

# STUDENT HANDBOOK

## 2023-2024

[HickmanMills.org/Burke](http://HickmanMills.org/Burke)



11115 Bennington Ave.  
Kansas City, MO 64134  
Main Office/Attendance- 816-316-7243

**Principal**

Mr. Ryan Beatty

**Admin Intern**

Ms. Natalie Johnson-Berry

**Administrative Assistant**

Mrs. Susan Price

**Counselor**

Mrs. Sheryl Van Dyne

**MISSION AND VISION STATEMENT**

Burke Academy is committed to a culture of continuous improvement in which everyone is working to improve teaching and learning throughout the organization.

Specifically, the school is committed to the following:

- Parents/guardians and staff will work to promote positive and stronger relationships toward students' social-emotional and academic goals.
- Instructional time is highly valued, creating an environment that maximizes learning.
- Behavior and academic growth will be monitored through formal and informal evaluations, observations, and data analysis.
- Effective and continual professional learning empowering others through highly qualified educational and instructional development.
- All stakeholders will commit to a structured, safe, and orderly learning environment.

**SCHOOL COLORS**

Royal Blue and Gold

**SCHOOL MASCOT**

Golden Eagles

## **BURKE ACADEMY PROGRAMS**

- **Middle School Hearing Placements:** Students in Grades 6-8 who have been assigned alternative placement.
- **High School Program (Creating Opportunities for Ruskin Eagles C.O.R.E.):** Serving students in Grades 11-12 in a project-based learning environment.
- **High School Hearing Placements:** Students in Grades 9-12 who have been assigned alternative placement.
- **High School Credit Recovery Program:** Students in Grades 11-12 who need to make up high school credits virtually.
- **Missouri Options Program:** Students 17 years of age or older who are at risk of dropping out of high school, and looking for an alternative way to earn their graduation requirements.

## **DAILY SCHEDULE**

Middle School: 8:15 am - 3:15 pm

Missouri Options/High School:

- Morning Session: 8:15 am - 11:45 am
- Afternoon Session: 11:45 am - 3:15 pm

## **POLICIES AND PROCEDURES**

### **ATTENDANCE**

- Regular school attendance is a crucial component of student success and absences should be kept to a minimum. An absence will be considered excused for the following reasons:
  - illness
  - specified family emergency
  - death in the family
  - dental and medical appointments
  - court appearance
  - pre-approved family activity or event.

- If appointments cannot be scheduled outside of the school day, students are expected to attend a partial day.
- On the day of the absence, a parent/guardian must call the attendance office. If a parent/guardian has not called, parent/guardian contact will be attempted. The absence will be classified as unexcused until parent/guardian verification is provided.
- Students are expected to be at school every day. Students who are not in school **90%** of the time will have an attendance plan in place and monitored.
- Failure to maintain 90% attendance, or non-compliance of attendance plans may impact a student's transition back to their school of origin.

### BUS TRANSPORTATION

School bus transportation is provided free of charge to eligible students living one mile or more from Burke Academy. The Hickman Mills C-1 School District rules also apply on the bus as well as to and from the bus stop. Students are expected to cooperate with the bus driver and obey all instructions. Riding the school bus is a privilege which will be denied if a student fails to comply with bus rules.

### DELIVERIES

Delivery of flowers, balloons, etc. for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed. Necessary deliveries should be brought to the main office. **Students are not allowed to have food delivered to the school unless approved by the administration beforehand.**

### DISCIPLINE GUIDELINES

Guidelines for student conduct can be found in Board of Education Policy JGR. Students and parents are provided notification of disciplinary procedures and consequences during online registration.

### DRESS CODE

Clothing must meet the following requirements:

- Clothing must cover from shoulders to mid-thigh in non-see-through materials.
- Undergarments should not be visible.
- Does not contain references to drugs/tobacco/alcohol, violence, obscenities, sexually suggestive, or gang symbols, nor should it be offensive or inflammatory to other groups.



- Head/face coverings should only be worn if they serve a function. Any staff may ask a student to remove head/face coverings if not worn for religious reasons and they are causing a distraction or pose a safety concern.
  - Examples (not an exhaustive list): hats, bandanas, visors, hoods, sunglasses, etc.
  - Pajamas/slippers/costumes are not permitted, unless it is a planned school event.
  - Blankets, quilts, and other drape are not permitted in the school.
- No dangerous jewelry.
  - Examples (not an exhaustive list): wallet chains, bulky chains worn around the neck or waist, any items with spikes on them, 2-3 finger rings connected together, oversized belt buckles, etc.

Clothing is prohibited when an administrator deems it unsuitable, creates an unsafe environment, draws inappropriate attention, interferes with instruction, or threatens the health/safety of the learning environment. Students not adhering to the dress code policy may be asked to change or contact a guardian to bring other clothing that adheres to the policy guidelines. Continual violation of the dress code policy may result in non-compliance consequences.

#### CELL PHONES & ELECTRONIC DEVICES

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only. Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Devices can only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices can be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel. Student cell phones will remain in a YONDR pouch throughout the school day unless given permission by staff to remove cell phone from the pouch. Consequences may vary at individual schools according to the School Board-approved School Improvement Plan. Failure to adhere to the electronic devices policy may impact a student's transition to their school of origin.

### EARLY RELEASE/ END-OF-DAY PROCEDURES

Any student who participates in a program that allows them to leave campus early must follow the early release/early return procedures. All students are required to leave campus when their last class has finished. They may not stay at school and loiter. When students return to campus, they must either go directly to class or wait for the end of the day in the main office or a location determined by administration. Students failing to follow the procedures for returning to campus can be removed from those programs.

### FINES AND FEES

Students are responsible for all financial obligations to the school. This includes but is not limited to lost textbooks, charged ID badges, and lost athletic equipment. If fines and fees are not resolved, no official documents will be released in the student's name including grade cards and official transcripts. If necessary, the school will hold the student's diploma upon graduation. Students who have not paid fines and fees may also be denied the privilege of participating in extracurricular activities. This includes participation in all sports and activities.

### ID BADGES

1. All students are required to have a Hickman Mills C-1 School District student ID that will be issued to students at the beginning of the school year.
2. Student ID cards will be required for **ALL** student activities - on or off campus - throughout the school year.
3. Students must present ID when asked by any teacher or staff member.

### LOST AND FOUND

Articles found in classrooms and hallways are turned into the Main Office and placed in the "LOST AND FOUND" area. It is your responsibility to check for lost articles in the office. **Do not leave personal items unattended.**

### OFFICIAL TRANSCRIPT

A transcript is a record of all course work completed by a student during their 9th through 12th grade years, and a copy of their standardized test results. Official transcripts will always carry the school seal. A signed transcript request form must be on file prior to sending a transcript. There is a 24-hour turnaround time on all requests.

### PHONE MESSAGES

In emergency circumstances, we will deliver a phone message to the student from a parent, guardian, or family member. The person making the call will be asked about the nature of the emergency before the message can be delivered. Only the office may deliver the message in order not to interrupt the class. We will **not** call students to the phone.

### RECORDING OF CLASSES

Creating a video or audio recording in the school setting is prohibited unless being done for specific curricular reasons as determined by school officials.

### SCHOOL VISITS

Visitors must have prior approval from administration to visit during instructional times. Visitors are asked to schedule visits in advance so as not to interfere with the instructional program. Visitors must check in at the front office upon arrival and wear a visitor's badge. They will be directed to the proper location and should not deviate from that location. Any visit that involves meeting a teacher or administrator must be scheduled at least 24 hours prior. If visiting a teacher, an administrator must accompany the visitor. Parent and guardian visits are limited to 1 hour. To help ensure a safe environment, all doors will be locked, except for the front foyer. If the school administration deems the visit inappropriate, the visitor(s) will be asked to leave.

### SEARCH/SEIZURE OF STUDENT SPACES AND VEHICLES

Students may be requested to submit to voluntary personal searches when suspicion warrants such action. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities when such action is deemed appropriate by the principal, and may be suspended from school for the lack of cooperation and/or insubordination with school administrators. School desks and student spaces for storage are the property of the board of education and are provided for the convenience of students and are subject to periodic inspections without notice. The spaces and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items that pose a danger to the health or safety of the student, other students, or school employees. An administrator and an additional staff member, based on reasonable suspicion, will conduct all searches. If student vehicles are parked on school grounds, they are subject to search when suspicion warrants such action.

according to the procedure outlined for search of lockers and desks.

#### Backpacks/Laptop Bags/ Purses/Large Handbags/Drawstring Bags

Backpacks and drawstring bags are not permitted in the classroom. Students who bring a backpack or drawstring bag to school will be required to leave the bag in the office. All other laptop bags, or purses will be subject to search before being allowed to take them to the classroom.

#### STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel that students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative, except as otherwise provided for under student suspension and expulsion.

#### TECHNOLOGY USE

Computers and iPads are available in many locations and used throughout the school. Students may research using the Internet; however, they must adhere to acceptable use policies. This includes, but is not limited to:

- Intellectual activities and research
- Seeking or sharing resources
- Completing research projects assigned by teachers (accessing libraries)
- Appropriate and proper communication with others through the network
- Sharing research, projects, and information with others around the world
- Discussion groups
- Collaborative learning with other students, teachers, and districts
- Global information news
- Public domain and shareware computer software
- “Fair Use” of any information that is legally found on informational networks ●

The use is for educational/instructional use ONLY

Only authorized software will be installed on district computers; no person (student or staff) shall install their personal software on district computers.



## TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff, and the cleanliness of district property, the district prohibits all employees, students, and patrons from smoking or using tobacco products in all district facilities, on district transportation, and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for, or leases to provide educational services, routine healthcare, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs or alcohol in which the district provides services. Students who possess or use tobacco products on district grounds, district transportation, or at district activities will be disciplined in accordance with Board policy.

Vape pens, e-cigarettes, and other vaping devices are not allowed on the Burke Academy campus.

## VIDEO SURVEILLANCE

Students, staff, parents, patrons, and visitors should be aware that Burke Academy has surveillance cameras monitoring various school building areas including but not limited to parking lots, hallways, common areas, gymnasium, cafeteria, and vending machine areas. School buses also have surveillance cameras. Video recordings are reviewed by school officials to promote the order, safety, and security of students, staff, and property. Recordings may be used for any purpose, including use in school disciplinary proceedings. Students, staff, parents, patrons, and visitors must understand that their actions while in these areas will be recorded and that they should have no expectation of privacy. Maintenance, release, and viewing of recorded images will be handled in accordance with board policy and applicable state and federal law.

## WHO MAY PICK UP STUDENTS FROM SCHOOL

Students are not to leave school unless the student is checked out in the proper manner. Burke Academy will not allow students to leave during the school day with someone other than a parent or guardian who is listed in Infinite Campus. Proper identification will be required of the person checking out the student. **An authorized adult must come into the building in order for a student to be released from campus. Students will not be released to an awaiting car without an administrator.**

## **ACADEMIC INFORMATION**

### **ASSESSMENTS**

Students will participate in district common assessments. Students in Grades 9-12 will also have the opportunity to take the ACT, ASVAB, Accuplacer, or WorkKeys assessments.

CITIZENSHIP/CONDUCT EXPECTATIONS/ACADEMIC INTEGRITY/CHEATING Academic integrity is defined as the conscious intent on the part of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals. A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

A violation of the Academic Code of Ethics may result in disciplinary action. Violations could include, but are not limited to:

- Plagiarism—Failure to use original, unique yet informed ideas, thoughts, works, images, or products, with the intent to represent the work of others as one's own.
- Cheating—The willful intent to use sources improperly for personal gain.
- Forgery/Falsifying documents—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, postsecondary placement, eligibility, and privileges.

### **GRADE LEVEL CLASSIFICATION**

In the Hickman Mills C-1 School District, students must earn 25 required credits in order to graduate from high school. Students will be classified based on their earned credits.

Classifications are as follows:

- ✓ Freshman: Less than 6 credits
- ✓ Sophomore: 6-11.5 credits
- ✓ Junior: 12-17.5 credits
- ✓ Senior: 18 + credits

## HICKMAN MILLS C-1 GRADUATION REQUIREMENTS

In addition to meeting state and district graduation requirements, graduates are required to have participated in the Missouri Department of Elementary and Secondary Education's End of Course (EOC) exams in the subject areas of: Algebra I, Algebra II (if Algebra I is taken prior to 9<sup>th</sup> grade), English II, Biology, and Government. Students must also pass the U.S. and State Constitution exams.

The following is a list of required credits for HMC-1 students:

Communication Arts: 4.0  
Mathematics: 3.0  
Science: 3.0  
Social Studies: 3.0  
Speech and Theatre Arts: 0.5  
Fine Arts: 1.0  
Practical Arts/Personal Finance: 1.0  
Physical Education: 1.0  
Health: 0.5  
Electives: 8.0  
**TOTAL: 25.0**

## HONOR ROLL

- ✓ Principal's Honor Roll: 4.0 and above Grade Point Average (GPA)
- ✓ "A" Honor Roll: 3.5 – 3.99 GPA
- ✓ "B" Honor Roll: 3.49 – 3.00 GPA

## LEAVING CAMPUS

Burke Academy is a closed campus. Students are not allowed to leave campus without being checked out by a parent or guardian. Students who leave campus without permission will be issued consequences.

## STUDENT/PARENT PORTAL

To facilitate home and school communications, the district has an internet-based program, known as the Parent Portal, which allows parents to get more involved in their child's day-to-day education using Infinite Campus. It gives students and parents timely information about a student's progress in school. Parents or students can access pertinent information about attendance, grades, homework assignments, and a history of academic work.

This tool helps facilitate communication with parents and students, making them an ongoing

participant in the academic progress of the student. Parents can gain access to the Parent Portal either during enrollment or by contacting the school and making an appointment with the secretary, Ms. Susan Price.

### STUDENT SUPPORTS

Student Services works with students and their parents to:

- Facilitate the exploration of college, career or military options after high school
- Provide guidance for scholarship and financial aid information
- Manage class schedule
- Assist with personal and emotional issues
- Assist with conflict mediation
- Provide referrals to community resources
- Assist with school records and transcript requests

Our student support staff is trained to give students guidance and help with the complexities and opportunities of the alternative school experience. Each student will have access to the student support staff who monitor the student's school experience while at Burke Academy. Students may make an appointment to meet with a member of the student support staff through their homeroom teacher, or request a meeting in person with the requested staff member. Parents can arrange a meeting with the counselor or other student support staff by calling the building secretary at 816-316-7243.

### REFERRAL AND TRANSITION PROCESS

When students are referred to Burke Academy, a transition meeting will take place. During this meeting, the student, parent/guardian, Burke Academy administrator, and necessary student support staff will be present. The purpose of the initial meeting is to establish a working and productive relationship with the student, parent/guardian, and school staff. At the initial meeting, a plan of action will be created for the student while attending Burke Academy. This plan will be used to set individual goals for student improvement so they can transition back to their school of origin. Frequent monitoring of the plan will occur and changes/modifications made if/when necessary. Students will be involved in every step of the plan, and actively monitor their progress in partnership with the staff at Burke Academy. Once a student has demonstrated successful and continual mastery of their goals, a transition meeting will be scheduled to determine the course of action for the return to the student's school of origin. Burke Academy student support staff and administration will work cooperatively with the school of origin and the parent/guardian to communicate progress of students and assist in the transition process.

## TRANSFER CREDIT

### **Transfers from Accredited Schools**

An "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.

In general, if a student transfers to the Hickman Mills C-1 School District from an accredited school, the district will accept the units of credit completed in the previous school, and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent/guardian. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Hickman Mills C-1 School District may be accepted to meet graduation requirements.

### **Transfers from Unaccredited Schools**

An "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above. In general, if a student transfers to the Hickman Mills C-1 School District from an unaccredited school, the principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and homeschooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent/guardian. The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Hickman Mills C-1 School District may be accepted to meet graduation requirements.

## SCHEDULE CHANGES

A great deal of time and effort goes into the scheduling process by the counselor and all involved. At Burke Academy, teaching staff may be shared between grade levels, as we serve Grades 1-12 in our building. Therefore, limited schedule changes will be allowed and only, if necessary, with administrative approval.

**EXTRACURRICULAR ACTIVITIES**  
**(At Ruskin High School and Smith Hale Middle School)**

**STUDENT ACTIVITIES**

The Hickman Mills C-1 School District supports extracurricular activities such as athletics, clubs, and organizations. As these extracurricular activities have existing systems of recognitions and rewards, students should place a significant value on being involved and building a climate that promotes school spirit.

Students attending Burke Academy are allowed to participate in student activities at Ruskin High School or Smith Hale Middle School with administrative approval. Students who are attending Burke Academy based on a long-term suspension are **NOT** eligible to participate in district activities, or attend district activities. Eligibility for participation in student activities will mirror that of RHS and SHMS. A student's eligibility to participate will include attendance, behavior, and grades. Failure to maintain the eligibility requirements may result in a student being removed from the activity in which they participate.