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## **PHILOSOPHY & GOALS**

Public education in the Burlington Public Schools should fulfill a dual function. First, to assist, encourage and motivate each child to develop as fully as possible such intellectual, physical and moral potential as he or she may possess in order to be an informed and productive member of society. Secondly, public education in Burlington should play a vital role in perpetuating the basic democratic values of our country.

### **GOALS**

1. To be aware of the rapidly changing world and have the wisdom to take advantage of the opportunities while maintaining the basic values that have made this country great.
2. To provide an environment conducive to learning and to promote an enthusiasm for knowledge among the student body that will endure beyond their years of formal education.
3. To instill the duties and responsibilities of citizenship, and an understanding of the dignity and value of the individual and an appreciation of the American heritage.
4. To provide the curriculum, within the limits of our financial resources, necessary for the students to achieve their individual goals within the school system and beyond.
5. To advise students of the opportunities available to them. To provide counseling services that will assist each student in setting goals and determining the course of study necessary to achieve those goals.
6. To communicate with parents and patrons and encourage their participation in the educational process for the good of the students and the school system.
7. To promote individual responsibility, tolerance of others and cooperative behavior among the staff and among the students.
8. To motivate staff and students to excel in all of their endeavors and to recognize and reward superior performance.

### **DISCRIMINATION POLICY AND STATEMENT**

It is the policy of the Burlington Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the administration or Compliance Coordinator.

The Burlington School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

### **COCURRICULAR AND EXTRACURRICULAR PROGRAMS ACTIVITIES POLICY-PHILOSOPHY AND GOALS STATEMENT**

The Burlington Board of Education recognizes that a varied offering of activity programs is an important supplement to the academic curriculum. Because of the importance of these programs the Board believes that certain goals should be established just as they are in the academic curriculum.

Activities offer unique opportunities in the total development of the student. The primary objective of our activities program is to encourage academic achievement; build character; develop leadership ability; provide discipline, self-discipline, positive attitude, self-esteem, skills development; and to teach responsibility and personal development.

In order for all activity programs to be successful in a school our size, it will be necessary for many students to participate in more than one activity. This will require the staff to be cooperative in scheduling and realistic in their demand on student's time. The administration shall determine equity in scheduling and funding.

Striving for success is important and is to be encouraged within the bounds of acceptable behavior. Success in our activity programs is defined as doing one's best, win or lose. Since life is not always as we would wish, students should also be prepared to cope with disappointments in a mature manner. We recognize differences in personal talents and promote the belief that dedicated effort of the less talented is an extremely valuable asset to the success of any program.

Coaching and directing activities is teaching and the different levels of activities involved shall determine the teaching strategies used in accomplishing the primary objectives of this philosophy. Physical or mental abuse and abusive ridicule are unacceptable methods of arriving at the objectives of this policy.

Team or group goals must be the first priority of the individuals participating in an activity program. As one strives to accomplish team and group goals, certain individual awards will be merited and earned. All staff members shall do their best to assist team or group members to obtain scholarships, awards, etc., to which their talents and efforts have exhibited such recognition.

The Board of Education in order to support and execute this activities policy, is committed to providing the essential financing, personnel, materials and equipment within the limits of our financial resources and what we perceive to be in the best interest of the Burlington School System.

The primary goal of each activity program within the Burlington School system will be to comply with this philosophy as stated by the Burlington Board of Education.

### **DISTRICT-WIDE POLICY, REGULATION, AND RULES ENTRANCE REQUIREMENTS**

For admission to the Burlington Public Schools, a student must be a resident of the School District or a legal transfer, must be living with parents or legal custodian, and must be willing to abide by the rules and regulations set forth by the Board of Education, Administration, and Teachers of the school.

Certain requirements for enrollment into the schools of Oklahoma have been determined by the legislature. Detailed requirements are recorded in the Oklahoma School Code. Basic requirements are as follows:

1. To enter the 3 year old program a child must have attained the age of three years on or before September 1.
2. To enter the 4 year old program a child must have attained the age of four years on or before September 1.
3. A kindergarten child must have attained the age of five years on or before September 1.
4. A child who will be of legal age to enter first grade must have completed the developmental readiness screening.
5. A first grade child must have attained the age of six on or before September 1.
6. If the enrollment is the first into public school after attaining the legal age for Pre-k, kindergarten, and/or first grade, the student must present at the time of enrollment:
  - a. a birth certificate
  - b. an immunization record designating that the child is adequately protected against diphtheria, whooping cough, tetanus, measles, mumps, rubella, polio, hepatitis A, hepatitis B, and chickenpox.
7. Any student enrolling in the school for the first time must present a proper immunization record and provide the school with the address of the previous school attended and authorize the school to request records from that school.

**RECOMMENDED SCHEDULE FOR IMMUNIZATIONS:**

<p><b>Child Care</b>            4 DTaP            1-4 PCV            3 Polio            1 MMR            1-4 Hib            3 Hep B            2 Hep A            1 Varicella</p>	<p><b>Pre-School/Pre-K</b>            4 DTaP              3 Polio            1 MMR              3 Hep B            2 Hep A            1 Varicella</p>	<p><b>KDG thru 6<sup>th</sup></b>            5 DTaP              4 Polio            2 MMR              3 Hep B            2 Hep A            2 Varicella</p>	<p><b>7<sup>th</sup></b>  <b>5 DTaP &amp;            1 Tdap Booster</b>  <b>4 Polio</b>  <b>2 MMR</b>    <b>3 Hep B</b>  <b>2 Hep A</b>  <b>1 Varicella</b></p>	<p><b>8<sup>th</sup> – 12<sup>th</sup></b>            5 DTaP              4 Polio            2 MMR              3 Hep B            2 Hep A            1 Varicella</p>
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- This table lists the vaccines that are required for children to attend childcare, preschool, kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required.
- **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed.**
- **Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten or kindergarten programs operated by schools.**
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- All measles, mumps and rubella (MMR) and varicella, and hepatitis A vaccine doses must be administered on or after the child’s first birthday (or within 4 days before the birthday).
- For doses given on or after Jan. 1, 2003, the 5<sup>th</sup> dose of DtaP must be given on or after the 4<sup>th</sup> birthday (or within 4 days before the 4<sup>th</sup> birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had varicella (chickenpox) disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended time intervals between doses do not effect final immunity.
- **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines, but they must complete the series on schedule. These children are “in the process” of receiving immunizations.**

Children may receive required immunization free or at low cost at the Woods County Department of Health in Alva.

Beginning with the 2007-2008 school year, the parent or guardian of each student enrolled in Kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last twelve months. The vision screening must be conducted by personnel listed on the statewide registry maintained and publicized by the Oklahoma State Department of Health.

This bill further requires:

- Vision screening certification for first and third grades must be provided within thirty days of the beginning of the school year.
- Vision screening certification for Kindergarten students may be done during their school year.
- Students failing the vision screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist.
- A report of the comprehensive eye examination will be forwarded to the student’s parent or guardian, school, and primary health care provider and shall include recommended educational adjustments.

## **OFFICE HOURS**

Business in the office should be conducted during regular office hours, 8:00 a.m. to 3:30 p.m. when school is in session.

## **VISITORS**

All Visitors must obtain a pass at the office.

Orders to Leave School Property - The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70 O.S.A. 24-131)

## **TEXTBOOKS & SCHOOL COMPUTERS**

All textbooks and all school property are furnished by the state and local school district.

Textbooks and computers that are lost or badly damaged must be paid for by the student responsible for them. The charge will be the cost of the replacement.

Textbooks and computers are to be returned when a course closes, or when a student withdraws from school, with all unsightly markings removed.

## **INSURANCE**

The school makes accident insurance available to all students, PK-12, with options that include: at school coverage, and 24 hour coverage. Premiums vary slightly from year to year, but are reasonable. The school assumes no obligation as agent or representative of the insurance company. It will, however, assist students and parents with filing claims.

The school is not liable for bills for injuries incurred during athletic practice or games. Therefore, it is recommended that parents have some type of insurance coverage.

## **SICKNESS, ACCIDENT, OR CONTAGIOUS DISEASE**

Every effort will be made to contact a student's parents, or if a parent is not available, the contact person named on the enrollment form, if a student becomes ill or is injured when at school. In the event that neither the parent or the contact person can be located, school officials will use their best judgment in determining the need for professional care.

The school assumes no obligation for medical bills. It is very important to list on enrollment forms the name of the family doctor and a relative or contact person to call when parents are not available.

Any child afflicted with a contagious disease or head lice may be prohibited from attending a private or public school until such time as he is free from the contagious disease or head lice.

Any child afflicted with head lice will be sent home for treatment. Any child prohibited from school due to head lice shall present to school officials certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child has been treated and is lice free, before they can re-enter school. (70-1210. 194)

## COMMUNICABLE DISEASE POLICY

The board of education has concern for the health of students in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students. Decisions about how best to provide educational services to those students will be made by the administration of the district with the advice available from district/county health officials.

Students with fever or flu-like or CO-VID 19 symptoms do not need to come to school or they will be sent home. Parents need to develop contingency plans should their children become sick and need to stay home or in the event the school is forced to close due to illness.

1. Communicable diseases will be evaluated on an individual basis considering three prime factors.
  - a. Degree of life threatening condition
  - b. Degree of communicability
  - c. Whether or not the disease has been or should be confirmed with laboratory documentation
2. Re-admittance to school may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease and a temperature below 100.4.

## ADMINISTERING MEDICATION TO STUDENTS

No medicine shall be administered to students by school personnel unless a form authorizing to administer medicine has been signed by the parent or legal guardian.

1. Prescription medication must be in a container that indicates the following:
  - a. Student's name
  - b. Name and strength of medicine
  - c. Dosage and directions for administration
  - d. Name of physician or dentist
  - e. Date and name of pharmacy
  - f. Purpose of medication
  - g. Time to be administered
  - h. Termination date for administering the medication
2. Nonprescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive non-prescription medication during the school day. A permission form will be made available to parents at enrollment time. The school administrator or administrator's designee should:
  - a. Inform appropriate school personnel of the medication being administered
  - b. Keep an accurate record of the administration of the medication
  - c. Keep all medication in a locked cabinet
  - d. Return unused prescription to the parent or guardian only
  - e. Designees are:  
Pre-Kindergarten – Apryl Burleson; Kindergarten – Teresa Sims; Grade 1 – Anne Graham; Grade 2 – Kelly Campbell; Grade 3 – LaDonna Hoggard; Grade 4 – Jenell Newman; Grade 5 – Lindsey Morgan; Grade 6 – Stan Pedersen; Grades 7-12, Alisha Matzke, the school counselor, or administrative personnel. All medication given must be documented.
3. The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. The school district retains the discretion to reject requests for administration of medicine. This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medicine.

## STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION

The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:

- a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.

- b. A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
- c. Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian

Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 719, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in the Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

### **FUND RAISING**

It is the policy of the Burlington School to maintain control of and strictly limit school fund raising within the Burlington community and surrounding towns. Therefore, all money-making projects must be approved by the school administration at the beginning of each school year.

All money raised **MUST** be deposited through the school's Activity Fund secretary. Also, all bills must be given to the secretary of the Activity Fund for payment.

### **LOST AND FOUND**

All articles found are to be placed in the lost and found box or designated area. Articles not claimed will be given to some charitable organization at the end of the year.

Labels or some form of identification should be placed on items of clothing or property so that it can be identified.

### **CANCELLATION OF SCHOOL**

During severe and inclement weather the announcement that school will be canceled a REMIND Text will be sent out. A post will also be on FACEBOOK. School will be in session at regular time unless otherwise announced. To join Remind Text send a text to 81010 and use code @Kdh2.

In the case of an announcement of an early dismissal time during the school day, the elementary school will make every effort to notify a parent or contact person of each student. The elementary school encourages parents to call, if they become aware of early dismissal, to inform the school concerning what their child should do.

### **WITHDRAWAL FROM SCHOOL**

Any student withdrawing from school must get a withdrawal slip from the principal's office. Any signature required on the form must be obtained and the form returned to the principal's office.

Parents desiring to withdraw their child from school should:

1. Inform the principal at least one day prior to leaving
2. Make sure all charges are paid to the cafeteria
3. Please make sure all school property is turned in
4. Pay any fines or charges that may be due
5. Leave a forwarding address

## **BUSES - RULES AND REGULATIONS**

Buses will arrive at school at approximately 7:30 a.m. each morning. Regular route buses leave from the high school at approximately 3:20 p.m.

Buses and local school vehicles are off limits to all students at any and all times unless accompanied by the driver, faculty members, or other responsible person. The privilege of being transported to and from school implies conduct which contributes to safety. Students whose conduct threatens the safety of others may **lose** their privilege of riding in a local school transportation bus and other school vehicles.

Buses may not be used for out-of-state trips unless it is approved by the Superintendent or school board. The Attorney General has ruled that a school district may not use a district bus for the purpose of transporting adults.

The rules and regulations listed below apply to all trips under school sponsorship. Sponsors will be appointed by the school officials.

### **BUS RIDER'S GUIDE**

The following published Bus Rider's Guide is approved by the state and local district.

Previous to loading students should:

- Be on time at the designated school bus stops--keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
- Respect people and their property while waiting on the bus.
- Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- Refrain from the use of any form of tobacco, alcohol, or drugs.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
- Treat bus equipment as you would valuable furniture in your own home.
- Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.

Remain in their seat while the bus is in motion.

- Refrain from horseplay and fighting on the school bus.
- Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
- Go home immediately staying clear of traffic.
- Help look after the safety and comfort of small children.

## PERSONAL APPEARANCE

Students should appear in school and on activity trips in a manner that will allow them to function at the best level possible without interfering with the learning process of their classmates. Cleanliness is very important. Any form of dress or attire which tends to distract from a good educational climate or that is disruptive will not be permitted.

Rules to be followed include:

Students in grades PK-12 may wear appropriate length shorts in the fall and in the spring. No short shorts will be permitted.

All students are to wear shoes.

No blankets are permitted in school.

*Some examples of prohibitive clothing for Grades PK-12 include:*

Clothing with offensive lettering, pictures or advertising of alcoholic beverages, etc.

Tank tops

Halter tops

Fishnet shirts

Short Shorts

Caps, hoodies or hats in the building

Football or soccer shoes

Bare midriff shirts

Students in classes or activities where excessively long hair or loose clothing could be inappropriate or a hazard may be expected to adhere to stricter guidelines.

Dress code situations that arise and are not covered in this handbook will be interpreted by the administration in keeping with the intent of the policy to enforce appropriate dress.

## STUDENT CONDUCT CODE

During the time when school is in session and when students are participating in a school-sponsored activity, it is necessary that certain rules of conduct be observed so the rights of the individual and the group can be maintained.

Efficient work in the classroom and other school activities can be accomplished only when a minimum of disturbance exists. It is not the policy of BHS to try to force everyone into "look alike" and "act alike" molds. There are certain guidelines, however, that must be followed for the betterment of the total school atmosphere.

1. It takes many people to provide an excellent school atmosphere - cooks, custodian, secretaries, bus driver, and teachers. Students should address them with the proper respect.
2. School property is provided at great expense by the supporters of BHS. Do not damage or deface this property.
3. Students in the halls during class time often distract from the learning process. Students who are out of class will be required to obtain a permission slip from the teacher before leaving class.
4. Each student is a good will ambassador for BHS. Courtesy should be shown to visitors as well as fellow students.
5. Conduct befitting young ladies and gentlemen is expected at all times. There are times and places for everything and school is not the place to make public display of affections.
6. The possession or use of tobacco, alcohol, or drugs in any form is prohibited.
7. Students are not to throw snowballs around the school.
8. The school is fortunate to have an excellent breakfast and lunch program. Students should leave the area where they eat as they found it; and by all means, allow those around them to enjoy their meal.
9. Any non-school activity in the building must be properly sponsored by an adult sponsor.
10. Possession, threat or use of a dangerous weapon is prohibited and could include local law enforcement.
11. Many churches plan Wednesday night activities. The school calendar should remain free as much as possible.
12. Students should take pride in their school and in their individual classes. Students not taking an active part in their class activities will not be given class privileges.
13. Students will refrain from immoral behavior or use of profanity.
14. Students will be called out of class for phone calls only in cases of emergency, otherwise messages will be taken. The school phone is a business phone and student use is restricted to school business or illness.
15. Students shall not engage in conduct which jeopardizes the safety of others or that is calculated to disrupt the operation of the school.
16. Properly licensed students will be permitted to drive to and from school (**whether you park on school property or not**) as long as they prove to be reasonably careful drivers. (The same goes for bicycles and

17. scooters). Reckless driving or exceeding the speed limit will lead to suspension of driving privileges. The speed limit in a School Zone is 15 mph. Drivers should not leave until the buses leave without special permission.
18. It's not fun being "picked on". There will be no hazing, initiating, fighting, assaulting and/or battery, harassment and/or intimidation, verbal or physical, of students or school personnel permitted in the Burlington Schools.
19. A suspended student shall not come to the campus during their suspension. This includes participation in all activities.

## **DISCIPLINE**

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The school district, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with tranquility of its school or the safety of its students. Furthermore, damaging of school property will not be tolerated. Students, while enrolled in this district, shall be under the supervision of and accountable to school personnel. The supervision shall include:

1. Going directly to and from school
2. Attendance of a school sponsored activity in the district or involving the district schools (away from the district)
3. Going to and from a required activity
4. In-transit time to activities on school transportation

**Harassment, Intimidation, Bullying and Hazing Investigating Reported Incidents** - No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

## **POSSIBLE DISCIPLINARY ACTIONS**

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In **all** disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective **disciplinary** measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school detention
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**Disruptive or Interfering Behavior** - A disruptive or interfering act shall be defined as, but not limited to, inciting, encouraging, promoting, or participating in activities which interfere with the due process of the educational program of the school. The following are examples of behavior that will constitute disruptive activities:

1. Demonstrations
2. Sit-ins
3. Walk-outs
4. Blockages
5. Group Violence
6. Disrespect or disobedience to school personnel
7. Harassment, intimidation, bullying, and hazing, verbal or physical, of students or school personnel
8. The use of obscene, lewd or profane language (visual and/or auditory)
9. Fighting
10. Disruptive publications
11. Theft or inappropriate use of personal or school property
12. Possession or use of drugs, alcohol or weapons
13. Possession or use of tobacco
14. Failure to make reasonable attempt at course work

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, all student discipline should be based on a careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students).

### **Examples of Specific Activities Which May Result in Discipline**

The following activities (listed by example) are hereby prohibited to the students of this school district when under school authority and commissions or omissions, as the case may be, may result in disciplinary measures at the discretion of the certified staff under authority of this policy:

1. Refusal to follow a directive or order, verbal or written, of any principal, teacher, or bus driver
2. Misbehavior at noon
3. Behavior which, in the opinion of a bus driver or sponsor, endangers other students riding the bus
4. Sale, possession, or use of drugs and or mind or mood altering substances at school or at any school activity
5. Violence or verbal abuse towards school personnel or to other students at any time
6. Threats of violence toward school personnel or to other students at any time
7. Fighting at school, to and from school, or at any school activity
8. Extortion at any time
9. Carrying dangerous weapons at school or at a school activity
10. Refusal to do required assignments
11. Immorality at school, or at a school activity, or to or from school or such activity
12. Behavior in the classroom which interferes with the learning of others
13. Stealing or defacing school property, school personnel's property or other student's personal property
14. Truancy and tardiness
15. Failure to show respect for school personnel
16. Cheating on school assignments or tests
17. Eating candy in class
18. Use or possession of tobacco on school grounds during school hours, to and from school, or during extra-curricular activities at the site of a school sponsored activity for students is prohibited for students regardless of age
19. Use of foul language or obscene gestures at school or at a school activity
20. Reckless driving on campus or on any street adjacent to the campus at any time
21. Showing poor sportsmanship at school activities
22. Disruptive behavior at school activities
23. Leaving school without checking out through the office of the principal
24. Wearing hats in the building during the class day
25. Wearing street shoes on the gym floor
26. Refusing to go to assemblies directly from the classroom
27. Loitering, littering between school and town, A.M. or noon, etc.
28. Not waiting until the teacher dismisses the class before leaving a classroom
29. Not staying in the building once a student has arrived at a school activity
30. Not parking in assigned parking areas

31. Loitering in parking areas or inside cars during the school day or any activity
32. Being out of class during class period
33. Failure to take books and supplies to class
34. Wearing clothing or buttons with sexually suggestive or obscene words or pictures on them
35. Making unauthorized phone calls during the day
36. Wearing shirts, tank tops, or tops that do not come down to the top of the pants, skirts or shorts worn
37. Wearing any advertisement or picture interfering with the education process
38. Passing notes in class
39. Bringing any audio, radio, or television appliance to school without permission
40. Running or being excessively noisy in the hallway
41. Public display of affection
42. Violating posted classroom rules
43. Cafeteria misconduct
44. Violating administrative directives or rules
45. Any other action that is not covered, but warrants attention
46. No skateboards, skates or inline skates

This listing gives students examples of some of the infractions that a student might encounter. It is not all inclusive and does not limit either offenses or possible disciplinary actions a student might encounter based on the seriousness of each offense. From the list of alternative punishments available, number eighteen (18) may be used in any circumstance.

Nothing in this discipline explanation shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases which may end in suspension or expulsion.

The listing shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. This list is not intended to be a complete listing of all possible offenses but it is a listing of those offenses that are dealt with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

Alternative Punishment - In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administrator should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

**Alternative Punishment Available:**

1. Conference with student
2. Advise parent
3. Remove from class or group (temporary or permanent)
4. Parent conference
5. Detention at noon or after school
6. In-school detention
7. Financial restitution
8. Law enforcement
9. Other school agencies
10. Suspension for 10 days or less
11. Expulsion (long-term suspension of more than 10 days)
12. Restriction of privileges
13. Clean or straighten items or facilities damaged
14. Change seating arrangement
15. Behavioral contract written
16. Refer to counselor
17. Corporal punishment
18. Any other action deemed appropriate

Realize that a steady progression of misconduct without remediation could well lead to removal from the system by suspension-short or long term.

Discipline and Corporal Punishment - Administrators have the right, when necessary, to discipline children. Oklahoma State Law protects this right. While corporal punishment is not prohibited by the board of education, it is recommended for use as a final measure. When corporal punishment is administered, it must be in the presence of the principal or his/her designee and must not be administered in the presence of other pupils. A witness must be present.

It is expected that all teachers in the school district will assume the responsibility that teaching discipline and control is part of the classroom responsibility. It is expected that students will know and expect to behave properly in the classroom and during other school activities. Special effort must be exerted by the principal and the classroom teacher to see that student behavior in the classroom and at other school functions is acceptable. This is only part of the total learning process.

The following steps will be followed by all district personnel when corporal punishment – paddling – is warranted.

When misbehavior occurs, a student is first talked to and warned that if the behavior continues a paddling will be given. Based on the serious nature of the act, this warning can be circumvented.

If a paddling is administered, the following procedure is followed:

1. Explain to the student why he/she is being paddled.
2. It is done in private by an administrator.
3. It is witnessed by another administrator or the school counselor.
4. No more than three (3) swats will be given, and punishment shall not be given by a teacher who is angry or upset.
5. A discipline report is filled out and kept on file until the end of the school year.
6. In some situations the parent may be contacted first and the problem discussed before any action is taken. This would occur if punishment is refused or on parental request. In the case a parent does not want a child to be paddled, the parent must provide written notification. Also, the parent must realize that an alternate form of punishment would be used.

#### **REPORTING STUDENTS UNDER THE INFLUENCE OF, OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the board of education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:

1. Non-intoxicating beverages;
  2. Alcoholic beverages; or
  3. Controlled dangerous substance;
  4. Dangerous weapons;
  5. Missing or stolen property if missing or stolen from the school grounds;
- as the above are now defined by state law, shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. (70 O.S.A., 133)

Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the board of education, who has reasonable cause to suspect that a student is under the influence of or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (70 O.S.A., 24-132)

#### **SMOKE & VAPING FREE SCHOOL POLICY**

The Burlington Independent School District No. I-001 Board of Education, in order to comply with Oklahoma State Law (63-1-1521) and Title 63, Section 1-1522 Smoking in Public Places, and under the Pro-Children Act (PCA), Part C Title X of the Goals 2000: Educate America Act, Public Law 103-227.

Students shall not possess, smoke or use tobacco products at school, on a school bus or at any school related activity held on school grounds. This includes vaping.

School personnel and adult visitors will not be permitted to use tobacco products or vaping in school buildings.

The PCA requires that smoking not be permitted in any indoor facility, used routinely or regularly for the provision of certain types of "children's services" to persons under the age of 18, if the services are funded by specified Federal programs either directly or through State or local governments.

Burlington School will be a smoke and vaping free school.

### **WEAPON-FREE SCHOOLS**

It is policy of the Burlington Independent School District #1001 to fully comply with the Gun-Free Schools Act.

- I. Any student in this school district who uses or possess a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms defined in Title 18 of the United States Code, Section 921, as:

- A. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. The frame or receiver of any such weapon;
- C. Any firearm muffler or firearm silencer; or
- D. Any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to the proper legal authorities.

- II. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the District, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

- A. Any pistol, revolver, dagger, bowie knife, dirk knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or other offensive weapon. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. These items must be secured with the sponsor is a locked and safe space.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However any substantial modification must be reported to the Board of Education at its next meeting. (Title 18, U.S.C., Section 921 and Title 21, O.S., Section 1280.1)

## **SEARCH AND SEIZURE POLICY**

The superintendent, principal, teacher or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of, any pupil, or property

in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property, that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under this section. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70 O.S.A. 24-102)

## **CONDUCT OFF SCHOOL PREMISES**

Student conduct off school premises and after school hours may also result in discipline, if such conduct has a direct and immediate effect on the discipline and general welfare of the school.

Discipline for out-of school conduct will be called for, but not limited to, such actions as:

1. Assaulting or harassing, physically or mentally, person or family of school officials.
2. Damaging or destroying property of the school or person or family of school officials.
3. Causing risk to the general safety of students, faculty, or school officials.
4. Distributing or soliciting of profane and vulgar materials, or materials promoting the overthrow of the American government.
5. For threatening the safety of, assaulting, or damaging the property of students, employees, officials of surrounding school districts, including the property of those school districts.
6. Any Student attending school in the Burlington Schools, committing any of the above violations, will be disciplined and will be subject to the rules regarding suspension.

## STUDENT SUSPENSIONS - PROCEDURAL RULES AND REGULATIONS

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or any school function authorized by the school district or when present on any facility under the control of the school district. The principal shall conduct an informational conference by telephone or in person with the student and/or parent/legal guardian for any suspension of three school days or less.

1. Immorality or profanity
2. Truancy
3. Violation of written school rules, regulations, or policies
4. Assault upon another student or person
5. Possession, threat, or use of a dangerous weapon as defined by the State Statute
  
6. Possession, distribution, or under the influence of any narcotic drug, stimulant, barbiturate, or alcohol
7. Conduct disruptive to the operation of school
8. Conduct which jeopardized the safety of others
9. Willful disobedience of the request of any school official in the performance of such school official's duties.

The constitutional rights of individuals assure the protection of due process of law: therefore, any student suspension involving four or more school days is entitled to this system of constitutionality and legally sound procedures.

### **The administration of discipline in the school district:**

1. The hallmark of the exercise of disciplinary authority shall be fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
2. A teacher has the authority to remove a student from class temporarily. If possible, the teacher shall accompany the student to the office of the principal and shall file with a principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action.
3. Guidelines for due process procedure in student suspension from school:  
Step 1 - Evidentiary Hearing: Prior to any suspension, a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present his/her version of the incident or circumstances involved in the accusation.

Step 2 - Following the evidentiary hearing with the student, an informal conference with the parent, student, and principal or his/her designee shall be scheduled in an effort to resolve the matter. The parents shall be notified by certified mail concerning the conference (Appendix 1). The principal shall make and retain a record of the conference. If the matter is resolved without suspension, then no further action is necessary at this time.

Step 3 - If the matter is not resolved during the information conference, and the principal decides upon the suspension, then the parent shall be notified of the action by certified mail by the principal (Appendix 2). The letter shall set forth the right to appeal to the board of education, that the student has a right to a closed hearing, the right to an attorney, and a clear concise statement of the evidence to be presented to the board.

Step 4 - Should a parent desire to appeal the action to the board of education, and notify the clerk of the board of that wish, the clerk shall schedule a hearing before the board of education and shall notify the student and his/her parents or guardian as to the time, place, purpose of the hearing, and that on request, a closed hearing will be held. The following guidelines shall be used in the hearing procedure:

- a. The charges against the student shall be stated in clear and concise terms and must be in writing.
- b. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present and represent the student if desired.
- c. The student shall be allowed to observe all evidence offered against him/her and cross examine.
- d. The student shall be given an opportunity to present his/her case in the fullest manner.
- e. The board of education shall state at the end of the hearing after closed deliberation, its findings as whether the student is guilty or innocent. ( 25 O.S.A. 307 )

### **General Considerations**

- a. If the student is over 18 years of age, said student shall be accountable and not his/her parents. (70 O.S.A. 307)
- b. Any student with IEP shall begin the procedure with a placement committee meeting. (70 O.S.A. 24-101)
- c. No suspension shall be for more than through the last day of the next succeeding semester. (70 O.S.A. 24-102)
- d. Any hearing with the board must be held within ten days, unless the student requests an extension.

**Emergency Suspension:** The principal, or his/her assistant in charge, is authorized to involve an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail (Appendix 3). Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing procedure.

## **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### **DEFINITIONS**

For the purpose of this regulation, the school district has used the following definitions of terms:

#### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

#### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

#### **Parent**

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

#### **Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it;
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the

district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Principal's Office	Principal
Cumulative School Records (Former Students)	Principal's Office	Principal
Health Records	Principal's Office	Principal
School Transportation Records	Superintendent's Office	Superintendent
Speech Therapy Records	Special Education Classroom	Superintendent
Psychological Records	Special Education Classroom	Superintendent

### PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

### FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

#### DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

#### USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;

3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;

4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

#### PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also,

in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

#### First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

#### Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
2. Violates student rights and why

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of

the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
  2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
  3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
3. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the

hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

### **ADOPTION**

The Board of Education of the Burlington School District revised this student records policy at its March 14, 2020, meeting and thereby directs and authorized the appropriate school officials to establish and put in effect the procedures to implement the policy beginning April 1, 2020.

Copies of the policy will be available for parent and eligible student review in the Superintendent's office.

### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Burlington School District in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities.

#### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the Burlington School District. Burlington Schools and the Regional Education Service Centers coordinate with the SoonerStart Early intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service SoonerStart System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

#### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

#### **(1) Readiness Screening**

Personally identifiable information is collected on all kindergarten and first grade students participating in School-wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

#### **(2) Educational Screening**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. The Burlington School District provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the Burlington School District.

- \* Educational screening is implemented for all first grade students each school year.
- \* Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- \* Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

## **Evaluation**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such an evaluation must be on file with the Burlington School District prior to any child receiving an initial evaluation for special education and related services purposes.

Educational records containing personally identifiable SoonerStart collected by schools in the identification, location, screening, and SoonerStart of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. Burlington School District has developed and implemented a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the Burlington School District's administrator.

These are the rights of parents and children regarding personally identifiable SoonerStart according with FERPA.

- \* To inspect the student's education records;
- \* To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- \* To consent to disclose education records, except where consent is not required authorizing disclosure.
  
- \* To file complaints with the Family Policy and Regulations Office, United States Department of Education,

Washington, D. C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and

- \* To obtain a copy of the FERPA policy adopted by the Burlington School District upon request being made to the local administrator.

Before any major identification, location, or SoonerStart, Burlington Public School shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

## **DRUG-FREE SCHOOL AND CAMPUS POLICY**

Realizing that student safety is of great concern, the Burlington School District strives to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as a part of any school activity.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drug and alcohol use include but are not limited to:

- \*\* Slowing of physical reflexes
- \*\* Mental powers decreased
- \*\* Emotional problems
- \*\* Spread of disease (AIDS) by drug paraphernalia

The "Code of Conduct" for students attending Burlington Public Schools explicitly prohibits the unlawful possession, use being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity.

Any student who violated this "Code of Conduct" will be subject to disciplinary action which may include suspension, expulsion and referral to law enforcement agencies for prosecution. Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy.

Burlington Public School hereby commits itself to a continuing good faith effort to maintain a drug-free school. Throughout the school year, students will be required to attend drug awareness programs which will educate

students about the dangers of drug abuse: available drug counseling, rehabilitation and re-entry programs, and in-depth discussion of the school "Drug Free Program".

Parents of all students will be given a copy of the "Drug Free School and Campus" policy and notified that compliance by the student is mandatory.

Students should refer to the "Code of Conduct" and Discipline Policy in the Student Handbook for more information.

Information about any drug and alcohol counseling, rehabilitation or re-entry programs that are available to students will be found in the student service office.

## **ACKNOWLEDGMENT/AGREEMENT**

Under the terms of the Drug-Free School Act, we are required to give to you a copy of our official policy statement concerning the establishment of a drug-free school.

### **GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS (Student)**

#### **I. Definitions**

- A. **Discrimination Complaint:** A written complaint alleging any policy procedure to practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
- B. **Student Grievant:** A student of the Burlington Public School District I-001 who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
- C. **Title VI/IX and 504 coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI/IX of the Education Amendments of 1972, Section 504 Coordinator of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity, the Title IV/IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
- D. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

#### **II. Pre-Filing Procedures**

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with Glen Elliott, Superintendent and reasonable effort should be made to resolve the problem or complaint.

#### **III. Filing and Processing Discrimination Complaints**

- A. **Grievant** Submits written complaint to Title VI/IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the school office.
- B. **Title VI/IX/  
Coordinator** Notifies respondent within 10 days and asks 504 respondent to:
  - 1. Confirm or deny facts.
  - 2. Indicate acceptance or rejection of student's requested action, or
  - 3. Outline alternatives.
- C. **Respondent** Submits answer within 10 days to Title VI/IX/504 Coordinator.
- D. **Title VI/IX  
Coordinator** Within 10 days after receiving respondent's answer, Title VI/IX/504 Coordinator refers the written complaint and respondents answer to the principal. The Title VI/IX/504

Coordinator also schedules a hearing with the grievant, the respondent, and the principal.

- E. Principal, Grievant, Respondent, and Title VI/IX 504 Coordinator  
Hearing is conducted.
- F. Principal  
Issues within 10 days after the hearing a written decision to the student or employee, respondent, and Title VI/IX/504 Coordinator.
- G. Grievant or Respondent  
If the Grievant or respondent is not satisfied with the decision, they must notify the Title IV/IX/504 Coordinator within 10 days and request a hearing with the governing board.
- H. Title VI/IX/504 Coordinator  
Schedules within 10 days of request a hearing with the grievant, respondent, and Superintendent.
- I. Superintendent, Grievant, Respondent, and Title VI/IX/504 Coordinator  
Hearing is conducted.
- J. Superintendent  
Issues a decision within 10 days following the hearing.
- K. Grievant  
If the grievant or respondent is not satisfied with the decision, they must notify the Title VI/IX/504 Coordinator within 10 days and request a hearing with the governing board.
- L. Title VI/IX/504  
Notifies governing board within 10 days after receiving request. Title VI/IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- M. Governing Board Hearing Panel is established by the board; Grievant and Title VI/IX/504 Coordinator  
Hearing is conducted.
- N. Governing Board  
Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

#### IV. General Provisions

- A. Extension of Time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to Regulations: The Burlington Public School District I-001 shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran on request.
- C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

## SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Burlington Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

### 2. Specific Prohibitions

#### A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
  2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
  3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
1. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students,

parents or legal guardians, and unions or professional organizations holding agreements with the school district.

## 2. Reporting Allegations of Sexual Harassment

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
  - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
  - 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

## 5. Grievance Procedure.

- A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.
- B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
- C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
- D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
- F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
- G. Standard of Review. The school district will utilize (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility. \*\*\* The standard selected by the school district will need to be the same standard that is applied to all formal complaints including those against employees.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

- A. Notice of the grievance process, including any informal resolution process;
- B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
- C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
- E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

- A. The burden of proof and of gathering evidence remains on the school district.
- B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
- C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
- D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
- E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
- F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
- G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply (a preponderance of the evidence standard) or (a clear and convincing evidence standard) to determine responsibility, and will issue a written determination of responsibility that:

- A. Identifies the allegations that potentially constitute sexual harassment; SEXUAL HARASSMENT OF STUDENTS (Cont.)
- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
- C. Includes findings of fact to support the determination;
- D. Includes conclusions regarding applicants of the discipline code to the facts;
- E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or
- F. preserve equal access to the school's educational programs or activities will be provided to the complainant; and
- G. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

- A. A procedural error affected the outcome.
- B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.burlingtonschools.com](http://www.burlingtonschools.com). These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or

refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE: Title VII of the Civil Rights Act of 1964  
42 U.S.C. §2000e-2  
29 C.F.R. §1604.1, et seq.  
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing  
Sexual Harassment.**

## **GIFTED PROGRAM**

### **PHILOSOPHY**

The school district feels a strong sense of commitment to the uniqueness of all students enrolled in school. With this concern and commitment to the individual needs of the student, a program for gifted students is being provided based on the needs and interest of the student whenever possible.

### **DEFINITION**

The terminology gifted is used to designate students or identify students in grades 1 through 12 as having demonstrated potentially high intellectual abilities and needing educational activities and services beyond those provided by the regular school program.

### **GOAL**

The general goal of the Burlington School Gifted Program will be to provide special instructional program(s), supportive services, unique educational materials, learning settings, and other educational services which differentiate, supplement, and support the regular educational program in meeting the needs of an identified gifted student.

### **OBJECTIVES**

1. To be aware of the rapidly changing world and have the wisdom to take advantage of the opportunities while maintaining the basic values that have made this country great.
2. To provide an environment conducive to learning and to promote an enthusiasm for knowledge among the gifted students that will endure beyond their years of formal education.
3. To instill the duties and responsibilities of citizenship, and an understanding of the dignity and value of the individual and an appreciation of the American heritage.
4. To provide the learning environment necessary for the gifted students to achieve their individual goals within the school system and beyond.
5. To advise students of the opportunities available to them. To provide counseling services that will assist each student in setting goals and determining the course of study necessary to achieve those goals.
6. To communicate with parents and patrons and encourage their participation in the educational process for the good of the gifted students and the school system.
7. To promote individual responsibility, tolerance of others and cooperative behavior among the staff and among the gifted students.
8. To motivate staff and gifted students to excel in all of their endeavors and to recognize and reward superior performance.

### **IDENTIFICATION PROCEDURES**

One or more of the following procedures and requirements will be utilized by the local school for identifying its gifted students:

- Scored in the top five percent (5%) on a nationally standardized intelligence test.
- Scored in the top five percent (5%) on a nationally standardized achievement test (total complete battery).
- Scored in the top five percent (5%) on a nationally standardized achievement test in one or more of the following areas: Mathematics, Social Studies, Science, Reading, Language Arts, or Written Expression.

Students who do not qualify on a group administered achievement or intelligence test, may be tested using a nationally normed individual intelligence test. Referrals for an individual intelligence test, may be made by teachers, parents, or the student. Scores in the top five percent (5%) will qualify for the gifted program.

To allow for unbiased assessment of all cultures and economic background, a committee decision placement may be made, based on referral, student academic progress and/or performance, appropriate check list and other relevant information.

#### CRITERIA FOR PLACEMENT IN PROGRAM

Placement will be made after a student in grades 1-12 has been identified by the above procedure and it has been determined by testing that the student qualifies for the local gifted program.

#### DIFFERENTIATED OR ACCELERATED EDUCATION FOR GIFTED STUDENTS

The local school will provide differentiated or accelerated education for the selected and placed top five percent (5%) of the identified students. The school reserves the right to provide the education program by one or more of the following options at the selection of the school administration:

- Enrichment of content.
- Seminars.
- Academic competitions
- Learning centers.
- Independent study
- Correspondence courses.
- Acceleration.
- Proficiency Based Promotion.
- Concurrent enrollment
- Guidance and Counseling.
- Ongoing Assessment.

Every effort to serve the student in the gifted program will be made by the Burlington School District directly providing gifted student education program or the district joining in a cooperative effort with another district or districts to provide such programs. The Burlington School District shall have the authority to contribute district funds whether directly or by reimbursement to the other participating cooperative districts participating in the program.

#### PROCEDURAL SAFEGUARDS FOR THE GIFTED PROGRAM

Safeguards are to insure that a student has due process rights. These safeguards are as follows:

Written parental consent for individual evaluation. Parents have the right to request further testing of their child. If additional testing is required, it will be at the parent's expense.

All relevant records will be subject to the state and national confidentiality requirements.

Once the student has qualified for placement, the parent shall sign a Permission to Commence Services which is placed in the student's confidential file. A child will not be placed in the program without parents signed form.

If the parent does not wish for the student to be placed in the gifted program, a signed letter or Waiver of Service form must be submitted to the child's building principal within five (5) school days after notification of the student's selection to the gifted program by the committee. This letter or form shall be placed in the student's confidential file.

Students coming from another school district who have been in a gifted program must meet the criteria for placement in this district. Test scores from other schools must be from the list of appropriate tests to be acceptable.

The Burlington School District shall have the option to change the gifted student's programming options when it is in the best interest of the student. A change in programming options will occur only after a conference with the student's parents.

Burlington Schools shall notify in writing the parents of each child identified as gifted and the district shall also provide each parent with a summary of the program to be offered the gifted students.

## JUNIOR HIGH AND HIGH SCHOOL INFORMATION SCHOOL HOURS

The school day at the high school and junior high school is from 7:55 a.m. to 3:10 p.m. Teachers will arrive by 7:40 a.m. (7:30 a.m. if they have breakfast duty) and be in their classroom by 7:50 a.m. Teachers may leave at 3:30 p.m. providing no students are under their supervision.

Students are to report to their HOMEROOM at 7:50 a.m. (high school band begins at 7:50 a.m.) And students will be dismissed at 3:15 p.m. Once a student arrives at school, he/she must check out prior to leaving school during the school day (except during lunch time) unless they receive permission from the principal. Parents should send a note to the principal's office if a student is to leave school during the school day. A student may not take another student home unless both are approved by the building principal. A student that is absent and did not check out will be deemed as truant. A student that comes to school late must check in at the office prior to attending class.

### ATTENDANCE POLICY

**No single factor does more to aide a student's successful progress in school than regular attendance.**

The purpose of this policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism among the secondary schools in this school system.

Perfect Attendance - Certificates are awarded to students who are not absent during the entire school year. **A student who has 2 Excused tardies or early dismissals will not be eligible for this award.** (Provision is made for consideration of extenuating circumstances when students are required to leave school early for medical appointments or family matters.)

1. A student must be in attendance a minimum of ninety percent (90%) of the time during any grading period (nine weeks). A student who has not been in attendance ninety percent (90%) of the grading period will receive a failing grade for that period -(9 days per semester).

**Students participating in OSSAA sponsored activities must attend 90% of the time or be ineligible to compete.**

2. All work missed during a period of absence must be made up. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have two (2) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.
3. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester) which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.
4. A student that has missed more than ten percent (10%) for a grading period will be awarded a grade of "F", with an opportunity for a waiver to be considered at the end of each grading period. The reasons for a possible waiver for absences are the following:
  - a. Illness and hospitalization **substantiated by a doctor's statement.**
  - b. Any absence of an emergency nature deemed unavoidable by the school principal. (When such a condition exists, the student and/or parents must contact the building principal to request a penalty waiver)

In case of illness, the parent/guardian **must call the school office the morning of the absence.** For medical or dental appointments, the school must be notified no later than the day before, or as soon as the appointment is made if the same day. **A signed note of pre-printed paper from the medical or dental professional will be REQUIRED upon return to school.**

Unexcused absences are any which do not fall within categories 3 or 4. Work may not be made up for an unexcused absence.

5. Definition of Truant: A student who leaves the building prior to the principals **AND** parents' permission is considered truant.
  6. A student who is absent due to truancy shall not have the opportunity to make up work missed. A grade of "0" indicating "no credit" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks tests.
  7. The practice of suspension as the primary form of discipline for truancy is not advisable unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and if possible, a conference should be scheduled.
  8. The principal shall appoint an attendance committee, consisting of the principal, counselor, and a teacher or teachers, whose responsibility will be to review on request of student or parent, records of those students whose absence exceed the number permitted for passing. Where there are extenuating circumstances, this committee is authorized to recommend that the provisions of this policy be waived. The building principal may then waive the requirements when satisfactory arrangements are made with the student and parents to ensure regular school attendance.
7. An excused tardy is defined as a student who has been detained by another teacher and/or the office and has written permission to be late. Teachers are to determine whether a tardy between classes is excused or unexcused and may use disciplinary action deemed necessary to eliminate tardies between classes. After one (1) unexcused tardy, the principal **will** dispense disciplinary action. After a student has been charged with one

unexcused tardy, the building principal or designated administrator, shall schedule a conference with the student. When possible, a conference with parents of the student is also desirable.

### **LOCKERS**

Each student grades 7-12 will be assigned a locker on enrollment day. Locker assignments must not be changed without permission of the principal.

Posters may be placed on the locker as long as they do not violate the Burlington High School code. Locks may be used on the locker; however, extra keys or combinations must be on file in the principal's office.

Lockers are semi-private and students should use a hands-off policy of lockers not assigned to them.

Remember, the lockers are school property and school officials must inspect them periodically. Keep them neat and clean.

### **BICYCLES, CYCLES, AND CARS**

Bicycles ridden to school should be left in the bicycle racks north of the school building during school hours.

Student's cars or motorcycles should be parked on **the west street only**. Teacher's and visitor's cars should be parked on the south or west side of the school building.

All license plates, license information and insurance information must be on file with the office.

**Students are not to be in their vehicles during the day without permission. (Even if their car is not parked by the school).**

**Student's cars are not to be moved until all busses have left the premises. (Even if their car is not parked by the school).** In cases of late departures of a bus or busses, an administrator will waive the students to leave.

Students wishing to use their bicycles, cars, or cycles during school time should drive courteously and have permission from the building principal.

### **ALARMS AND DRILLS**

Posted Escape Routes: Each instructor should review with their class the posted escape route and direct students to follow these routes in case of fire or tornado.

Fire Alarm: An intermittent signal. The teacher will direct all assigned students to walk quickly through the nearest exit and to reassemble on the sidewalk across the street from that exit. (Teachers will see that all windows are shut before leaving the room). Fire drills will be practiced two times each school year. Each fire drill shall be conducted within the first 15 days of each semester. All students and teachers shall participated.

Tornado Alert: A verbal voice command. If time does not allow for posted escape routes to be followed announcement will be made to follow the following alternative plan: The teacher will direct all assigned students to quietly re-assemble in the corridor directly outside the classroom. (Teachers on the north side of the building should be sure that at least one window is open while students are re-assembling). All students should stay away from the windows, stay low, keep hands and face protected, and remain quiet. Two tornado drills shall be conducted each year, with at least one drill being conducted in the months of September and March.

Security Drill: A verbal voice command. The teacher will direct all assigned students to walk quickly and quietly to the nearest designated safe area. Security drill shall be conducted two times during the year, with no more than two occurring per semester. No Security drill shall be conducted at the same time of day as a previous lockdown drill within the same school year.

Intruder Drill: A verbal voice command. Two intruder drills shall be conducted each school year, for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first 15 days of each semester.

Safety Drill: The school shall conduct two safety drills per year that can consist of any of the aforementioned drills.

### **ACTIVITY CALENDAR**

An official calendar is maintained in the principal's office. All activities are to be scheduled on this calendar. Sponsors and class officers are urged to schedule all activities as early as possible in the year. All conflicts will be resolved with a meeting between the sponsors and the principal.

### **WEEKLY ANNOUNCEMENTS**

Announcements must be given to the principal by Friday morning at 10:00am so they can be included on the weekly calendar.

### **SCHOOL SPONSORED DANCES**

Two (2) dances (not including the Junior-Senior Prom) will be permitted during the school year. They are to be a dance in the Fall and one in the Spring – one of these include the Homecoming Dance. All dances (except the Prom) must be held on school property and may be held only at the end of a school week. They may start immediately after an athletic event, and may last no longer than 12:00 midnight. Once a student leaves the dance he or she cannot be re-admitted.

Students currently enrolled in Burlington Junior or Senior High School will be permitted to attend. Since dances are school functions, rules of dress and behavior for the regular school day must be followed.

Students may invite one guest out of school or from another school, if approved, but they are responsible for the behavior of the invited guest.

### **PLAYS**

The speech and drama instructor will direct all plays as approved by the principal.

## CLASS RINGS

Class rings will be chosen by BHS students in the spring of their Sophomore year. Specific features of the ring, such as size, color, hollow or filled, etc., will be left up to each student.

## SCHOOL ASSEMBLIES

Regular assemblies are scheduled at BHS throughout the school year. An Awards Assembly will be held during the last week of school for the purpose of presentation of academic and athletic awards. These dates will be communicated early in the 2<sup>nd</sup> semester.

## STUDENT SERVICES

A counselor's office will provide office hours that will allow personnel to assist students with various needs. The following services are included:

1. Occupations: An Occupations Library is available. Students can determine such things as skills required, working conditions, educational requirements, advancement possibilities, and monetary benefits of different occupations.
2. Testing: Testing is essential to help determine students' progress, their interests, and their capabilities. These should be considered by each student in not only scheduling classes but also in choosing an occupation.  
Burlington School will follow the state mandated testing each Spring.  
Information and registration for the following are available from the counselor:
  - a. 11th - National Merit Test, ACT
  - b. 12th- ACT
3. Cumulative Records: These records are kept in the Principal's Office on each student. A record includes such information as intelligence test results, grades, health record, evaluation of personal and social assets, records of extracurricular activities, discipline reports, and other items. It portrays an excellent picture of each student's efforts and attitude about school life in general. It is of special value for teachers concerned with a student's progress and for getting information for people wanting to hire a BHS graduate.
4. College Placement: College placement is one of the major services of the Student Service's Office. Information about grants and scholarships is available. Information about educational opportunities in foreign countries is also available.

## HIGH SCHOOL COURSES

*The following classes will count one (1) credit per year (2 semesters):*

### **Solid Subjects**

Accounting	General Math
Ag. Production I, II	Geography
Algebra I, II	Geometry
American History	Journalism/Yearbook
Art I, II, III, IV	Keyboarding I, II
Biology	Physical Science
Chemistry	Physics
Computer Programming	Spanish I, II
Computer Science (Math)	Trigonometry-Math Analysis
Consumer Math	Ag. Ed.. I, II, III, IV
English I, II, III, IV	Wood Tech I, II, III, IV
Family/Consumer Sci. I, II, III, IV	World History
General Business	

### **Solid Subjects**

The following classes will count one-half (1/2) credit per year (1 semester):

Oklahoma History	Driver Education
Personal Financial Literacy	

### Non-Solid Subjects

The following classes will count one (1) credit per year:

Physical Education	Athletics
Vocal Music	Band

Concurrent classes and Virtual classes as needed

### **CONCURRENT ENROLLMENT**

College Credit - A student may take college courses for credit during his or her senior year. Forms for this purpose and the arrangement of a schedule must be cleared through the principal. The student must score a 19 in the subject area on the ACT test.

### **EVALUATION**

The method of evaluating student progress in class work is left to each individual teacher. The grade is based on the quantity and quality of the work done by each individual student.

1. REPORT CARDS - will be issued on Wednesday following each nine-week grading period. The cards will always remain in the main office for students wanting transcripts.
2. TRANSCRIPTS - Only semester grades are placed on the permanent record cards. These cards will always remain in the main office for students wanting transcripts.
3. GRADING SCALE - The following scale is required for converting to letter grades. Each teacher will follow the district grading scale.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	00 - 59
I	Work incomplete will become an F if not completed in an allotted time.

### **SEMESTER TEST**

Starting in the second semester of the 2012-13 school year, Burlington High School implemented a semester test policy that will reward students for good attendance. The policy seen below will allow students with good grades, good attendance, and good behavior to be exempted from semester tests. In the event that a parent would want their student to take the tests even if the student is exempt, they will have to sign the parent consent form.

### **TEST - SEMESTER**

All students who meet the following attendance and grade requirements in each class will be exempt from final semester tests in those classes.

A Average	exempt with no more than 3 absences
B Average	exempt with no more than 3 absences
C Average	exempt with no more than 3 absences
D Average	No exemptions
F Average	No exemptions

### **\*EACH TARDY WILL COUNT AS 1/3 OF AN ABSENCE**

The following are also considerations for end of semester:

1. Any suspension from school (In-School/Out of School) or if corporal punishment has been administered will result in the student taking all semester tests.
2. The teacher may amend the list of eligible students by removing those names of students who have been absent from his/her class but not recorded absent in the office.
3. Any student that enters the school during the second nine-week period of a semester may be required to take all tests based on their attendance at their previous school.

4. Semester test will count for 10% of the total semester grade.
5. Any student who has any bills or dues that have not been paid prior to the semester test week must take all semester tests.
6. Any student who has an "I" will take all semester tests.

The semester test is 10% of the semester grade. Students will be given a comprehensive final.

### **HONOR ROLL**

Following each nine weeks grading period and at the completion of each semester, honor roll lists are posted on the main bulletin board and are published in local newspapers. This is to give special recognition to students who excel in their class work. It is open to all students in junior and senior high school.

Superintendent's Honor Roll - Students with all A's

Principal's Honor Roll - Students with no grade lower than a B

At the end of year awards assembly Certificates of Merit will be awarded to students who have achieved at either the superintendents or principals honor roll for the first semester and third nine weeks.

### **HONOR SOCIETY**

All high school students are eligible to compete scholastically to become members of the Oklahoma High School Honor Society. The purpose of this society is to promote higher standards of scholarship among all students. Record of membership listed on a student's cumulative folder is a definite asset to getting jobs and college scholarships.

Membership is based on the grade point average of work done the first semester of the current year and of the last semester of the preceding year. The ten percent of the student body with the highest grade point averages will be nominated for membership. Certificates of membership will be awarded at a year-end awards assembly.

### **VALEDICTORIAN AND SALUTATORIAN**

The selection of valedictorian and salutatorian will be made after all first semester and 3rd nine weeks grades have been recorded for Seniors and 8th Graders. The Senior or 8th Grader with the highest grade average with the GPA carried out 2(two) decimal points will be named Valedictorian, and the next highest, Salutatorian. In case of a tie for Valedictorian, Co-Valedictorians will be named.

Semester grades from Freshman year through and including the 3rd nine weeks of the Senior year will be considered for Seniors and grades from Seventh grade through 3rd nine weeks of the eighth grade year will be considered for eighth graders.

A student who is under disciplinary action will not be considered for this or any other award.

### **CLASSES, CLUBS, AND ORGANIZATIONS**

Seventh Grade.....	Mrs. Harmon
Eighth Grade.....	Mrs. McCullough
Freshmen.....	Mrs. Elliott
Sophomores.....	Mrs. Shaw
Juniors.....	Mrs. Spears and Coach Hooker
Seniors.....	Coach Blankenship and Miss James
Student Council.....	Mr. Ofiu
Yearbook.....	Mrs. Bird
Spelling Bee Coordinator.....	Mrs. Elliott
JH/HS Academics.....	Mrs. Harmon
High School Play/Band/Vocal.....	Mr. Ofiu
Cheerleading Sponsor.....	(HS, JH) Mrs. Matzke
FFA.....	Mr. Shaw
JH/HS Athletics .....	Coach Hooker & Coach Blankenship
FCA.....	Mrs. Spears & Mr. Shaw

The school will sponsor and promote several clubs and organizations. Each group shall elect at least the following officers: president, vice-president, secretary, and a student council representative. A reporter may also be elected. All groups should be supported by a parent organization or have at least one teacher sponsor. All funds must be deposited through the school activities secretary.

Requisitions for expenditures from activity accounts must be completed prior to purchasing. Upon receipt of requested purchases all invoices must be given to the activities secretary for payment.

All clubs and organizations must have clearly stated objectives. Failure to attempt to fulfill these objectives on a high and positive plan of action will result in cancellation of that club's or organization's activities.

**STUDENT COUNCIL** - Consists of four officers of the organization and one representative from each class, seven through twelve, and one from each organization. Election of officers shall take place in May. Election of class and organization representatives shall take place at the beginning of each new school year.

The purpose of the Student Council shall be to sponsor activities of the Student Body; to create interest in student body affairs; to arouse a greater spirit of cooperation and school loyalty; to create between students and faculty a closer union and a better understanding; to eradicate all elements detrimental to the welfare and progress of a democratic organization; to create such committees as it shall see fit to carry out its services (members appointed by the president and presided over by the vice-president).

**CLASSES** - Will elect a president, vice-president, secretary-treasurer, a reporter, and one Student Council member during their first meeting of the current school year.

**FFA** - Membership in the FFA is open to students in grades 8-12 who are enrolled in an Agricultural Education course. FFA is under the sponsorship of the agriculture education instructor.

The FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.; Students gain these skills through competing in the FFA's 24 Career Development Events. These contests involve a variety of skills from public speaking, livestock and poultry evaluation, parliamentary procedure, agricultural mechanics, agricultural

communications, agronomy, agricultural business, and food science and technology. Members are able to acquire numerous scholarships and cash awards for success.

Members with strong Supervised Agricultural Experience Programs compete for proficiency awards on the local, state and national levels. These awards provide substantial cash incentives and international travel seminar opportunities for winners.

Additional activities of the FFA chapter include State and National FFA Conventions; Oklahoma FFA Alumni Leadership Training Camp, Chapter Officer Leadership Training Conference, Made For Excellence and Advanced Leadership Development Conferences, State and National Livestock Shows, and an Annual FFA Banquet.

**OTHER CLUBS AND ORGANIZATIONS** - May be formed with the approval of the administration and the board of education. Each club must fulfill some educational or activity need and must have a faculty sponsor.

Note: Any student who is a member of a fraternity, sorority, or secret society that is in violation of the State Law of Oklahoma is not eligible to participate in any competitive activity.

## **YEARBOOK**

The yearbook is called the "ELK". It is financed by the proceeds from the school picture profits, general fund, etc. The yearbook editor is selected by the sponsor. The yearbook co-editor is selected by the editor and the sponsor.

## **JUNIOR-SENIOR BANQUET**

The banquet is to be held near the end of the school year. The location must be approved by the principal and superintendent.

The Junior Class is responsible for preparing the banquet. They should do their decorating outside of school time under the supervision of sponsors and parent committees. This should be a learning experience for ALL members of

the class. Juniors should plan to have about \$800.00 for their Senior year graduating expenses after expenses for the banquet.

Bonafide members of the Burlington Junior and Senior Classes are eligible to attend the banquet. All fiancées and spouses of members of the Junior or Senior Classes are eligible to attend. Junior and Senior class members may invite guests from other schools or persons not in school with approval by the principal. Board members and school personnel and their spouses or dates may be invited to attend the banquet.

### ACTIVITY PARTICIPATION

Extra-curricular activities can play a unique role in the educational process. Because of the contributions made by extracurricular activities the Burlington Public Schools offer a wide variety of activities with the goal being the development of the whole person. Student participation in school activities is recommended. However, since academics are of the highest priority, participation in extracurricular activities will not be allowed when detrimental to the academic goal of graduation.

The following rules will apply to all students attending Burlington Junior High and High School for participation in interscholastic athletics and extra-curricular activities sponsored by the Burlington Public Schools.

1. Meet all the eligibility requirements of the Oklahoma Secondary School Activities Association.
2. Must be passing all classes on a week to week basis. (Except one-week probation in one class).
3. Pass five (5) solid subject classes the prior semester. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the next semester. (P.E., athletics, yearbook, and newspaper courses may be counted).
4. Maintain a cumulative attendance record of 90% in all classes. Be in attendance for the full day of an activity unless permission to play has been granted by the principal.
5. Be in compliance with conduct, dress, and grooming codes established by the administration and the activity sponsor.

An eligibility list will be prepared each Friday. It will list all students not currently eligible, due to a deficiency in meeting the requirements of one or more of the above rules. These students will not participate in extra-curricular activities for that week (Monday through Sunday) where two or more schools are competing.

Participants in school activities must ride in the activity bus to and from activities. Exceptions are as follows: If a parent is in attendance of the activity they may notify the sponsor in person their child will be riding home with them. If the parent is not in attendance at the activity, a phone call to the sponsor from the parent and a note accompanying the student as to what alternate transportation they shall take will be expected. Verbal explanation from a student will not be accepted for not riding school transportation.

While attending any school sponsored activity, students are under the supervision of the sponsor and are to abide by all school regulations. Noncompliance can lead to ineligibility.

No student may miss more than ten (10) periods of any class for activities, whether sponsored by the school or outside agency/organization. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education. (State Department of Education regulation 2).

The superintendent, with the advice of the school principal, shall recommend to the board of education an annual schedule of activities for review and approval/disapproval.

The board of education, upon recommendation of the superintendent, shall appoint an Internal Activities Review Committee at the beginning of each school year. The committee shall be responsible for reviewing and recommending any deviations of this policy to the board of education.

Request for Deviation from Policy - Individual requests for deviation from this policy must be made in writing to the Internal Activities Review Committee. This committee will make its recommendation to the board of education for its final decision to allow or reject the request. Such request must be made in writing to the Committee by the second Wednesday preceding the regular board meeting so that a recommendation may be made to the board of education during their regular meeting.

If a request of a student for additional days of absence is denied by the committee and/or board of education, and the student arbitrarily missed classes to participate in the activity, he/she shall be counted absent.

Activities excluded from this policy are: assemblies, educational field trips, academic contests, state and national levels of school sponsored contests, state and national elimination series, on-campus testing, career days, class business meeting (when approved by the principal), and activities keeping students out of class for less than half the class period. The principal shall be responsible for developing records to verify each student's absences.

Complaint Procedure - Complaints concerning decisions based upon this policy shall be made by signed written statement filed with the board of education through the superintendent. These complaints must include name(s) of student(s), date(s), and class(es) missed concerning the 10 days of class policy. To be on the agenda for the board meeting, the complaint must be submitted to the superintendent at least five (5) days preceding the board meeting. Board meetings are normally held on the third (3rd) Monday of each month.

## **CHEERLEADERS**

**Cheerleaders must ride to all basketball games with the team. They must get permission to check off of the bus with the cheerleader sponsor or principal after the basketball games.**

Tryouts for Cheerleaders

1. Current cheerleaders will hold a clinic for all eligible students to try out for cheerleader.
2. Tryouts will be held in the Spring of the year.
3. Current cheerleaders must turn in all uniforms mended and cleaned to the sponsor before they are allowed to tryout.
4. Five cheerleaders from grades 7-8 will be selected.
5. Six cheerleaders from grades 9-12 will be selected. Cheerleaders chosen involved in the basketball program will turn in their uniforms to the Cheerleader sponsor at the end of the athletic season.
6. Should a position become vacant over summer, then tryouts for the remaining position would be held in the fall to eligible students.

### **Selection Committee**

1. Following the cheerleader clinic, each candidate will tryout before the cheerleading selection committee. Those candidates receiving the most points from the selection committee will be cheerleaders for the following school year.
  
2. The selection committee will be composed of representatives from a college cheerleading squad, if possible. Other persons or additional members may be selected by the administration.

Eligibility - Cheerleaders are under the same scholastic and attendance requirements as other activities.

Practices - Practices will be held at the discretion of the head cheerleader and sponsor.

Uniforms - BHS will furnish the basic uniforms, such as sweaters, skirts, etc. Other items such as tights, shoes, socks, jackets, etc. must be purchased by the cheerleader. The sponsor must approve any purchase of cheerleading equipment.

Summer Camp - BHS cheerleaders may attend a summer camp. The Cheerleader fund pays one-half (if money is available) of the enrollment fee and the cheerleader pays one-half.

## **QUEENS**

Homecoming Queen - Must be a Junior or Senior girl. She is selected by a secret vote of the members of the entire high school. She is crowned at the Homecoming basketball game that has been selected by the coaches and administration. The STUCO makes all arrangements for the coronation.

Miss Burlington - Must be a Senior girl. She is selected at the local Miss Burlington Pageant by judges from outside the community. She represents BHS in the Miss Cinderella Pageant at Northwestern Oklahoma State University in the fall of the year. The STUCO makes all arrangements for the coronation.

**OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION  
REGULATIONS FOR NON-ATHLETIC ACTIVITIES**

Travel time will not count as loss of school time if tournament, meet, or contest is scheduled after school hours.

FFA ACTIVITIES - An individual shall be limited to three (3) FFA events requiring loss of school time in addition to the following association-approved activities:

1. Two (2) fall fairs (any combination of county, district and state)
2. Chapter Officers Leadership Conference
3. National FFA Convention
4. COLT Conference
5. Two (2) spring livestock shows (any combination of county, district, and state)
6. State FFA Convention
7. District Interscholastic Contests
8. State Interscholastic Contest

MUSIC ACTIVITIES - An individual shall be limited to the following association-approved activities:

Vocal

1. District solo and ensemble contests
2. State solo and ensemble contests
3. District concert contests
4. State concert contests
5. Tri-State

Band

1. District solo and ensemble contests
2. State solo and ensemble contests
3. District concert contests
4. State concert contests
5. State stage band contest
6. State orchestra contest
7. Tri-State

**REGULATIONS FOR ATHLETIC ACTIVITIES**

Travel time will not count as loss of school time if tournament, meet, or contest is scheduled after school hours.

An individual shall be limited to three (3) tournaments, meets, or contests requiring loss of school time in each athletic activity where three (3) or more schools are participating. This is in addition to the association elimination series in each athletic activity. (Individuals are limited to two (2) basketball tournaments).

**BURLINGTON HIGH SCHOOL LETTERING REGULATIONS**

Athletics - To letter in basketball, tennis, volleyball, track, and baseball the player must participate during the entire season unless prevented by injury or suspension.

Band - To letter in band or chorus, a student must accumulate the total number of points required by the director. Points may be acquired through participation in the various aspects of music such as attendance, solo, ensemble, participation in special events, etc.

Awards for Lettering - Participants who letter will be awarded a certificate for each sport or activity in which they letter. Any student desiring to letter in any school activity must be clear of all discipline problems.

## ELEMENTARY SCHOOL REGULATIONS AND RULES

### ARRIVAL AND DISMISSAL

Teachers will arrive by 7:40 a.m. (7:30 a.m. if they have breakfast duty) and classes begin at 7:50 a.m. Teachers may leave at 3:30 p.m. Monday through Friday providing no students are under their supervision.

Students should arrive in the mornings between 7:30 a.m. and 8:00 a.m. Parents of students who need to arrive before 7:30 a.m. should make arrangements with the principal. In adverse weather, the doors will be open at 7:15 a.m. for those students who need to arrive before 7:30 a.m. All students are permitted in the building on the arrival of the first bus when a bus arrives before 7:30 a.m.

Students attending the 4 year old program in the morning may be allowed to ride the bus to school, but will not be transported home on the bus when the session ends at 11:15a.m. Students attending the 4 year old program in the afternoon need to arrive at school at 11:45 a.m. They will not be picked up and transported to school on the bus, but may be permitted to ride the bus home in the afternoon on the regular bus route. Bus rider rules will need to be adhered to or this privilege may be revoked.

**STUDENTS PK-6 WILL BE DISMISSED AT 3:10 P.M. BUS STUDENTS WILL LOAD ON BUSES AT 3:10 P.M. AND WILL DEPART AT 3:20.**

Students are not to arrive or leave the main building through the parking lot unless accompanied by a parent. All students should load and unload on the South side of the building.

Students walking or riding a bicycle to or from school should not get in other people's yards or another's property. Parents should advise their children not to accept rides, clothing, gifts, pills, eats, drinks, etc. from strangers. Parents should advise the principal if unusual incidents of this nature occur to their child.

If it becomes necessary for a parent to pick up a child before regular school dismissal, the parent must notify someone in the school office. No student will be dismissed without office approval. This is a protective measure for the student.

When it becomes necessary to dismiss school early because of emergency situations, the elementary office makes an effort to notify the parent or contact person of each student. If a parent hears through the media or otherwise that there is to be an early dismissal, the parent is encouraged to call the school to make arrangements for their child.

Elementary students are not to be on the school grounds, high school or elementary, after school hours, including weekends, unless accompanied by a parent or authorized adult.

The following regulations apply for students who ride bicycles to school:

1. The rider should know and observe all traffic laws.
2. Bicycles are to be parked in bicycle racks upon arriving at school and not ridden again until after school.
3. The school will not be held responsible for stolen bicycles.

### ATTENDANCE

Attendance requirements as set forth in Senate Bill #234 regarding truancy will be followed.

The law states that if a child is absent from school for 10 or more days or parts of days within a 4-week period without a valid excuse, the principal shall immediately report such absences to the district attorney. The law implies that it is up to the parent or guardian to compel the child to attend school. Any parent or guardian violating the provisions of the act shall be guilty of a misdemeanor and upon conviction can be fined up to \$100.00 a day.

The law explicitly places the duty of reporting a child's absence upon the parent or guardian. If a student is absent from school, the parent should call the school to report the absence.

All absences from school, unless a student is a participant in a school activity, is recorded as an absence. No penalty is assessed on grades due to absences.

All visiting, shopping and other engagements are expected to be planned so that parents will not request or permit a pupil to remain away from school unnecessarily.

Students will be given one day to make up any work missed for each day of absence. Any situation not covered in this policy will be left to the discretion of the teacher and principal.

If a parent desires that their child not go outside for recess or physical activity, a note must be sent to the teacher stating the reason and signed by the parent.

## **GRADING**

GRADING SCALE - Letter grades are based on the following scale:

A.....90	-	100
B.....80	-	89
C.....70	-	79
D.....60	-	69
F.....00	-	59

GROUPING - It is the policy of the elementary school to ability group students for reading and math classes into sections when it is determined to be beneficial for the students. Grouping within the sections is left to the discretion of the teachers. Teachers will work together to determine groups considering achievement test scores, teacher made tests, daily classroom performance, and teacher recommendations from the previous year.

## **PROGRESS REPORTS, REPORT CARDS, AND CONFERENCES**

Teachers of grades one through six are expected to send a Progress Report to parents during the fifth week of each nine week period for students who:

1. Are failing or nearly failing
  2. Are not working up to their capacity
  3. Have significant drop in grades since the previous reporting period
- Parent conferences are held during the week following the first nine weeks period.

Report cards are mailed to the parents on the Wednesday following the first, second, third nine weeks period, and the last day of school.

A second parent conference day is held in the Spring.

Parent conferences may be arranged at any time. Parents are encouraged to call and request a conference whenever they feel there is a need for one.

## **TESTING**

Burlington Elementary will follow the state regulations for annual mandatory testing each spring.

School wide achievement tests are given each Spring and the copies of the results become a part of the records kept in each student's cumulative folder. Tests results may be used to provide information to help design the best educational program for the student.

## **CODE OF CONDUCT**

The Policy on Discipline and Control Students of the Burlington Schools will be utilized in determining the disciplinary measures for inappropriate behavior and infraction of rules.

Each teacher will handle the discipline of students as much as possible. However, at any time the teacher wishes assistance, the principal will be willing to help.

Students are required to refrain from:

1. Fighting
2. Name calling
3. Cursing or obscene language
4. Throwing articles not intended for throwing
5. Defacing school property
6. Stealing
7. Bringing animals or toys to school without permission
8. Use of tobacco, alcohol, or drugs
9. Leaving school grounds without permission
10. Bringing sharp objects to school, such as knives, sticks, etc.
11. Making rude or discourteous comments to others
12. Neglecting assigned school work
13. Performing less than capacity

Teachers and coaches may have other classroom rules which must be observed. All cafeteria and playground rules must also be followed.

Refer to Discipline and Control of Students and the Student Conduct Code included in the General District Policy section of this Handbook for further information on discipline and conduct.

### **PLAYGROUND RULES**

Good conduct is expected on the playground at all times. The following rules are to be enforced by all teachers, so that the students will know what is expected as proper behavior and what rules are to be followed regardless of what teacher is present or on duty. If a student's behavior results in restricting his/her playing, the teacher should request the student to sit on the benches attached the building within sight of supervision). If further discipline is needed, the student should be sent to the office.

#### **RULES APPLYING TO ALL ELEMENTARY STUDENTS**

Students must ask permission to get balls to take out on the playground. The teacher may tell students who take out equipment, that they are to return it. However, the teacher on duty is responsible for seeing that students have returned the equipment and that it is not left outside.

1. No skateboards.
2. Touch football only -- **NO TACKLES! NO WRESTLING! NO FIGHTING!**
3. No baseballs or baseball bats without supervision of an adult.
4. Must have permission to get loose balls from Stinky and road.
5. No sticks are to be used for games or as toys.
6. Guns and knives of any kind are not allowed on the playground.
7. No camel fighting.
8. No rock throwing for any reason.
9. In dodge ball, the ball must be aimed **BELOW** the waist.
10. No snow or snowball throwing or sliding on ice.
  
11. No student is to be allowed to climb on top of the building.
12. No climbing on or jumping off brick wall.
13. No kicking of any playground balls except footballs and soccer balls.
14. No harassment, intimidation, bullying or hazing – refer to bullying section of the Policy Book

**BOUNDARIES:** Students are not to play in any tree area. No student is to be in the gym during any recess unless supervised or with permission. This includes the restrooms in the gym. (See boundary restriction for each department).

Students are to return to the building orderly and go quietly to their rooms. The teacher on duty should enter the building as soon as possible following the bell in order to supervise students as they return to their rooms.

## **PK-6 CLASSES - EAST PLAYGROUND**

**BOUNDARIES:** Students may not play farther north than the tennis courts east of the dressing rooms, east of the west bank of the creek, or south of the Little gym.

1. **SWINGS:** No standing up in swings. No bailing out from a swing. Only one child may be sitting in a swing at a time. No running under or dodging a swing while someone is in it. No swinging from side to side.
2. **HORIZONTAL BARS:** Students are not to crawl on top of the horizontal bar. Only one student on the bar at a time. Students must get on from one end only, if there are more than one playing at a time.
3. **SANDBOX:** No throwing of sand. No playing in sand when it is wet. Any sand box toy must be approved by the teacher.
4. No standing on or jumping off of the Infinity or any climbing apparatus.
5. Students may not throw wood chips in any way.
6. Students can only sit on the seat of the teeter-totter and cannot bounce off the tires.
7. Kickball rules are up to the teacher-on-duty's discretion.
8. Fighting or bullying on the playground will not be tolerated.

### **ELEMENTARY GYM RULES:**

1. No one is allowed to play on bleachers
2. No cross court ball
3. No climbing on steps
4. You must have **GYM SHOES** on to play in **Big Gym**

### **BREAKFAST AND LUNCHESES**

A breakfast and lunch program is provided in the cafeteria for the benefit and convenience of the students. Official applications for free and/or reduced meals are made available to every student and parents may submit them for approval if they desire.

Arrangements for paying for meals are made with the school secretary.

Students may bring their meals, but they will be required to eat in the cafeteria. No soft drinks such as pop or colas are permitted at the tables during meals.

No elementary students are to be excused to go off campus for meals unless accompanied by a parent or designated adult.

### **CAFETERIA RULES**

1. Students are asked not to talk in line as they come in to the cafeteria.
2. Students are to fill each table before going to the next table, or assigned by the teacher on duty.
3. Students may speak softly to those they sit by or across from.
4. If an entire table is too noisy, all students at that table (intermediate) may be asked to remain after regular dismissal time.
5. Students will not trade food from plate to plate. If they do not want any item, it can be returned on the tray. If they want more of an item, they can have a second helping. There is no need to trade.
6. Students may have extra helpings at the discretion of the teacher and cafeteria employee.
7. Students may not take ANY food from the table to the playground or the classrooms.
8. No pop, sodas, colas, etc. are allowed at the table at meal time.
9. Students must ask the teacher on duty before going to the restroom, getting a drink, etc.
10. Students will not be allowed to go into the room without teacher supervision.
11. Students will need to have coats on racks in the cafeteria or the teacher may take students back to the classroom before going to the playground.
12. Students may be dismissed as an entire table; however, when nearly all students are finished eating, a teacher may dismiss those that are finished so they do not have to wait on two or three slower eaters.

When students are finished eating, they should go scrape their plates and return to the table. The teacher needs to be aware of whether the students are eating a good amount or not. The students are to return to the table and remain seated until the teacher determines that they may be excused. Before a table is dismissed, the students should be reminded to check the appearance of the table and floor and to make the necessary effort to clear both those areas.

### **OFF CAMPUS LUNCH**

Junior and Senior students who have less than 3 tardies and/or absences will be permitted to go off campus for lunch. Tardies and absences will reset every 9 weeks. Students are not allowed to use cars, bikes, skateboards or any other mode of transportation to leave campus during lunch. Students must walk. Any disciplinary action (suspension, detention, immoral behavior, inappropriate behavior or disrespect to other students and school personnel) will cause for loss of this privilege immediately. All other school policies are in effect during off campus lunch and actions will be held accountable. This could be adjusted at any time of the year for younger grades.

### **PARTIES**

Homeroom parents may assist with three (3) parties during the school year Halloween, Valentines, and Easter. Teachers will designate homeroom parents. A Christmas exchange among students may be held. Birthday parties may be arranged in advance with the teacher.

### **FIELD TRIPS**

Field trips should serve as a follow up or a part of a unit of study and should be an educational experience. An approved field trip is considered as extension of the classroom and students are expected to attend. Parents not desiring their child to participate in a field trip should send a note making that request.

Each class will be allowed an end of year trip in May. Arrangements are to be made and approved through the principal's office. If transportation is to be provided by the school, the principal will make the arrangements.

### **TELEPHONE**

Students must have permission from the teacher and the office personnel to use the school telephone.

Outgoing calls are to be made only **in cases of emergency**, such as illness or arrangements that cannot be made after school hours. **Permission to visit a friend does not constitute an emergency.**

Parent and child should workout arrangements before the school day begins concerning what the student is to do at the end of the school day. Parents should call their children at school only in case of emergency or extreme importance. Phone messages will be delivered when necessary.

### **AWARDS**

Students are presented various awards at the Elementary School Awards Program during the last week of school each spring.

**READING AWARDS:** The State Department of Education makes available a certificate for students who have read 25 books during the school year.

**OTHER AWARDS:** Teachers may select students from their classes (Grades 4, 5, 6) to receive an award in an academic area for outstanding work in an area during the school year. This award will be presented at the annual awards assembly in the spring.

Teachers may also present other students with certificates in their classroom whom they wish to recognize for outstanding work and effort.

Other awards given at the annual awards assembly each spring include band, music, Oklahoma Mathematics League, spelling bee, handwriting, etc.

### **ELIGIBILITY**

Students must be passing in all subjects and have all assignments completed satisfactorily to be eligible for competitive contests.

Teachers must inform the principal by Friday preceding the next competition if a student has work due or a failing average. Eligibility forms are provided for teachers to record students' eligibility status.

Students may also be declared ineligible to participate in any competitive event as a disciplinary measure for inappropriate conduct, attitude, and excessive absences.

## **WIRELESS COMMUNICATION, MOBILE COMMUNICATION AND ELECTRONIC DEVICES**

Wireless, mobile and electronic devices have become a common, integral part of today's society as a means of communication and information access. These devices allow for ready access to knowledge and continuous connectivity. The Board of Burlington Public School acknowledges achieving technological proficiency is valuable in preparing students for further education and future employment. While it is important to recognize and embrace the power of electronic/wireless technology as a learning tool, it is also necessary to insure the appropriate, proper use of these devices.

For this policy, "Device" is a wireless communication device, a mobile communication device and/or portable electronic handheld equipment which includes, but is not limited to, existing and emerging mobile communication systems and smart technologies and any device that has the capability of connecting directly to another wireless device or, directly or indirectly, to the Internet. Examples of such devices are laptops, i-pads, notebooks, cell phones, smartphones, e-readers, walkie-talkies, pagers, mobile managers, mobile messengers, BlackBerry, Personal Digital Assistants, Palm organizers, Pocket PC, handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.), and any other emerging communication, handheld, or portable technologies that can be used for word processing, wireless Internet access, image capture or recording, sound recording, and information transmitting, receiving and/or storing. It includes a student's personal device as well as devices owned by the school.

Cell phones will be placed in a designated area upon entering the classroom. The designated area must be in plain sight for the student and the teacher. Cell phones are not to be used during class unless the teacher has given permission. Cell phones will not be taken out of the classroom when leaving for any reason.

**Guidelines** for use of wireless communication, mobile communication, and electronic devices:

1. Students using school owned devices must abide by the policies for use of the device.
2. Students bringing their own devices to school are responsible for the security of the device. The school will not be held responsible for loss, damage, theft, repair, modification, or replacement of the device, including loss of data.
3. Students owning and bringing their devices to school will be solely responsible for how the device is used regardless as to whether the owner or a borrower of the device is performing actions on it.
4. With permission of a teacher, students may charge their device in the classroom.
5. Non-compliance will result in two days of In School Detention. Students will comply with administration's request to turn in a device. Non-compliance will result in 2 days of Out of School Suspension. Devices will be returned to parents in the office.
6. Staff will not provide technical support and peripheral equipment for student owned devices.
7. Devices will not be used during state testing. Use of the devices for various subjects testing will be at the discretion of the teacher.
8. Devices will not be used for illegal, destructive, harmful, or inappropriate activities, computer hacking, cyber-bullying, harassment, profanity, accessing offensive or obscene materials, violation of any federal or state laws, political lobbying or financial gain.
9. Devices will not be used to record, transmit or post photos, videos, or sound recordings without the specific permission of a teacher.
10. Teachers and/or administrators have the right to inspect the device at any time.
11. Violation of these guidelines may result in confiscation of the device and/or disciplinary action.

## **LIBRARY GUIDELINES**

The philosophy, goal, and policies of the library shall follow those stated for the Burlington Public School.

1. Conduct in the library shall encourage a learning atmosphere and not be disruptive to other patrons.
2. Equipment and materials shall be treated with care and respect.
3. Regular materials shall be checked in two weeks from the time checked out unless the library staff determines otherwise. These materials may be re-checked unless another student or teacher has requested the book or equipment.
4. Reference books marked R may be checked for short-term use—overnight, weekend, or single class periods.

5. If a teacher has made an assignment requiring class research in a limited area, books providing that information may be placed on a reserve shelf to be checked for short-term use.
6. Library media resources and equipment will be checked to teachers or with teacher's approval to a student for on-campus use.
7. E-readers may only be checked out to students after their guardians have signed the E-reader User Agreement.
8. All items in the library are checked out using the automated system, Follett Destiny Library Manager. All teachers and students have patron barcodes assigned. Other school personnel will be assigned an account upon request.
9. Items marked P are for professional use unless otherwise requested by the teacher.
10. Books marked E have an easier reading level and are generally used for our elementary students.
11. All other books in the upper reading levels will only be checked to younger patrons by permission of the library media specialist.
12. Students may access the automated library catalog by visiting <https://burlington.follettdestiny.com>. Logging into the system will allow students full access to educational research and the automated catalog.
13. Any student, who loses, destroys, damages, or does not return an item shall be responsible for the replacement value of the item.

### **ATTENDANCE POLICY (REGULATION)**

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### **ABSENCES**

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student

absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

#### School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

#### ATT

##### Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to \_\_\_\_\_ days of absences by arrangement per semester.
2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

##### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Zero percent of the grade will be counted. Ten unexcused absences will result in that student not receiving credit in that class for the semester.

##### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. Work may be made up. Zero percent of the grade will be counted.

##### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of

days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

**\* LEGAL REFERENCE: 38 O.S. §37  
70 O.S. § 10-105  
70 O.S. § 3-145.8**

# NOTES



**BURLINGTON SCHOOL PERSONNEL EMAIL  
2020-2021 SCHOOL YEAR**

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