

2026-2027 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

Our mission is to create a safe, inclusive learning environment for all students—from preschool through high school—that values acceptance, encourages innovation, and connects learners to real-world experiences. We strive to inspire and engage every student by offering age-appropriate exposure to modern careers, post-secondary programs, and hands-on opportunities, preparing them for success in an ever-evolving world.

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 Students 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/High School each have a School Site Council composed of parents, community members, staff, and students (when appropriate). Site councils provide input and advice specifically on our school improvement process, including curriculum, professional development, and KESA-related initiatives. They serve as an important communication link between our schools, parents, and patrons.

Membership and Roles:

- **Chairperson:** Leads the meetings and ensures agenda items are addressed (typically the principal).
- **Secretary:** Records meeting notes and prepares a brief summary to share with staff and the Board.
- **Members:** Participate in discussions, provide feedback, and help develop recommendations.
- Members may include teachers, support staff, parents, students, and community representatives. Some positions may rotate annually to give multiple families and students the opportunity to participate.

Meetings:

- **Frequency:** Twice per year – once in the fall and once in the spring.
- **Length:** Approximately 60–90 minutes.
- **Agenda:** Focused on school improvement goals, KESA initiatives, and related academic priorities.
- **Reporting:** Notes from each meeting will be shared with staff and submitted to the Board of Education. While the council provides recommendations, final decisions rest with school administration and the Board.

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 the school day (i.e. field trips, 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 required to use the district-approved grading scale. Kindergarten through Grade 2 utilize a standards-based grading system. Grades 3–12 use the percentage grading scale outlined below. The following percentage scale applies:

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 two days of the fall semester and during the two 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 two days.

GRADUATION REQUIREMENTS

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

Communications

- 4.0 - ELA (reading, writing, literature, technical)
- .5 - Communications (speech, debate, forensics, journalism, public speaking)

*The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.

Society and Humanities

- 3 units of history and government, which shall include world history; United States history, United States government, including the Constitution of the United States.

- 1 credit of Fine Arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education.

STEM

- 3 units of mathematics, including algebraic and geometric concepts.
- 3 units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course.
- One unit of STEM elective. computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, etc

Employability and Life Skills

- 0.5 Physical Education
- 0.5 Health
- 0.5 Financial Literacy
- 4.5 units of elective courses, driven by IPS planning

Post Secondary Asset List

Students must acquire a minimum of two post-secondary assets before graduating - can require more if the local district feels this is necessary. Districts will need to track students' acquisition of post-secondary assets. Districts will also need to keep tracking students' acquisition of post-secondary assets once the minimum is met.

- Youth Apprenticeships
- 40 or more Community Service hours
- Client-centered Projects
- Workplace learning experience directly related to a student IPS
- Industry-Recognized Certifications
- Seal of Biliteracy
- ACT Composite (Score of 21 or higher)
- WorkKeys Level (Silver or higher)
- 9+ College hours
- State Assessment scores of 3 or 4 for Math, ELA, Science (demonstrating College Readiness)
- ASVAB per requirements of military branch selected
- SAT score (1200 or higher)
- Completing Board of Regents Curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)
- CTE Scholar
- Eagle Scout or Gold Scout
- 4-H Kansas Key Award

- Two or more high school athletics/activities
- JROTC
- 95% attendance in high school
- Senior Exit Interview/Senior Projects

CLASS STATUS

Freshmen must accrue 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. To help promote post secondary success Burrton schools will host two college visits per grade level each year. In the attempt that students will visit eight locations by the time they have graduated to make an informed decision about their future. Seniors will also be allowed to take an additional two college visits. The counselor will help arrange a campus visit or job shadow experience upon request.

Internship/Work Study

Students must fill out the Internship application to qualify for an internship or work study 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.

Burrton Internship Handbook

<https://docs.google.com/document/d/1WWcXYmMlvV57YmvkyWNvrqg1EjqPjFMPU7NtVmYrkTA/edit?usp=sharing>

Students who do not attend a full class schedule will not be eligible to participate in KSHSAA sponsored activities.

VALEDICTORIAN / SALUTATORIAN HONORS

Valedictorian honors will be awarded to the graduating senior who has completed all 16 of the Kansas Board of Regents Scholars Curriculum requirements and has the highest cumulative GPA over 8 semesters (including any applicable summer coursework). In the event of a tie in KBOR and requirements and GPA, co-Valedictorian honors will be awarded.

Salutatorian honors will be awarded to the next highest-ranking graduate who meets the same criteria.

KANSAS BOARD OF REGENTS QUALIFIED ADMISSIONS

Five of the six state universities in Kansas: Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, and Wichita State University, use the standards below to review applicants for undergraduate admission. The University of Kansas has different admission standards from those listed below (visit admissions.ku.edu for more information). Standards are set by the Kansas Board of Regents.

If you are a Kansas resident graduate from an accredited high school, you can guarantee admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a 2.0 GPA and by meeting one of the following requirements: - ACT score of at least 21; OR - SAT score of at least 980; OR - Graduate in the top 1/3rd of your class. If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

All courses must appear on your high school transcript, and courses completed in junior high do not fulfill the Qualified Admissions Math requirements.

- Natural Science 3 approved units, one of which must be a full unit of Chemistry or Physics
- Math: Option A - 3 approved units and meet the ACT college readiness math benchmark of 22 OR Option B - 4 approved units, one of which must be taken in the graduating year
- Electives 3 approved units
- Social Science 3 approved units
- English 4 approved units, ½ unit may be Speech If you need further information or have questions, please ask the school counselor.

Kansas Board of Regents Recommended Curriculum

English - 4 years

One unit to be taken each year. Must include substantial recurrent practice in writing extensive and structured papers, extensive reading of significant literature, and significant experience in speaking and listening.

Mathematics - 4 years Algebra I, Algebra II, Geometry, and one unit of advanced mathematics suggested courses include: College Algebra, Pre-Calculus. Completion of Algebra I in 8th grade is acceptable (for the Kansas Scholars Curriculum, but not for Qualified Admissions).

Science - 3 years One year each in Biology, Chemistry, and Physics, each of which include an average of one laboratory period a week. Applied/technical courses may not substitute for a unit of natural science credit.

Social Studies - 3 years One unit of U.S. History; minimum of one-half unit of U.S. Government and minimum of one-half unit selected from: World History, World Geography or International Relations; and one unit selected from: Psychology, Economics, U.S. Government, U.S. History, Current Social Issues, Sociology, Anthropology, and Race and Ethnic Group Relations. Half unit courses may be combined to make this a whole unit.

Foreign Language - 2 years Two years of one language.

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.

GENERAL STUDENT EXPECTATIONS

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 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 may not go to their vehicles or to the parking lot during the school day without the permission from the office.
 5. The circulation of any type of petition 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. Vandalism - Destruction of school property is not allowed, students may be suspended or expelled for the act.
 9. 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.
 10. At district events, staff are present to ensure the safe, efficient operation of those events and are not there to provide childcare for nonparticipants, any elementary or Pre-K students not actively participating in the event will be denied admission to such activities, programs, or events unless accompanied by an adult chaperone.
 11. Students are allowed to bring water, juice, sports drinks, or other healthy beverages for consumption at breakfast/lunch.
 12. Clear water bottles only
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ATTENDANCE POLICY

Burrton Schools believe that regular attendance is essential for student success. Daily participation allows students to benefit from instruction, class discussion, problem-solving, teamwork, and social skills. Chronic absenteeism is linked to lower academic achievement. For more information on the impact of absenteeism, visit [Attendance Works](#).

Students must check out through the office if leaving school early. Leaving without permission—including during lunch or breaks—will result in the time being marked as an unexcused absence.

Excused absences are subject to administrative approval. Repeated unexcused absences may result in a truancy warning letter, and the principal may require a conference to develop an attendance contract with the student and parents. Kansas law requires schools to report students with 3 consecutive unexcused absences, 5 unexcused absences in a semester, or 7 unexcused absences in a school year to the Department for Children and Families (DCF) (KSA 72-1113).

Students under 18 years of age—or until age 21 for special education students—are legally

required to attend school. Violations may be referred to the appropriate authorities, including the Harvey, Reno, or Sedgwick County District Attorney (Kansas Compulsory Education Law K.S.A. 72-3120). Students with more than 10 unexcused absences in a semester will not receive credit for that course.

Unexcused Absences

Unexcused absences include, but are not limited to: minor illness, skipped classes, attending school events as a spectator, out-of-school suspensions, car trouble, oversleeping, running late, and family vacations during school days. A student who is more than 15 minutes late to class without an acceptable excuse will be considered absent for that class. Students with unexcused absences may be subject to disciplinary action, up to and including expulsion.

Excused Absences

Excused absences include participation in school-sponsored activities, doctor-ordered absences (with a doctor's note submitted within five school days of return), post-secondary education visits (up to two days for seniors, one day for juniors), in-school suspension, court appearances, funerals with prior notification, parent-approved unavoidable or educationally valid absences, and obligatory religious observances. Excused absences do not count toward the 10-absence semester limit. Students are responsible for requesting and submitting make-up work according to classroom procedures.

Administrator-Approved Absences

Absences may also be approved by the administration using a designated form located in the front office. Forms must be submitted at least three days prior to the absence and require signatures from all teachers. Administrators will consider attendance, grades, behavior, school calendar, and the number of previous absences. Emergencies will be evaluated on a case-by-case basis.

Tardies

Students arriving late to class without an acceptable excuse are considered tardy. For every three tardies accumulated, students will serve detention on Tuesday or Thursday. Students arriving more than 15 minutes late will be counted as absent for that class.

Truancy

Truancy is defined as any three consecutive unexcused absences, five unexcused absences in a semester, or seven unexcused absences in a school year. Prior to reporting, parents will be notified of the student's unexcused absences. Students under age 13 will be reported to the Department for Children and Families (DCF), and students ages 13–17 will be reported to the county or district attorney if the absences continue.

Extracurricular Participation

Students must be in attendance for at least four class periods to participate in or spectate any extracurricular activity or practice. Partial-day absences must be excused to allow participation. In cases of unavoidable circumstances or emergencies, parent explanations will be considered by the principal. Students assigned to in-school or out-of-school suspension on the day of an activity will not be eligible to participate.

Staff Procedures

The school will attempt to notify parents of unauthorized absences as soon as possible. Parents who report absences early help reduce unnecessary calls. After a student has accumulated five absences in any class, staff will notify parents and may require a meeting with administration. After eight absences, staff will again contact parents, and standard practices regarding excused or unexcused absences will continue. Parents are encouraged to keep contact information up to date.

Appeal Procedure for Attendance

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

STUDENT CONDUCT & DISCIPLINE

Academic Integrity and Plagiarism

Academic integrity is an important expectation at our school. Students are expected to complete and submit work that reflects their own thinking, effort, and learning.

Plagiarism occurs when a student presents someone else's words, ideas, data, or work as their own without giving proper credit. This includes, but is not limited to:

- Copying text without quotation marks or citation
- Paraphrasing someone else's work without credit
- Submitting another student's work
- Purchasing or downloading work and turning it in as your own
- Using artificial intelligence or online tools without teacher permission or proper acknowledgment

All sources — including books, websites, media, and digital tools — must be properly credited when used.

Violations of this policy are taken seriously and may result in loss of credit for the assignment, an opportunity to redo the work for reduced credit, parent/guardian notification, and/or further disciplinary action in accordance with school policy.

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.

For the full bullying policy and additional resources, visit: [USD 369 Bullying Policy](#)

SEXUAL HARASSMENT

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

DISCIPLINE – Elementary / Middle School / High School

Student Discipline Policy Applies to: Elementary, Middle School, and High School

Approach: Restorative Practices & Logical Consequences

Our school uses restorative practices and logical consequences to support a safe, respectful, and inclusive learning environment. Discipline focuses on accountability, repairing harm, and helping students develop positive decision-making skills rather than relying solely on punishment.

Administrators may adjust consequences based on the severity, frequency, and context of the behavior, as well as the student's disciplinary history.

LEVEL 1 – Minor Disruptions & Misconduct

Definition: Low-level behaviors that disrupt the learning environment or violate school expectations.

Examples:

- Continual classroom disruptions
- Inappropriate hallway behavior
- Use of inappropriate or obscene language
- Dress code violations
- Public display of affection
- Skipping class
- Failure to comply with reasonable staff requests
- Lying or making untrue statements

Level 1 Responses

Occurrence	School Response
1st	Documentation in Infinite Campus • Student/staff conference • Parent contact
2nd	Documentation • Student/staff conference • Parent contact • Problem-solving reflection form or goal-setting sheet
3rd	Administrative conference • Parent meeting • Behavior improvement plan or loss of privilege

LEVEL 2 – Serious Misconduct

Definition: Behaviors that negatively impact emotional safety or school/personal property.

Examples:

- Harassment (verbal or physical)
- Bullying or cyberbullying
- Theft or vandalism (school or personal property)
- Verbal altercations
- Sexual harassment
- Cheating or plagiarism

Level 2 Responses

Occurrence	School Response
1st	Documentation • Student conference • Parent contact • Written reflection or problem-solving assignment

2nd	Administrative conference • Parent contact • Restitution or service related to the harm (if applicable) • Behavior contract
3rd	Administrative action • Parent meeting • Out-of-school suspension (OSS) or structured intervention

LEVEL 3 – Major Misconduct / Safety Concerns

Definition: High-risk behaviors that threaten safety, show serious defiance, or involve prohibited substances.

Examples:

- Fighting or physical aggression
- Cursing at or threatening staff
- Open defiance of authority
- Possession or use of tobacco/vaping products
- Possession, use, or being under the influence of drugs or alcohol on school grounds or at school events

Level 3 Responses

Occurrence	School Response
1st	Documentation • Administrative conference • Parent safety meeting • Behavior contract • OSS
2nd	Parent conference • Extended OSS or short-term suspension • Re-entry plan
3rd	Administrative review • Recommendation for expulsion

LEVEL 4 – Extreme Threats / Criminal Behavior

Definition: Criminal acts or behaviors posing immediate and severe danger to individuals or the school.

Examples:

- Terroristic threats
- Possession or use of a weapon
- Assault of school staff
- Commission of a felony

Response: Immediate administrative action and expulsion hearing.

Supportive Strategies (Used Across All Levels)

- Counseling support
- Mediation between involved parties
- Behavior intervention plans (BIP)
- Safety plans or re-entry plans
- Increased supervision or schedule adjustments
- Parent-teacher-administrator conferences

Restorative Practice Time (Detention)

Restorative Practice Time, commonly referred to as detention, may be assigned by school administration as part of the school's progressive discipline process. This time is used to address behavior concerns through reflection, accountability, and corrective actions aligned to the specific offense.

During Restorative Practice Time, students may be required to:

- Complete a written reflection or problem-solving assignment
- Develop a behavior improvement plan
- Participate in a supervised academic or behavior-focused task

The date and time will be communicated by school staff. Students are expected to attend as assigned and fully complete all required activities.

In-School Suspension (ISS)

In-School Suspension (ISS) may be assigned by administration when a student accumulates repeated behavior violations or engages in behavior requiring removal from the regular classroom setting.

While assigned to ISS, students are expected to:

- Complete all assigned academic work
- Follow all school rules and expectations
- Participate in structured behavior intervention activities as assigned

Additional components of ISS may include:

- Written reflection or goal-setting assignments
- Community service or school-based service activities

- Behavior-focused conferences with administration, counselors, or parents
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Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS) may be assigned when a student's behavior poses a safety concern or significantly disrupts the learning environment. Students assigned OSS are prohibited from being on school property or attending school-sponsored events during the suspension period.

Important Information:

- All missed work must be submitted upon return, as directed by the teacher
- Participation points and extra credit will not be awarded for days missed due to OSS

A re-entry meeting or plan may be required prior to the student's return to school.

Expulsion

Expulsion is a serious disciplinary consequence that may result in long-term removal from school. In such cases, all procedures outlined in Board of Education policy and applicable state laws will be followed to determine appropriate next steps.

APPROPRIATE DRESS

At Burrton Schools, we aim to teach students valuable skills in self-respect, responsibility, and professionalism. Appearance affects the learning environment, and our dress code is designed to minimize distractions, maintain a positive and respectful school culture, and hold students to a higher standard. This dress code applies to all students at school and at school-sponsored activities, both home and away.

General Guidelines:

A. Neatness and Hygiene

- Students are expected to maintain reasonable personal hygiene.
- Clothing must be clean and in good condition.
- Excessive or inappropriate writing or markings on the skin are not allowed.
- Clothing with holes in inappropriate areas is prohibited.

B. Decency and Appropriateness

- Clothing should be modest and in good taste.

Skirts and shorts must fully cover private areas and be visible under all tops. Spandex shorts are allowed only if they are fingertip length; they may be worn as part of a volleyball uniform, subject to coach approval. Shorts must not reveal the buttocks.

- Halter tops, crop tops, and tops that reveal the abdomen are not permitted. Tank tops must have straps at least 2 inches wide.
- Clothing may not display or reference alcohol, drugs, tobacco, suggestive or obscene language, violent acts, or gang affiliation.
- No pajama pants, snuggies, or sleepwear will be allowed; students wearing these will be asked to change.

C. Accessories and Outerwear

- Hats, stocking caps, beanies, hoodie hoods, or blankets are not to be worn in the building during the school day (7:30 a.m.–4:00 p.m.).
- Baggy or sagging pants are prohibited; pants must be worn at the waistline and undergarments must not be visible.

The principal reserves the right to address any dress code violations, including sending students home to change if necessary.

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. Students will be required to keep backpacks and phones/personal devices in their lockers.

TECHNOLOGY & ELECTRONICS

Cell Phone/Electronics

Student Use of Cell Phones and Other Personal Electronic Communication Devices

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices from the start of school at 8:00 A.M. until the dismissal bell at 4:00 P.M., except as otherwise provided in board policy JCDC.

Upon entering the school each day, all Burrton students are required to place their cell phones in their assigned mailbox slot. The mailbox cart will then be moved to the school office, where it will remain locked and secured throughout the school day. Students who need to leave campus before dismissal may retrieve their device by reporting to the office and providing their assigned mailbox number. Burrton USD 369 staff will ensure that all student devices remain powered off and securely stored during the school day.

At the end of the school day, the mailbox cart will be placed near the designated exit. Students will line up in an orderly manner and retrieve their cell phones and other personal electronic communication devices before leaving the building.

If you need to contact your child during the school day for any reason, please call or email the office at 620-463-3840 so that we may assist. If your child needs to reach a family member or caregiver during the school day, they should let a teacher know for prompt assistance from our team.

We acknowledge the complexity of this issue. We encourage students to leave personal electronic communication devices at home or in a locked vehicle during the school day. We also understand that is not always possible or preferable. Please note that students failing to comply with this policy will be subject to disciplinary action.

At Burrton USD 369, we value the partnership of parents and guardians. When families and school staff work together, we can create a positive, healthy and focused learning experience for every student.

This policy includes, but is not limited to pagers, cellular phones, headsets, smart watches, CD players, game systems, iPods/MP3's and other communication equipment that has a potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. USD #369 is not responsible for lost or stolen cellular phones. If a cellphone or other music player is being used, is visible, or causes a disruption (vibrating/ringing noise, etc.) during the academic day, it will be confiscated. Headphones will only be used for testing purposes or alternate assignments assigned by the teacher with teacher approval.

Consequences for violating the cell phone policy:

First violation- The cell phone will be confiscated and the student may pick it up after school in the office.

Second/Third violation- The cell phone will be confiscated and the student's parents must pick up the phone in the office.

Messaging Between Students and Employees

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are used with district oversight. At USD 369 Burrton, messaging between our students and teachers, coaches, sponsors, or other employees will use the district's email system, as well as our student messaging

system: Infinite Campus.

Please allow an employee up to 24 hours for a response during a school week. School staff members are not requested nor required to monitor messages over weekends or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office for assistance. Use of other digital communication tools for direct communication between a student and employee is otherwise limited to academic platforms and direct message services only as authorized by law. Two-way communication between employees and students are not permitted through any social media platform, such as Facebook, Instagram, Snapchat, X, and TikTok. Individuals making unauthorized two-way communications using social media may be subject to disciplinary action. For assistance accessing your Infinite Campus account, contact businessoffice@usd369.org. If you ever have concerns about communication between a student and employee, please contact the school administration without delay to request assistance or make a report.

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. Chromebooks are the property of Burrton schools and will be checked in at the end of each school year, if the chromebook is not checked in there will be a \$200 fee for replacement and a \$15 fee for charger replacement.

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.

Artificial Intelligence (AI) Use

The use of artificial intelligence (AI) tools (such as generative writing programs, chat-based platforms, image generators, or similar technologies) must comply with district policy and teacher expectations.

Students may only use AI tools for academic work when explicitly permitted by the teacher. When allowed, students must properly acknowledge the use of AI in accordance with teacher guidelines. Submitting AI-generated work as one’s own without permission or acknowledgment

may be considered plagiarism and a violation of the Academic Integrity policy.

All AI use must follow the Student Computer Acceptable Use Policy and district technology guidelines.

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

HEALTH & WELLNESS

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 concerns 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/her 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, students cannot return to school until after 4 pm the day after they are set home with a fever. [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.

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 ½ 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 ½ inch of the scalp:
 - a) The parent/guardian is phoned requesting the student be taken home for treatment with an antiphlastic 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 antiphlastic 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 ½ 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 ½ 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.

SCHOOL SERVICES & PROCEDURES

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.

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.

EVENTS & ACTIVITIES

HS DANCE POLICY

- Students and guests must arrive within 30 minutes of the start of the dance to be admitted and may not re-enter 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 that 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, Capri's, or flip flops. Because of the amount of time elementary students are outside during cold weather, appropriate dress for colder temperatures should be expected.

COMMUNICATION & CONCERNS

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:

Concerns with a student:

- Contact the teacher or coach/sponsor
- Contact the Principal
- Contact the Superintendent

Concerns with a staff member

- Contact the Principal
- Contact the Superintendent

Concerns with a policy

- Contact the Superintendent

Concerns with a handbook

- Contact the Principal or Director
- Contact the Superintendent

***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
Kara Schwindt, Superintendent
Central Office
105 East Lincoln, PO Box 369
Burrton, Kansas 67020
620-463-3840

SECTION 504 COORDINATOR
Kara Schwindt, 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

Parent Signature

Student Signature