

BURLINGTON ELEMENTARY



2017-2018

Parent—Student Handbook

The Boone County Schools Provide Equal Educational and Employment Opportunities

BURLINGTON ELEMENTARY

PARENT – STUDENT HANDBOOK

2017-2018

Burlington Elementary
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Students, their parents, and potential employees of the Boone County School are hereby notified that the Boone County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, veteran status, gender, or disability in educational, and employment programs, career and technical education (vocational), or activities set forth in compliance with The Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Any person having inquiries concerning Boone County School compliance with The Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA, and Section 504 is directed to contact Kathleen G. Reutman, Boone County School, 5942 N., Orient Street, Burlington, KY 41005, Telephone (859)334-4455 who has been designated by the Boone County Schools to Coordinate the District's Efforts to comply with the Office of Civil Rights Law, Title VI, Title VII, Title IX, and The Americans with Disabilities Act and Section 504.

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PRINCIPAL'S MESSAGE

Welcome to another exciting school year of learning at Burlington Elementary. Our theme this year is "Teamwork - We're On the Same T.E.A.M. (Together Everyone Achieves More)" and we will be looking for all of our students to "BE Respectful, BE Responsible, BE Safe, and BE a "TEAM Player". The PTA, staff, and I have planned many programs, lessons, and activities that I know your child will enjoy and will always remember

The PTA is a vital part of our school and we would not be as effective without their support and assistance. Parent volunteers are used in many different ways at our school. We encourage you to play an important role in your child's education and become involved at Burlington Elementary. Join the PTA and volunteer whenever possible.

Please take time to read our student handbook with your child. The handbook helps you and your child become familiar with our programs, organizations, awards, expectations, rules, procedures, etc.... I am looking forward to a great and successful school year for your child as they demonstrate what it means to be a "TEAM Player".

Sincerely,

Kim Gilbert

This year's theme:

“WE ARE ALL ON THE SAME TEAM”



TOGETHER
EVERYONE
ACHIEVES
MORE

BURLINGTON ELEMENTARY SCHOOL

MISSION STATEMENT

The staff of Burlington Elementary School believes that all students can learn at higher levels. In partnership with parents and community, we will promote a higher standard of academic performance and foster positive growth in social/emotional behavior and attitudes of all students. Our goal is to instill a love of learning and a desire to pursue lifelong learning skills in all students.

VISION STATEMENT

If Burlington Elementary School is to obtain its mission, it must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision statements are intended to provide the standards for curriculum, staff, students, climate/culture, and parent/community partners, that Burlington Elementary School should strive to maintain.

Curriculum – To obtain its mission, our school must provide students with a common core curriculum that ensures students to be college and career ready and equips students to be life-long learners. Our school curriculum will:

- ...be aligned to clearly stated goals based upon national standards.
- ...be taught through research based instructional strategies that recognize individual learning styles.
- ...provide students with a curriculum that is relevant, rigorous, and engaging.
- ...engage students in the use of 21st century skills to ensure that they will be career and college ready.
- ...be vertically aligned so that teachers see the connection of their grade level curriculum standards to the curriculum that comes both before and after.
- ...provide opportunities to include the use of emerging technologies that will enhance student learning.
- ...ensure the academic progress of each student by the use of exit criteria as measured by common assessments with intervention and support for those that require additional assistance.
- ...will include opportunities for creative expression through the arts and humanities.

Staff –To obtain its mission, our school recognizes that it can only be as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining, outstanding educators who can advance the school's vision. In our school, staff members will:

- ...be guided by shared goals and a common sense of purpose.
- ...be collaborative minded, life-long learners that will strive to meet the needs of a diverse student population.
- ...model and teach 21st century skills at their personal best in order to help create successful citizens.
- ...accept leadership opportunities for the “good of the group” and the success of the school.
- ...exhibit flexible and cooperative leadership, providing support through facilitation and reflection.

- ...continue to grow as a professional by reflecting and participating with embedded professional development as grade level or as vertical teams.
- ...function as a professional learning community unified in meeting the needs of all students.

Students – Ultimately, the effectiveness of any school is judged on the basis of the conduct, character, and achievement of its students. In our school, students will:

- ...be proficient, self –monitoring, self-motivated, and prepared to be successful citizens.
- ...demonstrate 21st century skills at their personal best in order to become successful citizens.
- ...demonstrate good citizenship by following the school wide expectations of: Be Respectful, Be Responsible, and Be Safe
- ...demonstrate good character by applying the basic values as expressed by the six pillars of character in the framework of Character Counts: trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- ...be given opportunities to achieve/demonstrate learning at all levels.
- ...be independent, life-long learners who become responsible and productive citizens.
- ...be engaged in learning activities that enhance social membership including co-operative learning activities.
- ...be contributors to the school and greater community through service learning.

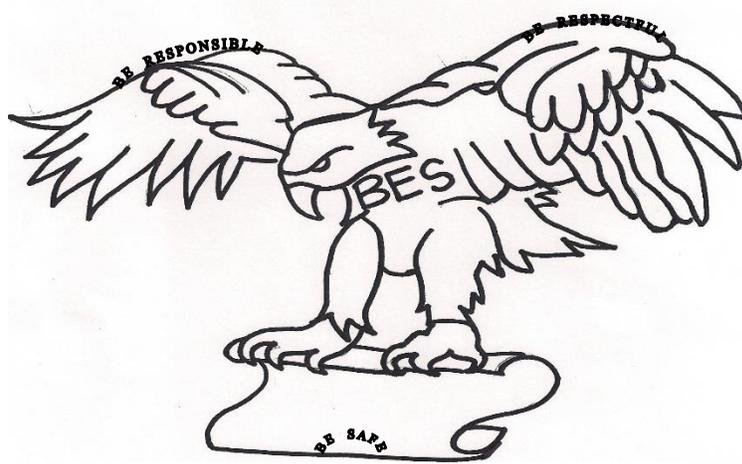
Climate & Culture – An exemplary school provides a warm, inviting climate that enables students to enjoy their school experience and a culture that values learning by all that results in a shared sense of purpose in the school. In our school its climate and culture will:

- ...be inclusive, positive, and accepting of the diversity of the school community cultures and ideas to develop a sense of community.
- ...have a safe nurturing environment with high expectations for all.
- ...motivate students to be life-long learners.
- ...provide students with clear expectations, behavior guidelines, and procedures with the entire school staff enforcing and positively providing reinforcement for students.
- ...contain clear and effective communication amongst students, staff, and parents to cultivate a positive culture.
- ...recognize and celebrate the individual efforts and achievements of its students.

Parent and Community Partnerships –An exemplary school recognizes the importance of establishing effective partnerships with parents and the larger community – businesses, government agencies, residents and other educational institutions. Our school will:

- ...work in a collaborative effort with parents and community partners to promote higher academic standards for our students in an effort to ensure that they are college and career ready.
- ...work with parents to encourage them to send their child to school equipped to learn.
- ...encourage parents to play an active role in the education of their children, monitor their children’s academic performance, and work with the teacher to emphasize the importance of education.
- ...use available resources and work with community partners to assist families with basic needs or assist with removing other barriers to learning that may exists for our families.

- ...encourage parent involvement with the school through use of volunteers to support learning.
- ...work with business partners and other agencies in pursuit of additional resources and to provide relevant connection of the academic curriculum to the workplace.
- ...establish two-way communication that effectively provides information to and seeks feedback from parents.



Student Mission Statement

As students at Burlington Elementary we will...

Equip ourselves for the world of tomorrow

Apply basic skills to real life situations

Grow positively in our social emotional behavior

Learn at high levels

Equip ourselves for lifelong learning

Strive for productive group membership

GENERAL INFORMATION

School Hours

School hours for students are 8:40 a.m. to 3:40 p.m. Classes for AM Kindergarten will run from 8:40 a.m. until 11:50 a.m. PM Kindergarten classes will begin at 12:25 p.m. and end at 3:40 p.m. Students must be in their classroom by the indicated start time or they are tardy and will be required to report to the office for a late pass. The school building opens for student arrival at 8:05 a.m. The North and South Lobby doors are locked at 8:35 a.m. Students arriving after 8:35 must enter the building through the office and be signed in. Buses arrive at school in the morning between 8:05 a.m. and 8:35 a.m. In the afternoon, buses should be transporting the children by 3:50 p.m. The school office hours are from 8:00 a.m. to 4:30 p.m. during school months.

School Visitors and Volunteers

Parents are welcome and encouraged to visit. Please be advised that for the safety of our students and staff, **ALL visitors and volunteers entering the building beyond the office during school hours, including eating lunch with their child, or chaperoning a field trip, are required to have an approved background check.** The State of Kentucky charges a \$10.00 fee per background check, which is due from parents/ volunteers at time of processing. This background check will be good for up to 3 years. The only exceptions will be end-of-day student pickup (South Lobby and gym only), assemblies in gym (which will have separate checkin procedures through South Lobby and separate seating), parent/teacher meetings (which will take place in office conference room if no background check), and before/after school events.

Parents are required to schedule an appointment with the teacher and inform the office the day before the visit. Parents and grandparents are also welcome to eat lunch with their child once the background check is completed. In regards to celebrations, the number of volunteers/visitors will be limited to no more than 3 per class, including the Homeroom Parent. These volunteers will be coordinated by the Homeroom Parent, in collaboration with the teacher. Any questions, please contact your child's teacher.

Sign-In/Sign-Out

All visitors and volunteers are required to enter and exit the building through the Office door that is located off the bus circle. Sign-in is completed electronically and requires a driver's license or photo ID, which **MUST** be held in the office until the visitor or volunteer signs-out. For school-wide assemblies the following separate procedures will be followed:

Check-in/Check-out Procedures for Assemblies

- All guests/visitors will enter through the **South Lobby** (next to gym). Please park in available spaces, including the former 'bus parking lot' south of the building.
- Doors will be opened to visitors 20 minutes prior to assembly – (time) .
- Staff members will be setup to check in guests as quickly as possible, with 4 lines dividing up last names by alphabet (A-G, H-M, N-S, T-Z)
- **Guests must present a valid picture ID (driver's license, state ID, employee ID) for verification. ID will be collected and held until visitor checks out.**
- If staff member does not recognize guest, ID will be checked in computer to verify no restricted access.
- Once ID is verified, guests will be given a Visitor tag.
- After checked in, guests will proceed into gym and sit in designated areas.
- After the assembly, guests will return to the South Lobby to checkout, including picking up their ID.

Please allow enough time for the check in procedures. All procedures must be followed to enter the building - **NO EXCEPTIONS!**

Student Transportation (non-bus riders)

Any student not consistently riding a school bus from and to their home each day **MUST** have a new Transportation Form completed and turned in at the beginning of the school year, or whenever a change takes place.

*****We are currently working with our Transportation Department and District Office staff to modify the bus, daycare, and parent drop-off and pick-up procedures to improve their efficiency and increase student safety. When those changes are complete and procedures are ready to implement, we will communicate to all stakeholders. Until that time the following procedures will remain in place.*****

Student Drop-off

Children transported to school by their parents are to be dropped off in either of the Student Drop-Off areas (South Lobby next to the gym or North Parking Lot past bus loop). Students are not to arrive prior to 8:05 a.m. After 8:35, these doors will be locked and students must enter through the Office. P.M. Kindergarten students are to be dropped off at the South Lobby only. These doors will be open from 12:15 p.m. until 12:20 p.m. Students cannot be dropped off prior to 12:15. **Per Boone County Sheriff's Department, at no time should parents let students off on Orient Street as this is an unsupervised area and therefore unsafe procedure.** Parents that wish to escort their child into the building are to park in the North Parking Lot, and enter through the Office door. Parents are not permitted to walk their child to the classroom, cafeteria, or gym. Children that require assistance will be escorted by a staff member. Parents are not to leave their cars parked in the student drop-off line. **The bus circle is closed at all times to automobile traffic.** Parents are reminded that it is a violation of state law to pass a stopped bus with its stop sign out and activated.

Student Pick-up

All students that do not ride a bus or child care transportation will report to either the gym (Everyday Pickups) or South Lobby (Non-Everyday Pickups) at the end of the day to be dismissed. Any child that is picked up on a daily basis, rides with a child care provider, or walks **must have an updated Transportation Form on file** in the office. Anytime a child has a change in their normal end-of-day transportation, a note or email should be sent to school. Phone calls will only be accepted for **emergency** situations.

Everyday Pickups

Students who are picked up every day (**never** ride the bus home) or on a consistent schedule (i.e. every Mon and Fri) will be assigned a pickup number and provided tags. This number will be displayed on their backpack while parents will hang the number from the rearview mirror of their vehicle. At dismissal, these students will report to the gym while their parents drive through the pick-up line on the south side of the building. Students will be matched to the vehicle by their number, and then dismissed from the gym doors. Parents that wish to walk into the gym to pick up their child must park in an appropriate, available parking space in the South parking lot and enter with their number tag. For the safety of our students, parents, and staff, cars in the pick-up line should stay in the line at all times. Everyday Pickup parents should be at school for dismissal by 3:40 p.m. The Burlington Elementary staff reserves the right to withdraw a student's pickup number if they are no longer being picked up on the consistent schedule that was submitted, or if they are late being picked up more than 3 times. They would then fall under the Non-Everyday Pickup procedures for the remainder of the year.

Non-Everyday Pickups

Parents wishing to pick up their child(ren) who normally ride the bus or Afterschool Care transportation **must** park in an available parking space (NOT vehicle line) in the South parking lot and come into the South Lobby to sign their child out **by 3:30 p.m (11:45 for AM Kindergarten)**. If a student is not signed out by 3:30 (11:45 AM K), they **will be** riding the bus

home. Once buses have started loading, students will not be pulled from a bus. A staff member will be available for sign-out beginning at 3:20 (11:45 AM K). When signing out, parents may be asked to verify their identity with a picture ID. At no time should parents go to the classroom or wait in the hallways. The children being picked up will be announced prior to dismissal, and will meet their parent in the South Lobby.

- The Parent Pick-Up at the South Lobby is for situations where students are being picked up OCCASIONALLY. If your child is a “Parent Pick-Up” more than 1 day a week on a consistent basis (e.g. Every Tuesday/Thursday), please request a Car Rider Tag.
- The Parent/Guardian must arrive by 3:30 to sign out children who are not “Every Day Pick-Up”. If you are not going to make it by 3:30, please have your child ride the bus and plan to meet them at home or their bus stop.
- The Parent/Guardian must sign the child(ren) out on the clipboard with our staff member.
- The Parent/Guardian must have an ID available to show in the event that the staff member on duty does not recognize you.
- Students who are dismissed to the South Lobby will be held in the hallway outside the gym. Staff Members will dismiss students in small groups to assure the safety of each child in being paired with his/her Parent/Guardian.
- Students **WILL NOT** be pulled off of buses if the Parent/Guardian arrives after Parent Pick-Ups have been announced and dismissed. If there is an emergency, the Parent/Guardian will need to call the office at 334-4440.

We continue to encourage Parents/Guardians to utilize school bus transportation or request a car tag for the “Everyday Pick-Up” line. This will assist in speeding up the sign-out process in the South Lobby for the parents who are OCCASIONALLY picking their children up.

Walkers

Students may only walk to and/or from school if a safe, designated walking path (i.e. sidewalk) exists between school and their home. Third grade and younger students must be escorted by a parent/guardian, or another adult or high school aged student that has been identified on the Alternate Transportation card.

Attendance

These procedures are a guide for parents, students and teachers to understand the implications of the state law and attendance. All student attendance is calculated on a minute by minute basis over the course of the instructional day. All absences and tardies are termed **events**.

Compulsory Attendance Law

KRS 159.010, requires parents, guardians or custodians to send their child/children to school except as provided in KRS 159.030. Each parent, guardian, or other person residing in the state and having custody, guardianship, or in charge of any child who has entered the primary school program or any child between the ages of 6 and 18 shall send their child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend.

DEFINITION OF TRUANCY (KRS 159.010): Any child who has been absent from school without valid excuse for 3 or more days or tardy on 3 or more days is a truant regardless of the number of minutes he/she is tardy.

DEFINITION OF HABITUAL TRUANT (KRS 159.010): Any child who has been found by the court to have been absent from school without valid excuse for 3 or more days during a 1 year period or tardy regardless of the number of minutes for 3 or more days in a 1 year period 2 or more times is a habitual truant.

While we do not want our students to come to school when they are ill, we do expect them here when at all possible. Lost instructional time is difficult to make up. There is no substitute for the actual participation in the daily activities of the classroom. **If a student has to be absent from school, the parent or guardian needs to call the school prior to 9:30 a.m. for notification and then follow-up with a parent or doctor's note when the child returns.** The staff will attempt to call families who have not notified the school of a child's absence. The following information will be helpful in deciding whether your child is too sick for school:

- Has an oral temperature of 100.4 or higher—call Health Clerk w/questions.
- Vomits twice or more in a 24 hour period, or has uncontrolled diarrhea.
- Coughs almost constantly.
- Has open sores around their mouth and/or nose.
- Has head lice, nits, or scabies.
- Displays a skin rash or red eye that is not under treatment.

Excused Attendance Events including illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. To be considered excused, a note containing a valid reason (as determined by the principal or assistant principal, and Board policy) must be submitted when the student returns to school. **Parent notes are accepted for up to a maximum of 10 events per school year – 1 note per day** (absent 2 days = 2 of 10 parent notes). Additional attendance events in a school year may be deemed unexcused without a certified doctor's statement stating that the student was unable to attend school for the total number of days. Documentation including, but not limited to, physician statements, court subpoenas, and other proof is required to excuse attendance events in a case other than personal illness, and **must include the date(s) of the absences.** Students and parents are responsible for all notes which are due upon return to school. Notes will be accepted up to 60 days from the event. Missed class work and homework may be made-up in accordance with the "Homework Policy".

Unexcused Attendance Events include attendance events not accompanied by a note or attendance events not meeting excused guidelines. Students with unexcused attendance events may not make up work for credit during time missed and are not permitted to attend school functions on unexcused attendance event days. **Students with a total of three unexcused events are considered truant.** A parent contact (letter) will be required. After the 4th unexcused event, the FAST Team (Truancy Intervention) will be notified and will make a home visit. Students who have six unexcused events are considered *Habitual Truants*. It is required by law and Board policy that Habitual Truant students be reported to the Director of Pupil Personnel so that charges can be signed with the County Attorney if there are any further unexcused events.

Tardiness - To be counted present, a student cannot miss a minute of the school day. A student is considered tardy when he/she is not in their classroom by 8:40 a.m. (PM Kindergarten – 12:25), or is picked up prior to 3:40 p.m. (AM Kindergarten – 11:50).

Late Arrivals: Students arriving to school late must be signed in through the Office, where they will receive a tardy slip to take to class. When a late arriving student is not signed in by a guardian, the event will be automatically unexcused. To be considered excused a valid note for the tardiness must also be provided.

Early Dismissals: Students that are picked up early must be signed out through the Office. Children will only be released to parents or those designated as Emergency Contacts, unless a call or note from the parent has been received. Students will not be called to the Office until they have been signed out. To be considered excused a valid note for the tardiness must be provided upon the student's return to school.

(Indicating a reason on the Sign-in/Sign-out sheet does not count as a note.)

EHOs

The principal is permitted to give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value (KRS 159.035), including but not limited to participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Educational enhancement opportunities shall not include nonacademic extracurricular activities, but may include programs not sponsored by the school district. A student receiving an excused absence under the provisions of an EHO shall be considered present in school during the excused absence. A student shall not be eligible to receive an excused absence under the provisions of an EHO for an absence during a school's testing window. Any student that is granted an EHO must complete all of the assignments he/she will be missing in addition to completing a journal of his/her experiences and shares it with the class. The journal can include: pictures, brochures, reflections, weather, and historical/scientific information.

Request for an EHO must be received by the office at least 10 days before the absence. An EHO will not be approved after the absence event.

*Vacations, Non-School related sports events, etc. can be EXCUSED absences with a parent note but are not eligible for an EHO

Withdrawals

Please notify the school if you are planning to move during the school year. You will need to take a copy of your child's medical records to his/her new school. All school fees, fines, and charges should be paid and all school property returned before a student withdraws.

School Fees

School fees are used for consumable instructional materials such as pencils, crayons, glue, and paper. School fees should be paid to the teacher at the beginning of the school year. *Payment options are cash, check (to Burlington Elementary), or online via Infinite Campus Parent Portal.* General school fees for this year are:

- **Kindergarten and 1st Grade =**
 - **\$65** (\$35 Instructional supplies, \$15 Technology, \$10 Workbook and \$ 5 Unified Arts)
 - **\$19.50** is Reduced fee
- **2nd through 5th Grade =**
 - **\$70** (\$35 Instructional supplies, \$15 Technology, \$5 Unified Arts, \$10 Workbook and \$5 Agenda)
 - **\$21** is Reduced fee
- **Preschool =**
 - **\$27.50** (Instructional supplies)
 - **\$8.25** is Reduced fee

Additional fees:

- Activity = \$20 (Academic Team, First Move Chess/Lego League, Intramural Basketball, Intramural Cheerleading). Reduced fees for these activities are \$6.
- Field trips = \$ varies based on cost (may include admission, transportation, or other costs). Assistance may be available. Contact your child's teacher or our Family Resource Coordinator for information.
- Inventory Replacement = \$ varies based on replacement cost of item (lost/damaged books or school property)

Returned Checks

If a check is returned for any reason, the party will be notified by our secretary for payment. If payment is not made within 10 business days, the account will be turned over to the Boone County Attorney's office for collection.

Classroom Celebrations

In December 2013, our school became a member of the Alliance for a Healthier Generation's Healthy Schools Program, an initiative to help make our school a healthier place. This is an integral part of helping our children succeed because healthy students are better learners and ultimately healthier adults. The following are part of our school's Wellness Policy:

- Food will not be used as a reward during routine classroom activity.
- We will only have 2 School Wide Celebrations (Fall and Winter): A homeroom parent will be assigned to coordinate the celebrations with the individual teacher. Focus will be on physical activity and non-food items. Only fruits and vegetables (fresh, frozen, packaged or canned) will be allowed. If providing a classroom-wide fruit or vegetable, these items must be in a store package with label attached (including fresh fruit/vegetable trays). All food items will be checked by the classroom teacher.
- All food/snacks brought into school for classroom use, must be checked by front office prior to going to classroom.
- Birthdays: **NO FOOD WILL BE ALLOWED.** In order to maximize our instructional time, the birthday child will be recognized during morning announcements, but celebrations will not take place in the school setting. If you would like to send in birthday treats, please send in non-food items such as pencils, stickers, temporary tattoos, jump ropes, etc.

Dress Code

Students are expected to abide by the dress code as indicated in the Boone County School District Code of Conduct and dress neatly, safely and appropriately for the school environment. The following shall apply to student dress:

- **Shorts of appropriate length (mid-thigh or longer) may be worn throughout the year at parent discretion.** Please be aware of the forecasted weather when sending a child to school in shorts. If it is too cold outside for shorts, those students will be kept in for recess while the rest of the class proceeds outside.
- Leggings may be worn to school but must be covered by a skirt or pair of shorts, or accompanied by a shirt that is of an appropriate length (mid-thigh) to cover.
- Capris may be worn during the entire school year.
- Students are to wear safe, sturdy shoes to school. **All footwear MUST have a secured back or back strap.**

The following items are **not permitted**:

- Flip flops, sliders, clogs or crocs without a heel strap
- Shorts or skirts that are too tight or too short
- Pants that are not the appropriate size
- Shirts that rise above the pants' waistline, exposing bare midriff or back
- Shirts that are see-through
- Tank tops and shirts with spaghetti straps (unless t-shirt is worn underneath or sweater/sweatshirt worn overtop). ** Sleeveless shirts (covering out to edge of shoulder) are allowed.
- Any clothing oversized or too small, which constitutes a risk of injury or distraction to educational process
- Any clothing or accessories that promote alcohol, tobacco, an unhealthy life style, and/or other inappropriate pictures or messages for the school atmosphere.
- Headwear may only be worn on designated spirit days, or when approved by admin.

The school administration reserves the right to determine whether student clothing and/or appearance is deemed a health/safety risk or a distraction to the educational process. Upon this determination, the student is subject to disciplinary action and a parent will be required to bring appropriate clothing to school for the child.

Lost and Found

Over the course of the school year we accumulate many lost items. In order to help us find the owner of lost items please label your child's coat and other articles of clothing that they take off and may leave laying. Periodically lost items that remain unclaimed are donated to a local agency.

Telephone

Students must have permission from their teacher or office staff before they may use the telephone.

Textbooks

The Boone County Board of Education supplies all textbooks for the students. Damaged or lost books must be paid for by the students.

B.Y.O.T. – Bring Your Own Technology

SBDM Policy

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. 21st century learning (communication, collaboration, critical thinking, and creativity) is essential for today's students. Boone County Schools is pleased to offer students the opportunity to bring their own technology to school as a tool to assist in the 21st century classroom. This is not a requirement. Students who do not bring their own technology will have access to the school's equipment. Students will be not left out of instruction.

Bring Your Own Technology (BYOT) definition:

For the purposes of BYOT, "technology" is any personally owned technology device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Participants must agree to the following guidelines:

Student BYOT Responsibilities and Guidelines:

- Students participating in BYOT must adhere to the District Code of Conduct, Board Policies, Acceptable Use Policy and Procedures, and school SBDM policies and procedures.
- ***Students participating in BYOT must acquire Digital Citizenship Passport in classroom setting.***
- Students assume all risk of theft or damage of BYOT devices while on school property. Students should exercise responsible behavior in the use and protection of any BYOT devices.
- Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans. BYOT devices connected to the

Boone County Schools wireless network will be filtered using the district Internet filtering system as required by law. BYOT users will not bypass or attempt to bypass this filtering.

- Students participating in BYOT are limited to 3 devices per student.
- Students will bring devices charged and properly prepared for use at school.
- Students bringing BYOT devices will comply with teachers' requests to use/shut down/close/discontinue operation of BYOT devices.
- BYOT devices should be in silent mode while on school property, unless otherwise allowed by a teacher. Devices should be in silent mode on the school bus.
- BYOT devices may not be used to cheat on assignments/tests/classwork or for non-instructional purposes.
- BYOT devices will connect to the Internet. BYOT devices will not access printers or local network storage on the Boone County network (U drives).
- BYOT devices must include anti-virus software as necessary.
- BYOT devices may not be used to record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.

Teacher BYOT Responsibilities and Guidelines:

- Teachers will have the right to allow/not allow use of BYOT devices during instructional class time.
- Teachers will ensure equal access to all students by using the school's equipment with BYOT devices.
- Teachers will use BYOT devices for 21st century learning
- Teachers will monitor BYOT devices for appropriate use
- ***For all BYOT devices used on Boone County School District property, the Boone County School District reserves the right to:***
- Monitor all activity.
- Deny access to any device that may be deemed harmful to the network or the instructional environment.
- Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy (AUP).
- Log network use.
- Deem what is appropriate use.
- Collect and examine any BYOT device that is suspected of causing problems that violate either a school rule or law of the state of Kentucky.
- Remove the user's access to the network and suspend rights to use BYOT devices on Boone County School District property.
- Determine where and when BYOT devices may connect to the Boone County Schools wireless network.
- Boone County Schools will not provide repairs, installations/downloads, or technical support for BYOT devices. If a BYOT device interferes with the district network in any way, the device will be banned from the network.
- Boone County Schools is not responsible for theft or damage of BYOT devices.
- Boone County Schools will not be responsible for charges incurred on personal 3G/4G plans. Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans.

Ways to Stay Connected

School information such as newsletters, special announcements, calendar dates, event reminders, student and staff recognition, and other important information will be shared with parents and community via email, Twitter, Facebook, Instagram, our webpage, and sometimes an automated phone system. **To ensure you receive all information, it is vital that the school has current email addresses and phone numbers on file.** You can also visit our webpage www.burlington.boone.kyschools.us. Follow us on Twitter @BES_Eagles, on Facebook at *Burlington Elementary PTA*, and on Instagram BES_Eagles.

Inclement Weather

At the beginning of the school year, a form will be sent home requesting information on how you would like your child to be sent home in the case of an early dismissal. You will also be asked to provide the names and information for emergency contacts that can be called to pick up your child in the event you are unavailable. In cases of bad weather resulting in school closings or dismissals, an automated text message will be sent out. This free service helps to reduce the number of “mass” calls that parents/guardians receive. Messages are sent as a SMS text message and will work on any cell phone. It is set up so the administrator only sees your username, not your phone number, and you only get the initial text for the group. There is no limit to the number of cell phones/emails per household that can receive these messages. Each year, specific information will be sent home early in the school year on how to sign up to receive these messages.

If you cannot receive text or email messages and need a phone call for delays or closings, you must submit that request in writing along with the phone number to the school office. You can also listen to your radio or TV, or visit the Boone County Schools website (www.boone.kyschools.us) for school closings and delays. The superintendent and transportation officer make the decision to close or delay school and notify all radio and TV stations. Please do not call the District office or the school. When school is closed all extracurricular activities and community education classes are canceled.

Drills: Fire, Severe Weather, Lock-Down, and Bus

Fire, severe weather, and earthquake drills are practiced throughout the year. Lock-down procedures will also be practiced. During the drills students are to proceed to specific, designated areas in an orderly fashion, using proper safety procedures. Bus evacuation drills are administered four times per school year.

Rolling Book Bags

Students are not permitted to use rolling book bags unless the student has a medical reason stated in a doctor's note.

Field trips

A field trip is any educational activity that takes students away from the school campus. It is the belief of Burlington Elementary School that field trips are an important way for teachers to extend the four walls of the classroom and to expose our students to the world that cannot be brought into the classroom. All field trips will comply with policies of the Boone County Board of Education and the SBDM Council of Burlington Elementary School. In order for a student to participate in a school field trip, the parent or guardian must complete a Field Trip Permission Slip (phone calls and hand-written notes will not be accepted). Field Trip Permission Slips must be turned in by the day before the field trip. Students without a completed Permission Slip turned in on the day prior to a field trip will not be permitted to attend. In the event that a student had an excused absence on the day before a field trip, the student will be provided the opportunity to turn their Permission Slip on the day of the field trip. If a Field Trip is cancelled due to unforeseen circumstances (weather, closings, etc.) the full price of the Field Trip will be refunded. All other refunds (illness, family emergency, etc.) will exclude transportation costs.

STUDENT CODE OF CONDUCT

General Rules

In an effort to maintain a safe and orderly environment, that is conducive to a productive learning community, the following general rules shall apply:

1. Chewing gum is not permitted, unless specifically identified as part of a student's instructional plan (IEP, Behavior, STAR Intervention, etc.)
2. Dangerous instruments that could cause harm to others such as knives, hard baseballs, or other items determined to be unsafe by the principal or his/her designee, are not permitted.
3. Trading or selling of personal property is not permitted.
4. Students **are** to display proper integrity at all times showing honesty and appropriate ethics. Cheating is not acceptable.
5. Students are not permitted to bring to school toys, electronic devices such as cell phones, video gaming devices, or any other items that could become a distraction to the educational process as determined by the principal or his/her designee. **This includes any fidget device (spinner, cube, etc.) unless specifically listed in the student's instructional plan (IEP, STAR Intervention, etc.)** Teachers or the school administration may on special occasions allow exceptions for educational purposes.
6. Students are to comply with any reasonable request made by teachers, administrators or any adult that is charged with their care. They are to at all times follow all classroom rules and procedures.
7. Students are to complete all class and homework assignments as assigned by their teachers consistent with the school's Homework Policy.
8. Students will show proper respect towards their teachers, themselves, their classmates, and any adult.
9. Disruptive behaviors that interfere with the learning of others or themselves are not permitted.
10. Fighting is not acceptable.
11. Students are not to threaten, harass, intimidate, bully, verbally abuse, or physically abuse others.
12. Students are not to use any language that would be considered profane or vulgar.
13. Students are not to deface or damage school property.

Any rules of student conduct not stated in the Burlington Elementary Parent-Student Handbook would be applied from the Boone County Code of Conduct Handbook.

CHARACTER COUNTS!

CHARACTER COUNTS! is a national, character education framework based on basic values called the Six Pillars of Character: **trustworthiness, respect, responsibility, fairness, caring and citizenship.** We use this as part of our schoolwide PBIS (Positive Behavioral Interventions and Supports) framework to develop positive character traits in our students.

As part of this process, we have adopted and implemented 3 school-wide expectations:



These expectations are for students, staff, parents, and other visitors. Students will receive instruction in what each of these expectations should look like in all common areas of the school, and reinforcement when demonstrated properly. A matrix of the *Common Area Procedures* is listed on the following pages.

*****We are currently working with representatives from KYCID (Kentucky Center for Instructional Discipline) and our District Office to infuse Trauma Informed Practices into our PBIS system. This will include some additions to the following matrix of Procedures. More information will be shared in the coming months as well as an updated matrix.*****

School-Wide Common Area Procedures

	Assemblies	Bathroom
Be Respectful	<ul style="list-style-type: none"> • voice level 0 (unless asked to respond) • quiet feet • active listening • appropriate applause 	<ul style="list-style-type: none"> • voice level 1 • allow privacy • wait your turn • quickly and quietly
Be Responsible	<ul style="list-style-type: none"> • be a good neighbor • stay in your personal space • keep hands and feet to self 	<ul style="list-style-type: none"> • flush • turn water off at sink • leave area clean
Be Safe	<ul style="list-style-type: none"> • watch for teacher signals and directions • sit on your bottom • stay in line when going up/down bleachers • walk up/down bleachers one step at a time 	<ul style="list-style-type: none"> • wash hands • keep water in sink • bathroom is for business only!

	Bus	Field Trips
Be Respectful	<ul style="list-style-type: none"> • Treat others the way you want to be treated. • Follow all directions from the bus staff. • Take pride in your ride and report any damage to the bus. • Be courteous and helpful to all passengers. • Use proper tone, volume and word choice. 	<ul style="list-style-type: none"> • voice level 0-2 • focus, listen and watch • enter and exit quietly • clap and laugh appropriately • remember that student behavior reflects upon our school
Be Responsible	<ul style="list-style-type: none"> • School rules and expectations apply on the bus. • Be at your bus stop 5 minutes before pick-up time. • Leave food and drink off the bus • Bring only approved objects on the bus. • Limit carry-ons to those items that can be held in your lap. • Use technology appropriately 	<ul style="list-style-type: none"> • be a good participant • follow guidelines of place you are visiting • keep track of your belongings
Be Safe	<ul style="list-style-type: none"> • Be seated quickly and remain seated at all times. • Share your ride and slide to the side near the window. • Wait for driver to signal you to enter and exit the bus. • Cross in front of the bus only when the driver signals it is safe. • Stay 10 feet away from the bus on all sides. • Limit distractions for your driver while the bus is in motion. 	<ul style="list-style-type: none"> • stay with teacher/chaperone • hands and feet to self • stay in assigned area • follow bus procedures

	Cafeteria Serving Line	Cafeteria
Be Respectful	<ul style="list-style-type: none"> • 0 voice level unless speaking to lunch ladies • stay in your personal space • use good manners (please, thank you) 	<ul style="list-style-type: none"> • voice level 2 • use good manners (please, thank you) • stay in your personal space
Be Responsible	<ul style="list-style-type: none"> • get all food items at appropriate time • take tray or request food promptly when it is your turn • know your lunch number 	<ul style="list-style-type: none"> • get forgotten items on own and return promptly to your seat • clean up area • empty tray when finished and return promptly to your seat
Be Safe	<ul style="list-style-type: none"> • pick up any dropped items • stay in same line order 	<ul style="list-style-type: none"> • walk at all times (two hands on tray, looking straight ahead) • eat your food only • alert staff of spills

	Hallways	Playground
Be Respectful	<ul style="list-style-type: none"> • voice level 0 (unless spoken to by adult) • stay in your personal space • keep hands off the walls 	<ul style="list-style-type: none"> • voice level 0-5 • patiently wait your turn • share equipment • keep your hands and feet to yourself • be a cooperative team player
Be Responsible	<ul style="list-style-type: none"> • stay in single file line • go straight to destination • pick up dropped items 	<ul style="list-style-type: none"> • clean up after yourself • return equipment to the proper place • line up quickly and quietly
Be Safe	<ul style="list-style-type: none"> • walk • stay to the right • watch where you are going • keep safe distance 	<ul style="list-style-type: none"> • use equipment appropriately • be aware of your surroundings • report dangerous/ hazardous behavior/equipment

Interventions for Behaviors

Disciplinary procedures will be consistent with procedures outlined in the Boone County Schools Code of Conduct (www.boone.kyschools.us under For Parents) and with Boone County Board of Education policies. Interventions that are applied will be appropriate for a Tier 1, 2, or 3, behavior and for the developmental level of the child. Failure to comply with the rules may result in one or more of the following actions:

- Verbal or Written Warning
- Student Conference
- Contact/Conference with parent/guardian
- Loss of privilege
- Schedule adjustment
- Seat change
- Time Out
- In-school (lunch/recess) and/or After-school detention
- Referral to school counselor/SPSIT process
- Individual behavior plan
- Saturday School
- Bus suspension
- In-school suspension
- Out of school suspension
- Restitution
- Expulsion

Detention Guidelines

If an infraction of school rules occurs, disciplinary action will follow, and may include detention. If the consequence is the result of an ongoing problem, every effort will be made to contact the parent by phone or conference to discuss the problem before the final assignment of detention. Both classroom teachers and administrators may use this disciplinary measure. As we recognize detention may cause transportation problems, the parent or guardian will be contacted to arrange a day when their child can be picked up. Detention occurs from 3:45 to 4:45, and during that time students are expected to work quietly. Parents are expected to arrive by 4:45 to sign their child out in the main office.

Due Process Steps

In order to comply with constitutional due process procedure, a specific set of procedures is adopted by the Board regarding disciplinary cases that may result in expulsion.

1. Each child shall be represented by his or her parents. If the parent(s) or guardian(s) are unknown, unavailable, or the child is a ward of the state, a surrogate parent shall be appointed.
2. The parents shall receive actual notice, in English and in the primary language of the parents from the school principal or superintendent of schools that their child may be expelled from school for specific disciplinary cause.
3. The information on the notice (oral or written) shall include:
 - A description sufficient in detail to apprise the student and parents of the particular misconduct which may result in expulsion.
 - A description sufficient in detail to apprise the student and parents of the violation with which the student is charged and the possible disciplinary actions involved.
 - A description sufficient in detail to apprise the student and parents of the student's present status at school and his rights and procedures for a due process hearing and the appeal process.
 - The time and date the Board will consider and act upon the student's misconduct.
 - The parents and students are compelled to be present and the results of their failure to do so.

If a parent fails to respond to the Board of school officials' attempts to have the parents attend the disciplinary hearing the Board may proceed without the parents. The Board must demonstrate with documentation that it has attempted to contact the parents through efforts that were reasonable and likely to succeed.

HOMWORK POLICY

Philosophy

The staff at Burlington Elementary believes that homework is a valuable aid in helping students make the most of their learning experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.

Definition

Homework is the time students spend outside the classroom on assigned activities to practice, reinforce, review, research, apply newly-acquired skills and knowledge, and to learn necessary skills of independent study. Non-completed class assignments may be required to be completed at home but will not be considered homework when a reasonable amount of time was provided for it to be completed in class.

General Homework Guidelines:

1. Homework assignments must support our school's continuous progress curriculum.
2. Homework should follow the suggested time ranges listed below:
 - Primary- may range between fifteen and thirty minutes per day.
 - Fourth grade and fifth grade – may range between forty-five and sixty minutes per day.

Times listed above reflect the total of homework assignments from all teachers that a student may have. Times listed above may vary based upon the individual students. If an individual child is experiencing lengthy evenings of homework, the parent should contact the child's teachers to discuss their concerns. Time spent on extended projects should be based on the total number of days provided to complete the project.

3. Homework will not be assigned on designated school holidays. Every effort will be made not to assign homework on Friday (with the exception of long-term assignments and incomplete class work.)
4. Directions will be explained in class when homework is assigned.
5. Assignments may vary by group or individual to account for differences in learning styles or rates.
6. Homework shall never be given as a whole class punishment and "no homework" will not be used as a whole class reward.
7. Completed homework assignments will be reviewed by the teacher in a timely fashion.
8. Homework during excused absences may be made up in a timely fashion. A 24-hour notice is expected when requesting homework or make-up assignments due to absences or anticipated absences. Due to unanticipated needs of the class and changes that may occur in lesson plans, teachers may not always be able to provide accurate assignments in advance of an absence.
9. Students have the following responsibilities in regards to homework
 - Write down assignments (when appropriate)
 - Be sure all assignments are clear and ask questions when not
 - Set aside a regular time to study
 - Find a quiet, well-lit place to study
10. Parents have the following responsibilities in regards to homework:
 - Set a regular study time each day with a definite beginning and ending time.
 - Establish a study area away from household distractions with good light and space for studying.
 - Make sure the child has the materials they need to do assignments.
 - Help the child organize school materials, study notes, assignments, books, and etc.
 - Help the student work to find the answers rather than doing the work just to get it done.
 - Be supportive and give assistance when students get frustrated or discouraged with particularly difficult assignments.
 - Contact the teachers to discuss concerns about the child's progress.
11. Each grade or team level will provide more grade level specific information and policies at the opening of each new school year.
12. At the teachers' discretion, late assignments may be penalized. Assignments not turned in at all will count as zeros.

Non-completion of homework

Non-completion of homework is a violation of classroom and school rules, and could lead to a student earning an overall grade of Incomplete (69% or below). Failure to complete and punctually return homework will result in interventions. Each grade level team will establish procedures for students to attain Mastery Learning, and therefore improve their grade above an Incomplete. These procedures may include set times weekly for students to *catch-up* on their learning. Continued non-completion of homework may result in the child being assigned in-school or after-school detention, Saturday school, or the loss of the opportunity to participate in

special events such as extra-curricular activities. Extra-curricular activities will include, but not be limited to the following: academic team, clubs, cheerleading, chorus, and intramural basketball. Denial of participation in extra-curricular activities will be decided in consultation with the program coordinator.

Chronic Non-completion of Homework

When a child chronically does not complete homework, the teacher will contact the parent, in a timely manner, to inform them of the circumstances and request their assistance. Students that chronically do not complete assignments may be assigned by the principal, assistant principal, or teacher to attend lunch detention. Students will report to the lunch detention location in cafeteria where they will eat their lunch in isolation and work on their missing work. The assignment to lunch detention may be short term or ongoing, if needed, until the child is more accepting of their responsibility to complete homework assignments. A student with multiple, or lengthy, lunch detention assignments will be referred to our STAR (SPSIT) Team (p. 27) for possible development of additional interventions.

Procedures to Address Parental Concerns

Differences in learning styles, the rate at which a child processes information, the development of fine motor skills, and the nature of open-ended assignments, make it impossible to set an exact time limit to how much time a student will spend each evening doing homework. It is the intent of Burlington Elementary School that no child(ren) should have excessive amounts of homework or non-completed class assignments. In the event that a parent has a concern about excessive amounts of homework, non-completed assignments, or other homework related issues; the following procedures will be followed. The concerned parent(s) should conference with the child’s teacher(s) to determine the reason(s) for the amount of time being spent on homework or non-completed class assignments. Steps should be taken to resolve the concern based upon the needs of the student or groups of students. After conferring with the teacher(s), if the parent’s concerns persist, they should contact the principal in order to express their concerns. The principal is to investigate and address the concern(s) in order to resolve the issue.

SCHOOL SERVICES

Cafeteria

Breakfast and lunch prices are as follows:

	<u>Lunch</u>	<u>Breakfast</u>
Elementary Students	\$2.00	\$0.75
Reduced Student Prices	.40*	.00*
Adults / Visitor	3.00	1.50
Milk	.50	
Ice Cream	.50	

*(Price for reduced meals is set by the federal government. Free lunch and free breakfast will be offered to qualifying students in accordance with the Free and Reduced Price Meal Policy.)

Breakfast Program

Breakfast will be served between 8:05 a.m. - 8:35 a.m. each morning. Students receiving free or reduced lunches may also receive a free or reduced breakfast. The guidelines for breakfast are as follows: milk, juice or fruit and bread (i.e. cinnamon rolls, biscuits, muffins, coffee cake, etc.) Also 1 oz. of protein will be made available at least twice a week.

Policies and Regulations

1. The school food service shall follow state and federal guidelines that mandate the correct amount of food to be served to students. Please contact the cafeteria manager for current requirements.
2. Substitute foods on the same order as the [menu](#) may be made.
3. The cafeteria participates in the “offer vs. serve program.” This means that the students do not have to take all the food items. Choices are set on the counter for the students to choose from. Menus can be found at <https://boone.nutrislice.com>
4. The cafeteria is computerized. Each student will be assigned an account number (usually the last four digits of their Social Security number). Parents may pay in advance for meals and the amount paid will be entered into the child’s account.

There are multiple ways to pay for your child’s lunch

- Students can bring lunch money each day that they eat.
- Parents can send in cash/check to pay in advance for multiple days.
- Parents can pay in advance online at www.myschoolbucks.com. This service is convenient and secure and includes mobile apps.

As students purchase their meals, they will enter their account number on a keypad, and the price of the meal will be deducted from the total in the student’s account. Parent will be notified when the student’s account is depleted. Students qualifying for the free or reduced lunch programs are only identified as such in the computer.

5. We welcome parents and grandparents to eat lunch with their children. For those occasions the following procedures will apply:
 - It is school policy that **students and parents may not bring fast food items, including drinks, into the cafeteria at lunch time in their original packaging.** These items can be repackaged at home and brought in. Please be advised that the Office staff will not be able to provide alternate packaging.
 - Visitors and their child only will sit at the designated Visitor’s Table to enjoy lunch together.
 - **All visitors must have an approved background check on file.**
6. The health department does not allow us to put any items from home in our refrigerators or freezers (i.e. any items for parties, soft drinks, etc).
7. Students are not allowed to have soft drinks of any type in the cafeteria during the time lunch is being served.

Charges

Cashiers have the authority to charge three student plate lunches per student. This service is designed to cover the situation of a student occasionally losing or forgetting meal money or a parent occasionally forgetting to send meal money. This service is not designed or intended to provide a credit service for continuous charging and collection for a student’s meals.

If a student needs to charge more than three days’ meals before previous charges have been collected, the additional charges must be approved by the Food service Manager. After the third charge, the parents will be contacted and asked that the charges be paid. Additionally parent will be notified that after the fourth charge the students will be served an alternate meal. The alternate meal will consist of a sandwich and milk. If charges have still not been paid and the student has received four alternate meals, the student will be asked to bring their meal from home. At this time, the school will no longer assume responsibility of feeding the student. If there are financial difficulties, an application for free or reduced meals may be submitted.

Family Resource Center

The Family Resource Center (FRC) is located on site and is a service available to all enrolled students and their families. The FRC has an advisory council comprised of school personnel, parents/guardians, and community representatives. The intent of the FRC is to enhance our

students' abilities to succeed in school by assisting students and families in meeting some of their needs. The assistance will be provided through community service programs at the center, or by linking families to agencies in our community. The FRC can aide families in areas such as referrals to day care/preschool services, healthcare needs, crisis situations, referrals to family or individual counseling, expectant families, adult learning, home visits to assist families in assisting their needs, workshops for parents, groups for children, school supplies and basic needs. In an attempt to uphold confidentiality the FRC has a separate phone line. If you have any questions or are in need of anything, please call 334-4447.

First Aid Room

Medicines

The school does not have a full time nurse on staff, but a Health Clerk that is trained in CPR and First Aid. The following policies regarding medicine in the First Aid Room shall apply:

1. All medicine administered by the Health Clerk is to be in the medicine bottle given by the pharmacist, stating the name of the medicine, the dosage and time to be given. No substitute container is acceptable.
2. Only one-week supply of medicine is to be kept in the First Aid Room.
3. If a child is on an antibiotic, it is to be administered by the Health Clerk only if it is prescribed four times a day.
4. A Medicine Consent Form must be filled out by parent/guardian and signed by the doctor for any prescription medicine to be taken at school. This is kept on file in the First Aid Room. A new form must be filled out with any changes in the prescription.
5. No over-the-counter medicine (cough syrup, Tylenol, cough drops, etc.) can be given by the Health Clerk without a Medicine Consent Form completed by parent/guardian.

Emergency Information

Each year a student information verification sheet will be provided to guardians in order to make sure that the school has current emergency information on file. If phone numbers, address, emails, or emergency contacts need to be changed during the year, please contact the school so that information can be updated.

Immunization Certificate

All students must have a current immunization certificate on file. If your child's certificate is due to expire during the school year, you will receive notification from the Health Clerk 30 days prior to expiration date. You will have 2 weeks after the expiration date to bring a current one to school in order for your child to stay in school. All immunization certificates presented to the school must be signed by the issuing facility and include the child's name, birthdate, name of parent or guardian, address, type of vaccine administered and date vaccine was administered and certification that the child is current for immunizations until a specific date, including a statement that the certificate shall not be valid after the specified date. The name of the healthcare provider's practice must also be included on the certificate.

Buses

Supervision is provided at school for all students who are arriving and leaving by school bus. The students are under the authority of these supervisors and the bus drivers. They must obey their requests. Good conduct is expected to insure the safety of all students. Riding a Boone County School bus is a privilege contingent upon good behavior. Students who violate the established bus rules and regulations will be reported to the school administration. Continued inappropriate behavior will lead to the student being suspended from the bus. ***For Kindergarten students, an adult must be at the bus stop to get them. If not, the bus driver is not allowed to let them off the bus and will return the student to school.***

Extra-Curricular Activities

Each year the Site Base Council determines which extra-curricular activities will be offered, and provides input as to the grade levels that will be permitted to participate. The purpose of extra-curricular activities will be to enhance students' elementary experience and to help them develop as a whole person. Participation will be open to all students that meet the grade level requirement. Please see page 14 for information regarding fees associated with these activities. To fully participate, students must demonstrate appropriate *responsibility* for their attendance, behavior, and work completion. Failure to do so may result in student temporarily losing the privilege to participate. Continued lack of responsibility may lead to dismissal from activity.

Guidance

The counseling program at Burlington Elementary is available to help students, parents, and teachers develop positive learning experiences. Our program consists of a number of activities and services that are guided by goals and objectives, chosen as a result of careful examination and analysis of the needs of the students of our school.

Counseling relationships are for everyone, not only for people who have problems. Therefore, counseling is seen as a way of helping healthy functioning people capitalize on their strengths and reach higher levels of development.

The goals of the Guidance Program are:

1. assess current needs of students, parents, and teachers
2. assist in establishing positive school environment
3. provide direct assistance to students in the school
4. provide individual and group counseling
5. provide parent and teacher consultation
6. provide classroom guidance instruction
7. provide information services
8. assist with the referral of other programs in the community
9. serve as a consultant with student placement
10. evaluate the school's guidance program annually
11. provide orientation services for new students

By working together, we can exchange information and strategies concerning your child and discuss a coordinated plan tailored to meet your child's needs. Your support and cooperation can help make your child's school years a rewarding experience.

Gifted and Talented Educational Services

Gifted and Talented Educational Services (G.A.T.E.S.) have been developed to meet the state regulation (704 KRS 157.200) for servicing gifted and talented students in Boone County. The regulation mandates that students receive services at all grade levels (primary - 12) with a variety of service options. In response, gifted and talented services have expanded to operate in all Boone County schools.

Students in the primary program who display gifted or talented characteristics shall be placed in a talent pool and shall receive services to allow continuous progress. Students will be formally identified in grades 4 through 12. The objective is to provide a mixture of opportunities and services that meet the individual needs of the students at each school.

Students identified as gifted may be in one or more of the following areas: general intellectual, specific academic, creativity, visual and performing arts, or leadership. The purpose of GATES is to:

1. Expand and extend the student's learning beyond standard curriculum.
2. Provide flexible curricular and extracurricular experiences to match student's interests, needs and abilities.

3. Help the student to attain, to a high degree, Kentucky's academic expectations.

STAR TEAM (Student/Teacher Assistance Referral Team)

Any student experiencing barriers to learning or chronic classroom difficulties will be referred to our STAR (SPSIT) Team. The team consists of a principal designee, school counselor, general education teacher, special education teacher, school psychologist, and other consultants as needed. Meetings are held twice monthly and involve developing supports to include interventions and modifications based on the child's individual needs. These supports will assist the child in becoming a successful learner and student. Data is collected on the success of these supports and used in follow up meetings to track progress and make adjustments as needed. If a parent has concerns about his/her child's academic progress or behavior, the classroom teacher should be the first point of contact.

Library/Media Center

One of the goals of the media program at Burlington Elementary is to support and enrich the school curriculum.

Kindergarten students may check out one book per visit beginning in January. Students are permitted to check out two books. Students who have overdue books will be unable to check-out until they are returned.

In keeping with the state recommendations, the Media Center will be accessible to all classes as requested. Teachers will be able to bring an entire class, send small groups, or individuals. Students will be able to use the Media Center for research, word processing, projects, and reading, as permitted by their teacher.

Library books are to be returned promptly and in good condition. It is the responsibility of the student to pay for the replacement of lost or damaged books. Checkout privileges will be revoked until payment is made. All books need to be turned in two weeks prior to the end of the year, and/or paid for if the books were lost or damaged.

Site Base Council

Burlington Elementary's Site Base Council is composed of two parents, three teachers, and the principal. The Site Base Council sets policy in the following areas: curriculum, assigning staff time, assigning students to classes and programs, school schedule, use of school space, instructional practices, discipline and classroom management, and extracurricular programs. The council will also determine the process for deciding (1) whether school is in line with state standards, (2) how the school will use technology, and (3) how the school will decide whether its programs work. Committees of teachers, parents, and others will be created to advise council on how to create a successful school. Additionally the council will decide how many people to employ in each job classification, select a new principal, and will be consulted by the principal before other jobs are filled.

Councils do not run the school on a day to day basis. They cannot break state and federal laws, or risk health and safety. The council is also not permitted to break contracts, spend money a school doesn't have, or make decisions outside their areas of responsibility.

Council meetings are open to the public and the dates and times of the meetings will be announced in our school newsletters, at PTA meetings, in local newspapers, and by postings in the building.

Report Cards

Primary Report Cards

Primary students will receive a report of their progress every 9 weeks (four times a year). This report will provide parents/guardians with information regarding their child's progress towards mastering the standards for their grade level, as well as their general growth and development.

Fourth and Fifth Grade Report Cards

Report cards are issued four times a year after each nine weeks grading period. Midterm reports are also issued to 4th and 5th grade students during each grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange a conference with the student's teacher.

Grades 4 and 5: all grading periods

- A** 90% - 100%
- B** 80% - 89%
- C** 70% - 79%
- *I** 69% and Below

*I = Incomplete. Each grade level team will establish and communicate procedures for students to attain Mastery Learning, and therefore improve their grade above an Incomplete. These procedures may include set times weekly for students to *catch-up* on their learning, while the rest of the students work on *extending* their learning. Any student who still has an Incomplete at the end of the grading period, will be referred for extended school services (ESS) in order to receive additional help.

Student Recognition

Throughout the year, students have the opportunity to earn recognition for their outstanding achievements. At the end of each quarter, as well as the end of the school year, assemblies will be held to recognize a variety of achievements that include, but are not limited to:

- Student of the Month (based on the Six Pillars of Character – see page 19)
- Top BE Ticket Earners
- PBIS Top Classes
- Eagle Eye Ticket Earners

for 4th and 5th grade students only:

- Work Ethic
- High Honor Roll (ALL A's; no S-)
- Honor Roll (A's and B's; must have at least 1 A; no S-)

Conferences

Teachers are available for conferences. Please contact the school office or the teacher to arrange a convenient time. If a more immediate need arises, please call the school, and if needed, a voicemail can be left for the teacher. The teacher will return your call within 24 hours. Phone calls will not be put through to the classroom during instructional times. Please be aware that teachers begin supervising students at 8:30 a.m. and are not available for conferences or calls during that time.

If you are concerned about any aspect of your child's school life, please remember to consult the appropriate teacher first. If you still have a question, then contact a member of the Leadership Team.

DIRECTORY

Boone County Board of Education	(859) 283-1003
Burlington Elementary School	(859) 334-4440
FAX	(859) 334-4446
Family Resource Center	(859) 334-4447
School Cafeteria	(859) 334-4448

SCHOOL OFFICE STAFF

Kim Gilbert	Principal
Chris Roberts	Assistant Principal
Stephanie Strausbaugh	School Counselor
Andie Hill	School Psychologist
Jennifer Hater	FRC Coordinator
Kim Zeis	Secretary
Jenna Bleska	Staff Support
Jimmi Willett	Attendance Clerk/Staff Support
Jennifer Schlarman	Health Clerk
Pam Luehrmann	School Nurse
Mary Cox	Lunchroom Manager

Burlington Elementary

Burlington, Kentucky

Acknowledgement

As the parent(s) or guardian of _____,
We acknowledge receipt of the Parent/Student Handbook and have read and discussed
its contents with our child.

Parent/Guardian's Signature

date

Parent/Guardian's Signature

date

Student's Signature

date

Please detach and return Acknowledgement to your child's homeroom teacher.