

Burke Basic School

Parent Handbook



2016-2017



Burke Basic School was named in honor of my grandmother, Mary Ann Burke. She was devoted to her children, Ernest Gaddie and Trudy Rhoton. Her devotion saw them through their formative years. She had a love of family and country, a passion for education, a sense of humor, and a generous heart. Her life and legacy remains a powerful example of goodness to her posterity.

Burke Basic School is committed to nurturing children in character values and academic excellence. It is our passion to value the individual worth and potential of each student. It is our mission to see that each child feels safe, loved, and successful every day.

Our curriculum embraces the basic educational traditions and values of the 1800s. Some of the reading materials we use were published in the mid-to-late 1800s. These books are not only more challenging than the current classroom publications, but also are rich with morals and patriotism.

Our standards of character and academic excellence are high. We expect each child to act with honor and give the greatest effort to academic achievement. It is our strong belief that we are not only developing tomorrow's leaders, but more importantly, tomorrow's husbands and wives, mothers and fathers.

We fully understand that we work for parents. It is the overall responsibility of the parent to educate their children in mind and morals. We are here to assist you. Our doors are always open to suggestions, critiques, complaints, and complements. Please feel free to visit the school. We welcome you.

Thank you, for choosing Burke Basic School. We fully appreciate the seriousness of helping you educate your children.

Sincerely,

Glen Gaddie
Founder and Director
Burke Basic School



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SCHOOL MISSION

OUR MISSION IS TO PROVIDE A LEARNING ENVIRONMENT THAT WILL IMPROVE PUPIL ACHIEVEMENT IN THE BASIC SKILLS. OUR COMMITMENT IS TO HAVE A TEACHER IN EVERY CLASSROOM WHO CARES THAT EVERY STUDENT, EVERY DAY, LEARNS AND GROWS, AND EXPERIENCES SUCCESS. WE TAKE RESPONSIBILITY AND ARE ACCOUNTABLE FOR THE PROGRESS OF EACH STUDENT.

WE BELIEVE THAT IT IS IMPERATIVE TO FOLLOW THE ADVICE OF THIS NATION'S FOUNDING FATHERS AND INSTRUCT STUDENTS IN THE BASIC PRINCIPLES OF ITS CONSTITUTION AND FREEDOMS TO EDUCATE THEM IN MORALS AND CHARACTER.

WE ARE DEDICATED TO HELP INSTILL IN EACH STUDENT A FOUNDATION OF MORALS, CHARACTER, AND LEADERSHIP SKILLS THAT WILL INCREASE THEIR SUCCESSES IN LIFE.

7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Dependence to Independence

- Habit 1: Be Proactive: Principles of Personal Choice
- Habit 2: Begin with the End in Mind: Principles of Personal Vision
- Habit 3: Put First Things First: Principles of Integrity & Execution

Independence to Interdependence

- Habit 4: Think Win/Win: Principles of Mutual Benefit
- Habit 5: Seek First to Understand, Then to be Understood: Principles of Mutual Understanding
- Habit 6: Synergize: Principles of Creative Cooperation

Continual Improvement

- Habit 7: Sharpen the Saw: Principles of Balanced Self-Renewal



Absence Reporting

Parents are required by law to notify the school when their children are absent. Parents will be asked to specifically identify the absence reason for record keeping purposes. Please call the school in advance of the absence, or the morning of the absence before 9:00 a.m. During the non-school hours, voice messaging is available. Please identify the student(s), their teacher(s), and the reason for the absence.

ARS § 15-807 reads: Absence from School Notification by Parent or Person Having Custody of Pupil:

In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance of or at the time of the absence.

The parent/guardian is required to furnish the school with at least one telephone number, if available, where the parent/guardian may be contacted during the school day. If there is a change of telephone numbers during the school year, the parent/guardian is to promptly notify the school office.

In case a student is absent from school and the parent/guardian has not notified the school, school attendance personnel will make a reasonable effort to notify the parent/guardian.

Make-up Work

Students who are absent are expected to make up the work they have missed. If the parent knows in advance that the child will be absent, the teacher should be contacted and missing work requested. This is best accomplished through the school's email system. Each teacher has an email that will be given out at Open House prior to the first day of school. If a request is made through the front office staff, make sure to get the request in before 10:00 AM of the day it is to be picked up by the parent.

Attendance & Timeliness

7:50 School begins with morning assembly

8:00 Students will be given a tardy slip after this time

It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. When students are absent, much of the classroom activity cannot be replicated. The benefit of lectures, discussions, and participation is lost forever. When students are absent, it places additional stress on teachers. Students should be absent only when it is absolutely necessary. Students earn special awards for perfect or outstanding attendance and for being on time. Trophies are awarded for Perfect Attendance— Zero days missed and no days tardy. Outstanding Attendance Certificates are awarded for no more than 1 absence and/or 3 times tardy.

Arizona State Law requires students to attend classes a minimum of 95% of the school year. This means students should be absent **no more than 9 days**. Understandably, there are circumstances (illness, etc.) when a student cannot make it to school. However, students should attend class every day that they are able. The state requires the school to administer consequences for excessive absences and tardiness. Further, the state penalizes the school if the school's average attendance falls below the 95% level. The following consequences may be administered by the school:

- 5 absences – The parent will be notified by letter of the student’s absences and consequences of further absences.
- 8 absences – Parent phone call or meeting with principal.
- 10 absences – Contact by truancy officer.
- 15 absences – Possible citation by truancy officer. Meet with school board to discuss continued enrollment at school.
- 16+ absences – When a student's absences reach 16 or more cumulative days over the school year, the school may withdraw the student, retain, or refuse to re-enroll for the following year.

Absence due to Religious Reason: Students may be excused from school for religious purposes. Parents must inform the front desk as soon as possible regarding the religious holiday, event, etc.



Doctor/Dentist/Orthodontist appointments: In cases of illness or other extenuating circumstances requiring attention from a medical provider, the parent is encouraged to schedule appointments during after-school hours or on non-school days. If an appointment with a medical provider is required during the school day, parents should sign the student out with the front desk shortly before the appointment and return the student to school shortly after the appointment has concluded.

Truancy officer: At 10 days of absences the parent may be referred to the truancy officer who may issue a citation resulting in court referral resulting in imposed fines.

Tardies: School begins at 7:50a.m. Students that do not arrive when students enter the classroom are considered tardy. Students that arrive after 8:00 a.m. will need to get a tardy slip to enter the classroom. If there is a reasonable explanation for the tardiness, the parent or guardian must accompany the child to the office, contact the school within one hour of the start of school to offer a verbal or written explanation. Only a parent or guardian will be able to have the tardiness excused.

Unexcused tardiness

Failure to call or provide a written explanation will automatically be considered unexcused tardiness.

The following steps will be followed should students be tardy to school for unexcused reasons:

<u># of tardies</u>	<u>Consequences</u>
3	Contact home made by classroom teacher
5 +	Contact home made by principal Loss of recess Attendance records will be marked and perfect attendance will be lost
10 +	Meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours Loss of recess (Grades K-3) Loss of recess and a demerit (Grades 4-6)
13 +	Truancy officer will make an in-home visit. Time management training will be offered. Other options will be discussed. Other agencies may be notified.

Early Removal: Parents must not go directly to classrooms to remove students, but should check in at the front office and the front office staff will call for the student. Students are required to stay in school until the dismissal time. Parents should not pick up students before that time. Students who are removed from the school before 2:55 must be signed out by the parent. Chronic early removals will result in administrative involvement.

Bicycles

Students are permitted to ride bicycles to school. Bicycles must be parked and locked in **the bicycle rack in the back of the school. Students who ride bicycles must assume all responsibility for risks involved.** For students' safety, we recommend that students in kindergarten and lower form (first and second grade levels) not ride bikes to school. Students must walk their bicycles while in crosswalks and at intersections.

Birthdays and other celebrations

Students are recognized by their teachers on their birthdays. Classroom birthday celebrations should following these guidelines:



- ☺ **2:00 PM** - Reserve time at the end of the day for birthday celebrations.
- ☺ Drinks must be sealable to prevent spills and stains
- ☺ **Treats should be store-bought** or from a professional bakery.
- ☺ **Keep it Simple.**
- ☺ Please make sure treats are eaten before students leave for the bus.
- ☺ Birthday treats are not allowed during lunch due to state imposed nutritional requirements and time constraints in the cafeteria.
- ☺ Birthday party announcements should not be passed out at school unless the entire class is invited.
- ☺ Due to their distractive nature balloon bouquets are discouraged from being brought to school; however, they are permissible if delivered at the end of the day.

It is the responsibility of the administration to protect academic time on task. Holiday parties will be held at the end of the day. Halloween parties are not allowed due to their disruptive nature. Valentine parties may include card/candy exchanges if all students are involved, but not gift exchanges.

Bus Rules

It is our privilege to transport your children to and from our wonderful school each morning and afternoon. Our number one transportation concern is the physical and emotional safety of all passengers on our buses. The bus is an extension of the actual school and all rules and expectations of the school are to be upheld by all while on the bus. Riding the bus is a privilege and all students who maintain appropriate behavior will be allowed to utilize this service. Students who fail to follow these basic expectations or who fail to respond to the consequences of the school will have their bus privileges suspended or removed.



Please read these expectations with your child(ren) and remind them of their bus and school responsibilities throughout the year.

Student Bus Expectations:

- Children are encouraged to bring something appropriate to read while on the bus, or quietly play game machines. However, the school will **not** take responsibility if these items are lost, stolen or broken. When the child gets off the bus at school, all of these items must remain in their locked backpack until the child gets back on the bus to go home. Once again, the school will **not** take responsibility if these items are lost, stolen or broken.
- Children should bring **water only** to drink while on the bus and at school. No food, gum, or candy is allowed on the bus.

Bus Behavior:

- In order to maintain positive behavior on the bus, students are assigned a seat and must remain seated until the bus stops at the school or their assigned bus stop.
- For the physical safety of the students, and other drivers, students must keep their head, hands and all other items inside of the bus. It is extremely dangerous to have anything sticking or thrown out of the bus window. **Parents will be responsible for any damage resulting from items thrown from the bus by their child(ren).**
- For the emotional safety of the bus passengers, students will use quiet, appropriate language. Loud, foul or inappropriate language will not be tolerated.
- For the physical and emotional safety of the bus passengers, students will keep hands, feet and other objects to themselves. Any negative physical or verbal conduct such as bullying, teasing, name calling, or fighting, will not be tolerated on the bus or at school. Repeated violations could result in suspension from the bus.
- For the safety of all bus passengers, students will keep the bus clean by picking up after themselves. All trash and paper will be deposited in the trash can at the front of the bus.

Parent Bus Expectations:

- For the timely operation of the bus system, be at the bus stop 10 minutes early for pick up and drop off.
- If changes are made to the child's bus need, the parent must call the front office prior to 1:00 PM to make changes.
- For the emotional welfare of your child, give him/her words of encouragement and a hug and a kiss before putting them on the bus.

Parent concerns:

- When problems arise, please notify the transportation office at **480-228-6606**.
- For the safety of all and in keeping the bus schedule, never step onto or in front of the bus to address problems with the bus driver. Always use appropriate language to discuss concerns with the driver. Remember that we are role models for all students on the bus.
- For the health of all, no smoking near the bus.
- For the mental and emotional health of all, report behavioral concerns of other children to the transportation director **480-228-6606**. Never approach another person's child about your concerns.

Bus Consequences:

For the physical and emotional safety of all, consequences must be administered for failure to follow the expectations outlined above. The bus drivers will use positive methods to encourage good bus behavior. Negative consequences will also be given for students who fail to respond to positive encouragement. School demerit consequences may also apply to negative bus behaviors. The following consequences will be given for negative behaviors on the bus:

1st Behavior Write-Up – Note sent home to be signed by parent/guardian and returned the following day to the bus driver.

2nd Behavior Write-Up – Note sent home to be signed by parent/guardian and returned the following day to the bus driver.

3rd Behavior Write-Up – Phone call from Transportation Director and note sent home to set up a mandatory meeting to explain bus rules and 2-day suspension from bus services.

4th Behavior Write-Up – Mandatory meeting with principal to explain bus and school expectations. Five day suspension from bus services.

5th Behavior Write-Up – Phone call from Transportation Director and removal from bus services for the rest of the school year.

Carpool

Parents must give their permission before their names and phone numbers can be placed on a carpooling list with other parents. This information is used for the sole purpose of carpool coordinating.

Cell Phones

Cell phones and paging devices are highly discouraged as they are disruptive to the learning environment. However, it is understandable that some parents may rely upon this technology to keep in contact with their children. If they are brought to school, they must be turned off and stored in the locked backpack of the student. The school cannot accept any responsibility or liability for lost or stolen cell phones. Cell phones that are taken out of backpacks during school (to include field trips or other school sponsored activities) will be confiscated, held in the principal's office, and released only to the parent or guardian.

Change of Address & Contact information

It is vital that parents keep their addresses and phone numbers current so the school may contact parents and send out notices. Parents please report any changes in address or phone numbers to the front office immediately. The front office has update forms. Parents may fill these out or call in the information.

Child Find

All children with disabilities who are in need of special education and related services shall be identified, located, and evaluated as required by state law. This policy applies to highly mobile children with disabilities and children that are suspect of having a

disability and in need of special education, even though they are advancing from grade to grade.

For all students new to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child's parents will be informed by their teacher, and the child may be referred to the Child Study Team for additional help.

Curriculum

The school offers a basic, traditional program that is aligned with the Arizona State Standards and national content standards. The school also participates in the statewide testing program each year.

The curriculum includes phonics, spelling, reading, mathematics, penmanship, grammar, and composition, science, music, art, history and geography, computers, health and safety, physical education, and citizenship.

Custody Issues

Parents must notify the school if there are custody issues or other considerations of which the school should be aware. The school cannot deny a parent access to a child without legal documentation stating custody restrictions. If there is any medical or legal alert, please give this information to the front office in writing. Where there is a divorce or legal separation, please include custody papers with your registration.

Daily Schedule

7:50 School begins with morning assembly

8:00 Tardy

School begins at 7:50 a.m. with a morning assembly in the playground area. Parents are welcome to observe the morning assembly and are encouraged to participate in the singing of patriotic songs and the pledge of allegiance. We ask parents to take their child(ren) to their teacher and then move to the north end of the playground before the morning assembly begins. For a smooth and orderly morning transition, we also ask parents to not walk their child(ren) to their class.

Parent drop off: To assist in the smooth and safe flow of traffic through our drive-through and parking lot, please observe the following guidelines:

- ☺ Please stop all cell phone conversations while in the school parking lot.
- ☺ To use the drive-through, enter the school grounds through the Pima Road entrance.
- ☺ To park and walk your child to the door, enter the school grounds through the entrance by the marquee on Southern and park in the east parking area. **DO NOT** drop your child(ren) off in the parking area. It is extremely dangerous for students to walk through the drive-through area.
- ☺ Exit the school through the east exit.
- ☺ Make a right turn only out of the parking lot. Cars are using the center median to merge and turn in to the parking lot while some are using the center median to turn left to exit the parking lot. To avoid collisions in the center median on Southern Avenue please, only turn right out of the parking lot.

Parent pick-up: School ends at the following times according to grade level. Parents may not go down the hallways to pick up their child(ren). Please follow the guidelines when picking your child(ren) up after school:

- ☺ Please end all cell phone conversations while in the school parking lot.
- ☺ When using the drive-through please enter the parking lot from Pima road.
- ☺ If you want to enter the building to pick up your child(ren), park your car in a designated space and wait in the lobby until your child is brought by a teacher.
- ☺ If you enter the parking lot from Southern avenue, please park in the east parking area and walk to the pick-up area to get your child(ren).
- ☺ When exiting the parking lot, please turn right only.
- ☺ To help in the orderly flow of traffic, we ask parents to arrive in the following order and wait in the pick-up line and remain in their cars until their child(ren) are escorted to them by school personnel:

Kindergarten & First Form Parent Pick-up: 2:55 p.m.

Second – Third Form: 3:00 p.m.

Fourth – Sixth Form: 3:10 p.m.

Parents are responsible for their children before and after school hours and are expected to pick up their children *immediately* after school.

Adult supervision begins on campus at 7:45 a.m. and ends at 3:15 p.m. The “Burke Wildcat’s Club” is a before/after care program offered at the school for parents who need to drop off their children before 7:45 a.m. or pick them up after 3:15 p.m. Please call the office for more information.

Students not picked up by 3:15 p.m. will be held in the front foyer for parent pick-up. We ask that parents be timely in picking up their children after school. Our teachers and paraprofessionals have other work to complete before they leave the campus and are not able to supervise children after 3:15 p.m. Parents who are unable to get to the school by 3:15 p.m. must enter the foyer to retrieve their children and chronic lateness will result in a fee of \$5.00 being charged.

Discipline Policy

The school must maintain an orderly atmosphere. Every child should practice respect and courtesy at all times. Students are to follow classroom rules, school rules, dress code rules, transportation and playground rules. To ensure this, teachers establish, teach and enforce both school and classroom rules. Students are given positive reinforcement in many ways to when they are observed obeying the rules.

Consequences for inappropriate behavior are outlined below and are enforced. Every effort is made to keep parents informed. Teachers will contact the parent if a child has initial minor offenses. For chronic misbehavior or more serious offenses, students will be referred to the principal's office. The following consequences and demerit point system may be used when students are sent to the office for behavior/discipline problems. Burke administration has the final determination and authority regarding all behavior/discipline issues.

Demerit Points:

A child may receive demerit points when sent to the principal’s office for behavioral infractions. Points are determined by the infraction.

10 Demerit points: The principal may suspend as an in-school-suspension (ISS) or off-campus-suspension (OCS).

20 Demerit points: Once a student earns 20 demerit points the student may be suspended until a parent meeting can be held with the director of the school.

30 Demerit points: If the student earns 25 demerit points the student may be suspended until the parent meets with the principal to discuss consequences if the student earns 30 demerit points. The school may refuse to enroll the student the following year.

30+ Demerit points: The student is referred to the school board for possible expulsion. The student may be suspended until the parent meets with the school board and a final decision is made as to the standing of the student in the school. The board may decide to expel and/or refuse re-enrollment for the following year.

Demerit Table

Student Behavior	No. Of Points	Student Behavior	No. Of Points
Not following rules	2	Bullying/Harassment/Threats	10
Excessive talking in class	2	Drinking Alcohol	10
Dress Code violations	2	Fighting	10
Leaving area without permission	3	Gang Activity	10
Restroom violation	3	Possession of:	
Severe teasing/Name calling	3	Alcohol	10
Swearing/Inappropriate language	3	Dangerous objects	10
Throwing food or other objects	4	Fireworks/Lighters/Matches	10
Cheating/Lying/Deception	4	Pornography	10
Horseplay/Roughhousing	4	Putting self/others at serious risk	10
Disturbing the learning of others	5	Smoking	10
Endangering/Hurting other students	5	Stealing	10
Disrespect for adults/peers	5	Vandalism (minor)	10
Ignoring/Disobeying authorities	5	Violating state or federal laws	10
Vulgar language/gesture	5	Arson/Serious vandalism	30
Other		Possession/Distribution of drugs	30
		Possession of weapons/explosives	30
		Sexual harassment/acts/abuse	30
		Violence/Serious threats	30

10 Points SUSPENSION for up to 5 school days

20 Points SUSPENSION for up to 10 school days

30 Points EXPULSION from Burke Basic School recommended

In-School-Suspension (ISS) / Off Campus Suspension (OCS) / Expulsion / Refusal to Re-enroll:

In-School-Suspension (ISS) – In school suspension requires the student to remain at school but remain separated from the classroom environment. ISS may be for recess, lunch, partial or full day. A full day ISS requires the student to move his/her personal desk to a designated spot in the front foyer area. The student must remain seated and working quietly to earn his/her way back to the classroom. The student will be taken to the restroom and lunch by a staff member and then returned to the ISS area. While in ISS the student must remain at a desk in the designated area. The following rules apply to ISS:

1. No talking.

2. No sleeping.
3. Stay in your seat.
4. Work on school assignments.

Off Campus Suspension – This is a last resort consequence when the student has not responded positively to other teaching consequences. This consequence may also be used for violent or vulgar behavior in order to remove an offending student from the rest of the population. This consequence may also be used to remove a student while the parent meets with the school board to determine further consequences.

If a child is suspended for any reason, the parent must pick the child up immediately when contacted. Students are not permitted on the school grounds for any reason while suspended or expelled. Students will be required to complete any missed schoolwork at home during times of suspension.

Expulsion – The school principal recommends a student for expulsion after meeting with the parents to explain why their student is being referred to the school board. Once the student is referred for expulsion, the student may not return to the school until a meeting is held with the parents and the board. Only the school board is authorized to expel a student.

Refusal to Re-Enroll – The school reserves the right to refuse re-enrollment to any student who has not fulfilled their responsibilities outlined in the parent/student compact given to everyone at Open House. This includes behavioral demerit points, and excessive tardies and absences as outlined in this handbook.

Dress Code

Please write your child(ren)'s name on clothing and all personal belongings brought to school.

SCHOOL UNIFORMS ARE REQUIRED. School uniforms promote a positive, less distracting learning environment. School uniforms require the student to develop positive social skills rather than dependence on clothing as a statement. The dress code is designed to help encourage a wholesome learning environment, to provide safety, and to prevent any dress styles that would negatively affect students. Clothing should be clean, neat, and in good repair. It must conform to the style of school uniforms. Solid colors only. **The easiest way to make sure your child is in proper school uniform is to purchase them in the school uniform section of most department stores.** Dress code will be checked each day at morning assembly. Students out of dress code will have to call a parent to bring the correct clothing before going to class. Thank you for your cooperation in this matter.

Shirts/Tops with collars (polo-type) in red, white, and navy blue are required.

- ☺ Must have solid colors only.
- ☺ Must be modest, loose fitting, and appropriately cover midriff and chest area.
- ☺ Must not have any language, pictures, or images.
- ☺ Must have sleeves with no gaping armholes.

Pants/Shorts/Skirts are required to be navy blue, khaki and solid color, Dockers' style only.

- ☺ Must be navy blue or khaki solid colors only.
- ☺ Must not be baggy, saggy, or severely torn.

- ☺ If pants are loose; a belt must be worn to hold them up.
- ☺ Boxers or underclothing must not show.
- ☺ Shorts are permitted as long as they are approximately mid-thigh length or longer.
- ☺ Cargo pants and shorts are not allowed.
- ☺ Athletic shorts such as basketball style are not allowed.
- ☺ No denim shorts or skinny pants will be permitted. Denim of any color is not permitted.

Dresses must be navy blue or khaki solid colors only.

- ☺ Must be modest, have sleeves, cover the chest area appropriately.
- ☺ Must be at least mid-thigh length.
- ☺ Jean shorts and skorts are *not* to be worn.
- ☺ On physical education days, shorts are to be worn under the dress.
- ☺ Leggings/tights must be red, white or navy blue (solid colors only)

Jumpers must be navy blue or khaki and must be completely free of any pictures, logos, or images.

Sweatshirts/Sweaters/Coats

- ☺ Must be red, white, or navy blue.
- ☺ Must not have any language, pictures, images, or striping on them.
- ☺ In winter only, polo shirts must be worn underneath the sweatshirts. Please do not send students to school wearing only a sweatshirt.
- ☺ Long-sleeve undershirts may be worn under a polo shirt; however the undershirt must be red, white or navy blue.
- ☺ Coats are encouraged in the winter weather. Coats must also be red, white or navy blue with no language, pictures, images, or striping on them. **Your child's name must be written inside the liner or on the tag of the coat.**
- ☺ Coats are not to be worn in the classroom.



Shoes

- ☺ Tennis shoe, rubber sole, closed toe shoes are required.
- ☺ Sandals, flip-flops or thong type shoes are not permitted.
- ☺ Shoes with wheels in the soles are strictly prohibited from being worn to school.
- ☺ Shoes must have a strap across the back.

Hats and Caps

- ☺ Are not to be worn in the classroom or the building.
- ☺ If hats or caps are worn to school, they are restricted to outside and must be worn with the bill facing forward over the face.
- ☺ No inappropriate symbols or language is permitted on hats and caps.

Hair

- ☺ Should be neatly groomed and clean.
- ☺ Boys' hair should be kept trimmed out of their eyes and off of their collar.
- ☺ Distractive or extreme hair styles and colors (i.e. colored streaks, Mohawks, long spikes, etc.) are not permitted. Fauxhawks must measure 1 inch or less. Rat tails are not permitted.
- ☺ No designs or words in haircut.

Make-up

- ☺ Conservative make-up may be worn by girls only.

- ☺ Must be applied before coming to school.
- ☺ Make-up applied during school will be confiscated and given only to the parents.
- ☺ Strong smelling cologne is not allowed.

Jewelry

- ☺ Since jewelry is distracting in the classroom, and poses a hazard on the playground, the school discourages the wearing of jewelry. Jewelry often gets stolen or damaged.
- ☺ Girls may wear 1 pair of small earrings in the earlobes (one in each earlobe).
- ☺ Boys may not wear any pierced jewelry.
- ☺ Chains are not permitted.
- ☺ Medical alert bracelets *are* permitted.
- ☺ Burke is not responsible for any lost, damaged, or stolen jewelry.

Tattoos

- ☺ That are visible are not permitted.
- ☺ Writing on skin is not permitted.

Electronic Devices are prohibited on campus. **Cell phones**, pagers, radios, CDs and CD players, iPods, MP3 players, Gameboys, Nintendo DS and PSPs. Bus students may use their devices while on the bus; *however*, these devices must be stowed in a secure backpack or given to the teacher upon entering campus. If you feel there is a reason your child needs these items, please contact the office. Abusing this policy will result in the confiscation of the device. Parents must come to retrieve it.

It is the principal's responsibility to make final decisions regarding dress code issues. Parents agree to encourage their children to adhere to the school's dress code. We are not responsible for lost, damaged or stolen property.

Drug/Alcohol/Tobacco Free Zone

This school is a drug free zone which includes the area within 300 feet of the school and its accompanying grounds, any public property within 1,000 feet of the school and its accompanying grounds, a school bus stop or on any school bus or bus which transports pupils to our school. For the purposes of Burke Basic School, alcohol is considered a dangerous drug and will be treated the same as a drug violation.

[A.R.S. 13-3411. Possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone; violation; classification](#)

Tobacco Free Zone

[A.R.S. 36-798.03. Tobacco products prohibition at schools and school-related areas; exception; violation; classification](#)

A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.

Parents/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substance will be expelled. Students in possession of illegal drugs will be expelled.

English Language Learners

If a student's enrollment papers indicate that the student speaks another language predominately, the student will need to be assessed for his/her English fluency. This will be done within 60 days of enrollment. Upon assessment, the student will be classified as either English Proficient or English Learner. English Learners will be placed in a classroom with other English Learners to assist with their English Fluency progression. Parents are permitted at any time to request a meeting to discuss his/her child's assessment and classification.

Pursuant to A. R. S. 15-751-15-756, all children will be taught in English speaking classrooms, and all English learners will be placed in Structured English Immersion (S.E.I.) classrooms. All of our teachers have been trained for the necessary methods these classrooms require. The instruction is designed to best develop student's mastery of the English language.

Before the end of the school year, all English Learners will be reassessed for their English proficiency. If they test above the publisher's designated score for their grade level, they will be reclassified as English Proficient. Burke Basic will monitor the students for 2 years after fluency is achieved to be sure he/she is still staying above the acceptable level for their grade. If, at any time, he/she falls below the acceptable range, the student will be reclassified as an English Learner and a meeting will be scheduled with the parents to discuss the best academic options for their child.

If your child is classified as an English Learner and you do not want him/her to participate in a Sheltered English Immersion classroom, a waiver must be obtained by the Front Office exempting them from the program. There are three acceptable reasons that your child could be excluded from the classroom.

1. The child already knows English, and his/her results meet the requirements for the grade level.
2. The child is ten years of age or older.
3. The child has special individual needs (physical or psychological) that would hinder his/her ability to be involved with an alternate course of English acquisition and education.

Equal Opportunity and Non-Discrimination Statement

Burke Basic School is committed to a policy that opposes discrimination based upon race, color, gender, disability, religion, and national and ethnic origin with respect to our students, parents and staff members.

Acts of discrimination are not tolerated at Burke Basic School. Please report any occurrence to the principal immediately. Incidents will be kept confidential and discussed with the principal and the parties involved. If a resolution cannot be met, the Board will intervene to settle the dispute.

Family Education Rights and Privacy Act (FERPA)

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information.

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "educational records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal

will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC 20204-6005

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notices of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

Field Trips

Parents sign a written permission form in order for their child(ren) to participate in field trips. While on field trips, students are required to follow all policies and rules that apply at school. Students who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults.

Parents, volunteers, and all who supervise students on field trips must read and sign our “Volunteer Agreement” prior to the trip. Parents and volunteers must speak English or bring a translator to facilitate supervision responsibilities. Adult supervisors/volunteers may ride school provided transportation. Siblings of students and other children **may not** ride school provided transportation, and should not accompany or join the class on field trips, which are for the benefit of students in the class.

Food is provided on field trips that extend over a normal lunch period. If you do not want a school provided lunch for your student, you must inform your child’s teacher when you return your permission slip. Students should not bring food onto the bus. If the student has a special dietary requirement, please notify the teacher and the student’s food will be marked and kept with the field trip lunches.

Grades

Students are required to demonstrate mastery of all subjects at the 85% level. If the student does not achieve 85%, the material will be re-taught and re-tested (up to three times) until the student does achieve 85% mastery. If a student cannot consistently achieve 85% mastery, a move to a less rigorous academic class/level will be considered for the purpose of strengthening the student’s academic foundation.

Grades are given in core classes, percentages to reflect actual achievement. At times it may be appropriate to give a student an “Incomplete = I” on their report card. In this instance the child has one month to complete the required work or the grade becomes a failing grade.

A = 94 to 100

D = 73 to 79.5

B = 87 to 93.5

F = 0 to 72.5

C = 80 to 86.5

Music, computer, & PE give letter grades only.

Harassment, Threats, Bullying

Harassment, threats, bullying and other aggressive behavior have no place in the lives of our children. Such actions violate state and federal laws, and will not be tolerated at Burke Basic School. Teasing and making fun of others falls into the category of harassment. The Discipline Policy makes provisions for dealing with these violations.

Anyone who believes they are a victim of harassment, threats or bullying at Burke Basic School, or knows of someone else who is, should report it immediately to a staff member.

Homeless Students

Burke Basic School will enroll homeless children identified by school personnel and through coordinated activities with other agencies or entities.

Homeless children are enrolled in and have a full and equal opportunity to succeed in Burke Basic School.

Homeless families and children will receive educational services for which such family's children are eligible including referrals to health care services, dental services, mental health services and other appropriate services.

Parents or guardians of homeless children are informed of the educational and related opportunities available to their children. Parents of homeless children are encouraged to participate in the education of their children. Any enrollment disputes are to be mediated in accordance with Title X, Part C. Section 722(g)(I)(A) paragraph (3) (E).

Parents of homeless children are informed of all available transportation services at the school.

Homework

It is our philosophy that there is adequate time during school for students' academic learning. Burke Basic School requires parents to spend a minimum of 20 minutes per day listening to their child read. This is critical in kindergarten and lower form (first and second grade levels). The school may ask parents for additional help with students who need extra reinforcement of academic skills. Older grades may require more time to complete their reading. Parents need to help their children to remember to return readers and homework assignments the next school day. Parents are required to meet with the teacher and /or administration when requested. Parents are required to review their child's packet of sample work each week and provide encouragement and praise to their child.

The sixth grade will receive homework limited to 60 minutes per day in order to prepare them for the rigors of junior high school.

Honor Roll

It is the intent of Burke Basic School to recognize students who demonstrate honor in their behavior and academic progress at school, students who don't demonstrate honorable character may not be eligible for honor roll. Honor Roll students and students with perfect attendance will receive certificates in their classrooms every quarter. The criteria for making honor roll are:

What can disqualify your child from Honor Roll:

- *Math facts not being mastered*
- *D or F on the report card*
- *Pink Slip (Up to the discretion of the Principal)*

2nd Honor Roll:

Grade: 90% - 94% on quarterly grades

1st Honor Roll:

Grade: 95% - 100% on quarterly grades

Immunization

Parents must give copies of immunization records to the school. The State of Arizona has revised the immunization requirements for kindergarten and first grade children entering school. Parents should contact their physicians, the Arizona Immunization Program Office at (602) 230-2552, or the school nurse if they have any questions or need clarification.

Inadequately immunized children must have at least one current dose of each vaccine to attend school. Additional vaccine doses must be received when they are due for children to continue attending school.

If there is a personal or religious beliefs exemption, the parent must sign an Arizona Department of Health Services form provided by the school or health department. If there is a physical exemption, the same form must be signed by both the parent and physician. The school includes this form in the registration packet. In the event of an outbreak of a vaccine preventable disease, children who are exempt from immunization will not be allowed to attend school until the risk period ends.

Insurance

Parents are responsible for their children's medical or dental costs if they are injured during school activities.

Kindergarten Acceptance

Children entering Kindergarten must be five years of age prior to December 31 of the current calendar year. Parents and guardians are required to furnish proof of their children's date of birth.

Kindergartners who turn 5 after September 1st will be on a two-week trial period to determine maturity levels and to see if they can demonstrate appropriate school behaviors. Students who are not mature enough to follow classroom rules will be withdrawn and asked to come back next year.

All students must be toilet trained before entering the classroom. Students who have wetting accidents may be withdrawn from school.

Leave at Home

Items that might disrupt class or cause injuries must be left at home. These items include such things as chewing gum, skates, radios, squirt guns, skateboards, baseballs, electronic pets, yo-yos, toys, electronic games except as allowed on the bus (PSP, Nintendo DS, Gameboy, etc.), trading cards, magazines, and all forms of pocket knives. These and other items that become a problem will be taken away by the teacher or principal and returned only to a parent/guardian.

Electronic Devices are prohibited on campus. **Cell phones**, pagers, radios, CDs and CD players, iPods, MP3 players, Gameboys, Nintendo DS and PSPs. Bus students may use their devices while on the bus; *however*, these devices must be stowed in a secure backpack or given to the teacher upon entering campus. If you feel there is a reason your child needs these items, please contact the office. Abusing this policy will result in the confiscation of the device. Parents must come to retrieve it.

Lost and Found

Please put your children's names on clothing and all personal belongings brought to school. Our lost and found is in the front lobby on the west side. At the end of the year, or when the lost and found becomes too full, we donate everything to a charitable group.

Lunch

We are pleased to inform you that all children attending Burke Basic School will receive meals at **no charge** due to implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for school year 2016-2017. Great news for you and your student(s)!

As part of the National School Lunch programs, the school offers lunches free or at a reduced price. Free and reduced price lunch applications are available in the office. Only one application is required per family. Applications must be completed in full before benefits begin. Please submit your applications before Wednesday, August 11, 2010. Upon completion, we will inform you immediately of your eligibility status.

Nurse



Either a nurse or health assistant is on duty during regular school hours. All medications must be checked in at the nurse's office. We ask that all parents complete an Emergency Card for each one of their children. These cards must be filled out completely on both sides.

Like you, we want to do what is best for your children. If we cannot reach you in an emergency, we will call paramedics who may decide an ambulance should be called. The cost of this service is the responsibility of the parents.

The school medication policies are:

- Parents must deliver and pick up medication to and from school.
 - The school will give only medications that cannot be given at home. For instance, medication that is three times daily can be given by the parent before school, after school and before bedtime as directed by a physician.
 - A signed medical consent form is required. Medication will be given for one day only with verbal permission.
 - Medication must be in original prescription container. A separate school bottle can be obtained by the pharmacy when ordered by the physician.
 - Physician must sign a consent form for prescription medication.
 - If medical instructions change, a written doctor's order must be sent to the school nurse unless medication is brought in a new prescription bottle from the pharmacy reflecting the changes.
 - Student may not carry an inhaler. These must be left with the nurse.
 - The nurse will dispense cough or allergy medications or pain medication for only one day when parents give verbal permission by phone.
 - The school reserves the right to refuse to give any medication.
-

P. E. Excused or Limited

If your children need to have their P. E. activities excused or limited, please send a written note. The staff office may make a phone call to verify parental permission.

Parent Teacher Conferences

Due to the amount of time it takes from teaching and teacher preparation time, we do not have formal parent teacher conferences. Teachers are very involved with students from 8:00 a.m. until 3:15 p.m. If you need to contact them to set up a meeting, call the front desk and leave a message for the teacher to call you or email the teacher at their Burke email address. They will contact you before or after the times above. Teachers send home samples of school work every week. We have found this to be a more effective way of keeping parents informed of the progress of their children. Parents may arrange a visit with teachers when it is deemed necessary. We suggest that parents arrange such visits with teachers before and after school.

Phone Calls

Please have your children arrange for rides home, going to friends' homes, etc. before school hours. We discourage students from using the phone unless an emergency occurs. It is better for parents to call before or after school if they find it necessary to talk to their children's teachers during the day. Parents may leave a message at the front office, and teachers will return these calls as soon as possible.

Report Cards

Report cards are issued every nine weeks, taken home by the students, signed by the parents and the envelope returned. The information on the report card includes numeric grades reflecting achievement in all academic subjects. Students are tested at the beginning and at the end of the school year to determine academic progress in reading, spelling and math. The results of these tests are sent home to parents on the report card.

Resumes

All employees' resumes are on file at the front desk. Parents can request a teacher's resume at any time.

Response to Intervention (RTIs)

Students in grades 1-6 are given fluency assessments in reading and math at the beginning of the school year and once each grading period. This data is scored in three ranges – mastery, instructional, and frustrational. Students scoring in the mastery range are able to apply these skills well. Students scoring in the instructional range have the prerequisite skills necessary to learn to apply these skills. Students scoring in the frustrational range do not yet have the prerequisite skills necessary to learn these skills.

The students scoring in the frustrational range will work with our team of paraprofessional teachers to improve their skills, usually in a small group setting. Each week, the paraprofessional teacher will monitor the progress of your child in this area. This data is evaluated monthly to be sure each student is making progress. If a student is not making adequate progress, they will be referred to our school Child Study Team to discuss further interventions to improve their skills.

Rules

Rules are an important part of the educational environment. Each teacher sets the rules for his or her classroom. The principal and directors, with input from teachers and

parents, set the rules for the school. School rules include those listed under the Discipline section in this handbook and the following:

- Follow directions immediately.
- Keep hands and feet to yourself.
- Keep eyes and ears on the teacher or task.
- Use positive words and actions.
- Walk quietly and orderly in the hallways.

School Pictures

The school only sponsors fall pictures. The prices are negotiated with no money going to the school. Pictures are mainly for the school yearbook and computer programs. Therefore, *students must be in uniform* for school pictures. Thank you for your help and support during school pictures.

Smoking, Tobacco and Alcohol Use Laws

Smoking, tobacco or alcohol use in any form is prohibited anywhere on campus at any time by any person – student, parent, employee, or visitor. This law (as well as school policy) includes: the parking lot, inside any vehicle, the playground, or inside any building before, during, or after school hours.

A.R.S. [36-798.03. Tobacco products prohibition at schools and school-related areas; exception; violation; classification](#)

A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.

Parents/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substance will be expelled. Students in possession of illegal drugs will be referred for expulsion from the school.

Special Education

It is Burke Basic School's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition, we have responsibility to provide information regarding early intervention services for children birth through 3 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AZEIP) for children birth through 3 years of age for evaluation and services if needed; and

2. School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction, without charge to the parents.

This school maintains documentation and annually reports to the Arizona Department of Education the number of children as well as their categories of disability.

The Parent Information Network, available through the Arizona Department of Education website (www.azed.gov/ess) has information about organizations that offer information and training for parents of students with disabilities.

If you have any concerns about your child, please contact Mrs. Magruder at 480-964-4602 for more information.

Burke Basic School Special Education Policies and Procedures are available for review.

Technology

Academic Technology

Burke Basic School has embraced technology for learning. We have recently upgraded our computer lab with 40 new computers and the most up-to-date educational software. Parents are kept informed of student progress through our new web-based software [*Galileo*](#).

Visitors & Volunteers

We welcome and encourage parent visits; however, remember that parent visits can be distracting to the learning environment. Unless a parent is scheduled to help the teacher as a volunteer, surprise visits should be avoided, if possible. We encourage parents to make these visits as brief as possible. To ensure the security of students, all visitors must check in at the front office and sign the Visitor/Volunteer Register. Visitors are welcome at our assemblies, but they must obtain a visitor's pass and go directly to and from the area of assembly. Students may not bring friends, younger siblings, or other relatives to school with them. Volunteers are welcome and appreciated at all grade levels. Their help and special skills are always welcome and greatly needed. We love our volunteers to help throughout the school year in the following areas: 1st week of school helpers, Picture Day assistants, School-sponsored events, cafeteria assistance, and health office assistance with vision & hearing screenings. Frequent parent volunteers must be fingerprinted and receive clearance prior to volunteering at the school. Parents needing fingerprinting information may contact the office.

Visitors and volunteers should never:

- ☺ Pick up a student; place a student on their lap; hold a student close physically; massage, caress, or kiss them; or express affection toward any student physically or verbally other than their own child.
- ☺ Verbally or physically punish their child in front of other children.
- ☺ Yell at, grab, touch, strike, or be physically antagonistic toward any child, staff member or other adult.
- ☺ Correct, discipline, question, or give order to any student other than their own, except to prevent immediate injury.

- ☺ Physically examine any child in any way (hair, mouth, feet, areas beneath clothing, etc.).
- ☺ Pick up or move a student who has fallen, been injured or has become ill. It is imperative that proper first aid procedures be followed when any emergency situation occurs. Visitors or volunteers should summon the nurse or other staff member to take care of the problem unless they have professional knowledge, experience and training regarding the situation at hand or unless a life-threatening condition exists.
- ☺ Allow themselves to come in contact with the blood, saliva, or other body secretions of students or anyone else on campus, field trips or school related activities. The use of gloves and taking other precautionary measures to protect themselves is imperative.

Parents and visitors should not accompany students to classes in the morning, or attempt to visit with students or teachers after 8:00 a.m. when teachers are going to the morning assembly. We encourage parents to contact the teacher via email during the day, or to call either before or after school if you need to speak with them.

Water Bottles

Students are permitted to bring water bottles with water only. When the weather is warm, we would like parents to send water bottles with their child's names clearly written on them for use on the bus and in the classroom. Water bottles are placed on a back shelf in the classroom and not permitted at students' desks.
