pictures on clothing shall not display or reference alcoholic beverages, illegal drugs, tobacco, suggestive or obscene language, violent acts, or references to gangs or gang activity.
4. No hats shall be worn in the building during the academic day (7:30-4:00).
5. Baggy or saggy shorts and pants are prohibited. Pants must be worn at the waistline and undergarments may not show.

6. The principal shall have the right to send a student home if he/she is wearing attire that the principal believes disrupts the education of other students.

ELECTRONICS/COMPUTERS

Music player (CD player, mp3, iPod, etc.) use and cell phone use is not allowed during the academic day. The ideal situation is for students to lock these items in a locker during the school day. However, students may keep these items with them in school for safe keeping, provided they are completely silent or powered off. On a limited basis, **High School students** may have and use cell phones and music players before 8:00, after 3:20, and during the lunch and break periods (in the gym or cafeteria) or at the discretion of the teacher. If a cell phone or other music player is used, is visible, or causes a disruption (vibrating/ringing noise, etc.) during the academic day, it will be confiscated and turned into the office. **MS students are not to use cell phones or music devices during the school day.**

- 1st offense – Detention – student may pick up the device after serving the detention.
- 2nd offense – Saturday School – The device may only be picked up by a parent/guardian.
- 3rd and subsequent offenses – To be determined: ISS, etc. – The student will not be allowed to have the device at school for the remainder of the year. The device may only be picked up by a parent/guardian.

In emergency situations, students may obtain permission from the office to have the use of a cell phone. The approval from the office will need to be made on a daily basis.

Computers

Students are expected to adhere to the policy outlined in the “Student Computer Acceptable Use Policy.” Students and parents are required to know and understand the policies in the form. For safety and security reasons, student computer activity is tracked and logged by the school. Students will be held financially liable for computer damage caused by intentional or reckless behavior.

USD 369 reserves the right to impose consequences for inappropriate behavior that occurs off campus and outside school hours. Inappropriate use of technology (for example, from a home computer) that is disruptive to the school – including harassment, safety threats, remarks directed to or about school faculty – may subject a student to disciplinary action. The school does not, however, actively monitor student use of technology away from the school environment; students and parents/guardians are primarily responsible for appropriate and ethical use of technology.

The school will not be responsible for the loss, theft, or damage of any personal electronic device brought to the school.

HS DANCE POLICY

- Students and guests must arrive within 30 minutes of the start of the dance to be admitted and may not reenter the dance once they have left. Homecoming dances start immediately after the game is over.
- Students bringing a guest that is not presently a student at BHS will need to have the Guest Dance Application approved in the office by noon on the school day preceding the dance.
- Guests must be at least of high school age and no more than 20 years old to attend.
- Guests must enter and leave the dance with their BHS escort.
- Inappropriate dancing (vulgar or violent) is not permitted. The sponsor or principal will determine if a dance is appropriate or not.
- Student must be “in good standing.”

RECESS/COLD WEATHER (Elementary)

Unless there is precipitation or the temperature/wind chill is well below freezing, elementary students will be going outside for recess. During cold weather, please be sure they dress appropriately and have a coat, cap, etc... Hooded sweatshirts should not be considered a replacement for a coat. If your child is recovering from an illness and should not be outside during extremely cold weather during recess, please be sure to contact your child's teacher. If they need to stay inside during recess for more than a few days, please accompany your request along with a doctor's note stating when they may return to recess activities outside.

During cold weather, elementary students should not wear shorts, tank-tops, muscle shirts, capris, or flip flops. Because of the amount of time elementary students are outside during cold weather, appropriate dress for colder temperatures should be expected.

HEALTH INFORMATION

Burrton USD 369 does NOT employ a school nurse to monitor students' health needs on a daily basis. Due to a licensed health official not available to students during the day, any illness or injury at school is reported to the office. Phone calls are generally made to consult with parents to express health concern and to determine appropriate course of action. Students will be sent home if they are suspected to have an infectious or contagious disease.

MEDICATIONS AT SCHOOL

Taking medication at school, whether prescription or over-the-counter, should be avoided and given at home whenever possible. The school cannot give any medication without the signed consent of the parent/ guardian. If a prescription medication is to be given at school, the label on the container should indicate the student's name, name of medication, dosage, date, prescription number, and the physician's name. All medication must be in the original container with a current date. Additional prescription bottles with labels are available from the pharmacy where you purchase your medication. Information on the signed medication form must match the prescription label. Due to the passage of Senate Bill No. 10, medications prescribed by a health care provider for the treatment of anaphylaxis or asthma, may be carried and self-administered by the student. However, the appropriate form must be signed by the parent/guardian AND the physician.

These forms are available in the school office. It is important to note that this is a privilege that may be revoked at any time if the student is not handling the prescribed medication in an appropriate and safe manner. Please Note - if you are sending your student to school with an inhaler that will be self-administered, please make sure that the pharmacist places an appropriate label on the inhaler so that the inhaler is easily identified. An additional inhaler may need to be purchased at the parents' discretion and kept in the office should the student not have his inhaler available.

Students are not to have any medication in their possession at school or in their locker without proper permission from the school office. Students found in possession of medications without permission of the school office could be subject to disciplinary action.

FEVER POLICY

Although regular school attendance is important, it is equally important for students to stay home when ill. Students are to remain at home until they are fever free for 24 hours [without the use of fever-reducing medicine such as Tylenol or ibuprofen].

If a child is determined to have 99.6 degrees of temperature at school or higher, he/she will be sent home after contacting the parent or guardian. It is essential to have emergency telephone numbers where parents and guardians can be contacted for notification of the illness or other emergencies.

Students are to stay home if they have a communicable disease.

LUNCH BALANCES

Students are unable to charge meals (breakfast/lunch) or milk against a negative account. All accounts need to carry a positive balance. Efforts will be made to notify the student as well as parents when they are approaching negative balances. Once notification has been made and balances are negative, students will be unable to charge any further meals/milk against their account until the balance is paid in full and accounts have a positive balance. Students, therefore, should bring their own lunch or eat breakfast at home until such time there is money back in the student's lunch account.

GENERAL GUIDELINES

1. Students are expected to behave in a manner that is not disruptive to the teaching and learning environment.
2. Students who engage in activities outside of school, including posting of messages, images, etc., on social media sites or other means, are subject to disciplinary action if it has a negative impact on the teaching and learning environment of individuals or the school as a whole.
3. USD 369 maintains a tobacco-free campus.
4. Students are expected to exit their cars and promptly enter the building upon arriving at school. Students may not go to their vehicles or to the parking lot during the school day without permission from the office.
5. The circulation of any type of petition or survey is not allowed without advanced approval by the principal.

6. Students attending activities may not leave the event and return without permission from school administration.
7. Students should not be in the building outside of the normal academic day without teacher/coach supervision. Students are expected to leave school property immediately following the conclusion of school or activity.
8. Student leaders may only serve as president of one organization or activity during the school year.
9. Skateboarding is not allowed on USD 369 property at any time.
10. Parties (Elementary Students) – Invitations to birthday parties, etc., will not be announced or handed out at school unless they include the entire group or class.
11. The board encourages student, parent, and patron attendance at district activities, programs, and events. However, as the board expects the focus of district staff to be on the safe and efficient operation of the district event and not the provision of childcare for nonparticipants, any elementary or Pre-K aged students not actively participating in the event will be denied admission to such activities, programs, or events unless accompanied by an adult chaperon.
12. Students are allowed to bring water, juice, sports drinks, or other healthy beverages for consumption at breakfast/lunch. However, unhealthy beverages, such as soda/pop, are not permitted during the regular school day unless approved by administration for a special occasion. Water in a clear container is allowed in classrooms during regular school hours.

LOCKERS

Students are issued lockers that are owned by USD 369. School personnel have the right to check the contents of lockers as needed. Middle School students are encouraged to purchase a lock to keep their belongings safe in hallway lockers. High School Students will be issued a padlock by the office for their primary hallway locker to keep secure their property as well as district-owned property issued to the student, such as textbooks, iPads, etc... Students in grades 6-12 who have a PE class will be assigned a locker in the locker room. Locks will be issued by PE teachers for these lockers. Students are responsible for the contents of their lockers. Students should not share lockers or the combinations to their lockers. Students are to properly lock and secure all items appropriately. Replacement fees will occur for locks that need to be cut or are lost by the student.

HEAD LICE POLICY

- 1) Loss of attendance at school should be limited to what is necessary for effective treatment to be initiated
- 2) District staff or parent/guardian may refer the student to the office for a head lice check.
- 3) A school representative will check the student's head for live lice and nits (eggs), Finding a nymph or adult louse may be difficult as head lice can move quickly from searching fingers, If crawling lice are not seen, finding nits within ½ inch of the scalp confirms that a person is infested and should be treated, Treatment should be started when active lice or viable eggs (nits within ½ inch of the scalp) are observed, In general when nits are more than 1/2 inch

from the scalp, and don't see a nymph or adult louse, the infestation is probably an old one and does not need to be treated,

- 4) If there is presence of a nymph, adult head louse and/or nits within 1/2 inch of the scalp:
 - a) The parent/guardian is phoned requesting the student be taken home for treatment with an antiparasitic hair product. The school will send a letter home to tell parents/guardians.
 - b) Information on the head lice, treatment, and prevention will also be sent home. Parents/guardians will be encouraged to check their children's head for head lice on a weekly basis,
 - c) For those parents/guardians who cannot afford all antiparasitic drug, USD 369 will provide a pediculicide without cost.
 - d) USD 369 staff will check other students who were most likely to have had direct head-to-head contact (e.g. classroom, siblings) with the student found to have an active case of head lice or nits within 1/2 inch of the scalp,
- 5) Upon return to school a school representative will recheck the student for live lice.
- 6) The parent/guardian will provide the school with proof of treatment (e.g. product packaging).
- 7) The student will be rechecked at various intervals to screen for additional nymph, adult louse or nits within 1/2 inch from the scalp,
 - a) Nits are incubated by body heat and hatch in 7 to 14 days
 - b) Since nits are particularly resistant to some chemicals treatments, a second treatment is often required about 7-10 days later to target the nymphs that hatch after the initial treatment.
 - c) Nymphs mature into adults about 7-12 days after hatching
 - d) If not treated, this life cycle may repeat itself every 3-4 weeks
- 8) USD 369 staff is not responsible for delousing or taking nits (eggs) out of students hair.

USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

*The guidelines in this handbook meet all KSHSAA regulations, and have been approved by the U.S.D. No. 369 Board of Education.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Burrton School District's compliance with the regulations implementing Title VI, Title IX,

and Americans with Disability Act of 1990 is directed to contact the coordinator(s) who has been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR
Joan Simoneau, Superintendent
Central Office
105 East Lincoln, PO Box 369
Burrton, Kansas 67020
620-463-3840

SECTION 504 COORDINATOR
Joan Simoneau, Superintendent
Central Office
105 East Lincoln, PO Box 369
Burrton, Kansas 67020
620-463-3840

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

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