



**Burke Basic School
PARENT / GUARDIAN
HANDBOOK**

2024-2025

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Welcome Parents/Guardians!

We are honored to serve you and your family, and we thank you for entrusting the education of your children to Burke Basic School. As we walk along the road into the future with your students, the school board, school leaders and staff, we want to partner with you in building strong character, outstanding academic skills, responsibility, and success in these future leaders of our world.

Our Mission

Our commitment is to give children an excellent educational foundation. Our mission is to provide a learning environment that will improve student achievement. We strive to have students experience daily growth and academic success. We know that offering the highest level of services to parents and students is vital to our mission.

Community Relations

It is important to us that we work in harmony with families, keeping an open line of communication. Our desire is to develop a relationship of mutual trust and cooperation between home and school so that our children develop positive attitudes toward school.

If questions or conflicts arise, we ask that Parents/Guardians first go directly to the staff member involved to gather accurate information and try to resolve any concerns.

The administration is committed to being proactive in resolving issues and is always open to listening to suggestions and concerns.

Together, we should be able to gain an understanding of almost any problem and reach a favorable solution. Staff members are expected to set a good example by handling student and family concerns with respect, discretion, and impartiality.

Rules

All the policies and rules adopted by the school are based upon safety, compliance with state and federal laws, and the fulfillment of our goals and responsibilities in educating your children. Therefore, we ask that Parents/guardians and students familiarize themselves with, and abide by, campus policies so that we may all be successful in our efforts to maintain a safe, healthy, and productive educational environment.

Notice of Non-Discrimination: Burke Basic School does not discriminate based on race, color, national or ethnic origin, religion, sex, disability, or age in its hiring and enrollment practices, or in the administration of any of its programs or activities.

Note: If there is a discrepancy between board policy and the handbook, board policy will supersede the handbook.

Special Notices

E-mail, Telephone, and Correspondence Advisory

Communications sent to or from the School Office, Governing Board Members, Administrators, or any Burke Basic School employee are considered official public records and released upon appropriate request pursuant to the Arizona Public Records Law, ARS [39-121](#). Such records may be used in a court of law. Forms of communication include electronically transmitted messages (such as email, texting, or data), oral messages/statements (voicemail or recorded), or written documents.

Documentation of Residency Required

Parents/Guardians are required by Arizona law to submit documentation of proof of residency each year as a prerequisite for their children to attend an Arizona public school. The form included in our registration packet lists the accepted documents for proof of residency.

Emergency/Disaster Preparedness

Burke Basic School has established written emergency plans and trains staff members in implementing specific actions for disaster and emergency situations.

Fire drills are conducted monthly; bus evacuation drills are held annually; training and practices for other emergency situations (lockdown/lockout/evacuation/shelter in place) are conducted several times throughout the year; and the school maintains close contact with law enforcement and fire department personnel and resources.

During an emergency on campus, no one will be allowed to enter or exit the locked building, including the office. Law enforcement will cordon off the parking lot and surrounding area. They ask Parents/guardians not to attempt to come to school, which creates congestion and confusion, and hampers their efforts to deal with the emergency. The Command Post will broadcast information and instructions to parents through **Class DOJO** about picking up their children.

Enrollment

Burke Basic School has an open enrollment policy and will enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. Students are eligible to attend regardless of their district of residence. Burke Basic School is a publicly funded charter school that does not charge tuition.

Families of returning students and their siblings have priority for class placement until the deadline given on the reenrollment form. Enrollment information for the next school year can be found on the Burke Basic School website.

Daily Schedule

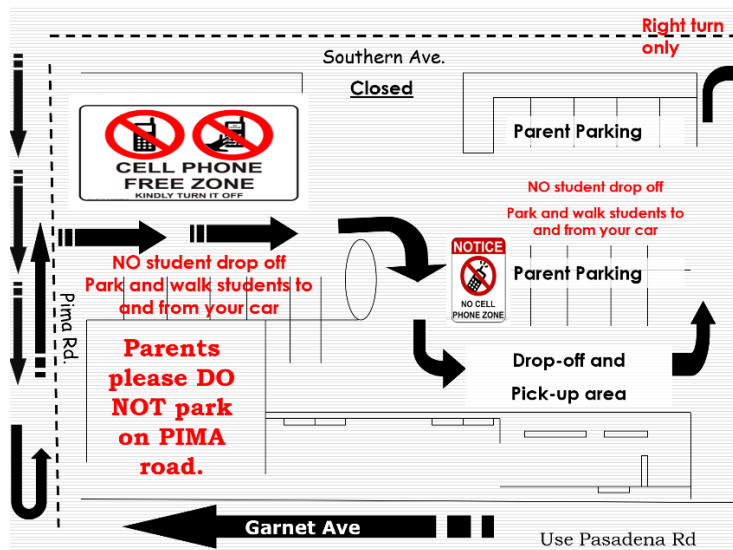
- Daily Office Hours are from 7:30 a.m. until 4:00 p.m.
- School begins at 7:50 a.m. with a morning assembly in the playground area. Parents are welcome to observe the morning assembly and are encouraged to participate in the singing of patriotic songs and the pledge of allegiance. We ask parents to 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.
- Instruction begins at 8:00 a.m. in all classes. Students arriving to class after 8:00 a.m. will be given a tardy slip.

- Parents/Guardians who arrive with their students at 8:00 a.m. or after need to go into the office and sign their children in, giving a reason for being tardy. Students will then be issued a late pass and escorted to class by school personnel.
- Parents/Guardians are responsible for their children before and after school hours and are expected to pick them up immediately after dismissal.

Parent Drop Off / Pick Up

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.
- 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.
- 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 starts at 3:00 p.m. except for early release days. Students not picked up in a timely manner will be held in the front foyer for parents to pick up.

Attendance and Timeliness

It is important that Parents/Guardians and students recognize the direct relationship between regular school attendance and academic success. When students are absent, the benefit of class presentations, discussions and class participation is lost forever, and additional stress is placed upon the student who must catch up, as well as teachers who work diligently to ensure that all students are learning the required material. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Habitual tardiness and absenteeism are undesirable habits that children learn early and practice for a lifetime.

Students earn special awards for perfect attendance for the full academic day. **Outstanding Attendance Certificates are awarded at the end of the school year.** Excused absences and tardiness count, and an early

pick up is counted as tardy. Students are considered tardy if they are not in their classroom by 8:00 a.m. or dismissed before their release time.

Understandably, there are circumstances when a student cannot make it to school, however, students should attend class every day if they are able.

Early Student Pick Up:

- Parents/Guardians must check in at the front office and the office staff will call for the student. Students who are picked up from the school before their dismissal time must be signed out by the Parents/Guardians.
- Students are required to stay in school until the dismissal time and Parents/Guardians should not pick up students before dismissal time.
- Chronic early pickups will result in administrative involvement.

Absence due to Religious Reason:

Students may be excused from school for religious purposes, including participation in religious exercises or religious instruction. An excuse can be granted when the parent or other person who has custody of the student provides written consent, and the religious instruction or exercise takes place at a suitable place away from school property designated by the church or religious denomination or group.

Doctor/Dentist/Orthodontist appointments, family emergencies, bereavement, or district approved family vacation:

The school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. 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/Guardians should sign the student out at the front desk shortly before the appointment and return the student to school shortly after the appointment has concluded. **See Absence Reporting below.**

The state requires the school to administer consequences for excessive absences and tardiness. Further, the state penalizes the school if the student's average attendance falls below the 90% level.

In cases of excessive student absenteeism or tardiness, Parents/Guardians will be contacted by the Truancy Officer and may be issued citations as outlined in [ARS 15-805](#).

The following consequences may be administered by the school:

Number of Absences	Outcome
5	Parent will be notified of the student's absences and consequences of further absences
8	Parent phone call and meeting with the principal
10	Contact by truancy officer
15	Citation by truancy officer

Tardy:

School begins at 7:50 a.m. Students that arrive after 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 or 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.

Number of Tardies	Consequences of Tardiness
3	<ul style="list-style-type: none">• Home contact made by attendance clerk• Loss of attendance award
5 or more	<ul style="list-style-type: none">• Home contact made by principal• Attendance records will be marked, and perfect attendance will be lost
8 or more	<ul style="list-style-type: none">• Meeting with principal, homeroom teacher and/or truancy officer will be conducted during school hours
13 or more	<ul style="list-style-type: none">• Options will be discussed• Truancy Officer will make an in-home visit• Other agencies may be notified

Absence Reporting

Arizona Law Concerning Student Absences: [ARS 15-807](#)

- Parents/Guardians are required by law to notify the school when their children are absent. Parents/Guardians will be asked to specifically identify the absence reason for school record keeping purposes.
- When a student will be absent from school, the parent or guardian is required to call the school in advance or by 10:00 a.m. on the day of the absence. Voice messaging is available before and after office hours. Please identify yourself, your student, your student's teacher, the date/time, and the specific reason for the absence.
- If your child needs to be picked up early from school, please call the school office in advance. Attendance is taken daily.
- The parent/guardian is required to furnish the school with at least one telephone number where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.
- If a student is absent from school and the parent/guardian has not notified the school, school personnel will make a reasonable effort to telephone and notify the parent/guardian within two hours after the first class in which the pupil is absent.
- The school or governing board members of a school and employees or agents of the school are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil's absence from school.
- We are responsible for reporting all absences and tardies to the Department of Education. Examples of excused absences and tardies are illness, doctor appointments and emergencies.

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 make up 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.

Birthday Celebrations at School

We reserve Birthday Celebrations for the last Friday of each month. This ensures that students' birthdays are celebrated in a way that does not interrupt the academic day. Parents should request approval from teachers if they want to bring any celebratory items to class on the Friday of the scholar's birthday month. Families will be informed if there is a food allergy in the class; if such an allergy exists, we ask families to be considerate and avoid that food product in birthday snacks. Parents are not required to send birthday treats to school. Please also note that children may not distribute invitations to parties within the school building unless every member of the class is invited. Parents, guardians, family, and friends are asked not to have flowers, cakes, balloons, etc. delivered to school for student celebrations. These are disruptive in the classroom and are a safety concern at school. If they are delivered, they will be kept in the office and the student's parent/guardian will be notified to pick up these items. According to the Arizona Department of Health Services, all food distributed in the classes must be pre-packaged and store-bought.

If your child does not celebrate birthdays, please send a note in writing informing us that your child is not permitted to participate in birthday celebrations. This note will be held in the students' file.

Buses and Bus Rules

Burke Basic School provides transportation to and from school along specified bus routes and for field trips. Buses are operated in accordance with state and federal safety regulations. **See Appendix B of the Handbook for Bus Rules and Bus Safety Tips.**

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 or assistant 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

Parent concerns:

- When problems arise, please notify the transportation at **480-234-9132**.
- For the safety of all and with the 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 **480-234-9132**. Never approach another person's child about your concerns.

Campus Environment/Public Order

Arizona Law (A.R.S. 13-2911) requires the governing board of all publicly funded schools to adopt rules for the maintenance of public order on school campuses, and to provide a program for the enforcement of its rules. “This section may be enforced by any peace officer in the State of Arizona wherever or whenever a violation occurs.” Violation of this law constitutes a Class 1 misdemeanor or a Class 6 felony, depending on the violation. **A copy of the law is included in Appendix A at the back of this Handbook.**

The rules adopted by Burke Basic School to govern the conduct of students, staff members, Parents/Guardians, or other members of the public while on the property are as follows:

- The Director, the Principal, and their designated representatives are charged with the responsibility of maintaining order at Burke Basic School.
- They may order anyone whom they consider to be interfering with or disrupting the order and reasonable peacefulness of the educational environment at Burke Basic School to leave the property immediately.
- Law enforcement officers will be called if anyone threatens the safety or peaceful operation of the school or refuses to leave the property when so ordered.

E-mail/Correspondence Warning: E-mail, electronic messages, written or other documents sent to or from the School, Governing Board Members, Administrators, or any Burke Basic School employee are considered a public record and released upon appropriate request pursuant to the Arizona Public Records Law. Such records may be used in a court of law.

“Interference with or disruption of an educational institution” includes causing an employee of an educational institution to take any action to protect the educational institution or the employees, students, or property of the institution.

A person commits interference with or disruption of Burke Basic School as an educational institution by doing any of the following (in person, on or off campus, by telephone or electronic transmission, written communication, or any other means):

- Refusing to abide by the policies of Burke Basic School that relate to student safety; building, classroom, playground, and campus security; the emotional peace and security of students, staff and Parents/Guardians; and the educational environment in the classroom.
- Threatening to cause physical injury to any employee or person attending Burke Basic School. Examples include threatening to cause damage to the school, any of its property, the property of any employee, or the property of any person attending Burke Basic School.
- Knowingly going on or remaining on the property of the school for the purpose of interfering with or disruption of the lawful use of the property or, in any manner, deny or interfere with the lawful use of the property by others.
- Knowingly refusing to obey a lawful order given by a designated representative of Burke Basic School.

To constitute a violation of this section, the acts that are prohibited are not required to be directed at a specific individual, specifically at Burke Basic School or any specific property of the school. Interference includes off campus threats or actions and applies to the described persons and property outside of school hours.

Cell Phones/Smart Watches

Any cell phones brought to school must be stored in campus designated storage areas. They should remain silent and not in use while on campus. Any urgent or emergency communication needed should go through the front office phone lines. Cell phones seen, used, or heard during school hours will be confiscated and a parent will be expected to pick it up from the school office. Continuous misuse of cell phones during school hours will lead to phones being confiscated for longer periods of time. The cell phone/watch policy also applies on the bus and on the playground.

Other electronic devices are prohibited on campus. AirPods, Apple watch, Smart watch, Gameboys, Nintendo DS and PSPs. 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. Burke Basic School is not responsible for lost or stolen items.

Change of Address, Email and Phone Numbers

It is vital that Parents/Guardians keep addresses and all telephone numbers current so that the school may reach a family member in case of emergencies. Important information is sent out using this information. Please report immediately any changes of home address or email address, changes of home, work, and cell phone numbers and, any changes in emergency contact information (relatives or friends you may have listed). The office has update forms, or the information may be emailed to the office.

Child Find

In accordance with 34 CFR 300.111, 300.131 and A.R.S 15-761 (26) and A.A.C. R7-2-401.

All children with disabilities in need of special education and related services are identified and evaluated at Burke Basic School. Screening and testing activities are used to determine the need for special services. Records are kept for students currently receiving services, including highly mobile children with disabilities and children suspected of having a disability and in need of special education, even though they are advancing from grade to grade. Records of these activities are reported to the Arizona Department of Education.

School procedures include:

- Promoting public awareness of resources available to all Parents/Guardians who have reason to believe their child is not progressing at an appropriate level of development. Infants and preschool age children through the age of 36 months may receive special help through Arizona Early Intervention Program (AzEIP), a program run by the Arizona Department of Economic Security.
- Service coordinators at AzEIP will assist Parents/Guardians in finding programs for children with developmental needs who are between 36 months and 5 years of age by referring them to local school districts, a Head Start program or a local childcare center.
- AzEIP is available online, or call (602) 532-9960 or (800) 237-3007, toll free in Arizona.
- Screening activities for disabilities or special needs are conducted for all newly enrolled students at Burke Basic School, including those transferring into the school without sufficient records. Screening is accomplished within 45 calendar days of enrollment.
- Screening activities include consideration of academic or cognitive skills, vision, hearing and communication, emotional and psychomotor domains.

The school maintains documentation and annually reports the number of children with disabilities. Office staff will assist anyone who needs assistance. Reporting is done within each disability category that has been identified, located, and evaluated.

Communicable Diseases

Communicable diseases constitute a serious health threat to students, teachers, and school families. Anyone with a communicable disease should not come to school during the time that they are contagious. Please refer to the section entitled "Nurse" for specific information.

Counseling

Burke Basic School is proud to have a school counselor. Our Counselor will follow the American School Counselor Association National model and will provide support in two areas: academic and social/emotional development. Our school counselor will support and offer services by teacher and principal referral.

Curriculum

Burke Basic School offers a “**Back-to-Basics,**” traditional program of direct instruction that is aligned with state and national content standards. We also participate in the established statewide achievement testing programs.

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

Custody and Other Legal Issues

Parents/Guardians must notify the school in writing if there are custody issues or other considerations that affect students, their oversight and management. The most current court documents regarding divorce decrees, legal separation, restraining orders, custody rights, adoptions and name changes must be kept in student files in order for school personnel to honor requests regarding release of students or information. School personnel may not physically restrain anyone from visiting with or picking up a student; however, written instructions from the custodial parent should be on file in the office regarding the action desired on the part of the school (call 911, etc.) if an unauthorized event occurs. School employees cannot accept the responsibility of supervising visits in custody cases. Students’ legal names must be used on all official, permanent records such as report cards, enrollment files and state reports.

Discipline and Student Conduct

The information below is a reprint of the policy which Parents/Guardians sign the Registration Packet and agree to support as part of the enrollment process.

Burke Basic School has an orderly atmosphere. Every student should practice respect and courtesy daily. To ensure orderliness, teachers establish and teach both school and classroom rules. Students are to follow the dress code and all rules adopted for the purpose of maintaining safety and order.

Fred Jones’ **Tools for Teaching**, which rewards positive behavior and cooperation, and emphasizes that “time on task equals learning” has been adopted as a school-wide plan. As part of the instructional process, teachers train students in the expected behavior in the classroom, on the playground and all other areas of the campus.

Teachers and other staff members use positive reinforcement throughout the day to guide student behavior. Students are given positive rewards when they are observed doing things right. Citizenship awards, monthly school-wide rewards, classroom prizes and “Preferred Activity Time” may be earned by students for positive behavior.

No one is permitted to interfere with the learning of others or to disregard classroom, campus, playground, or dress code rules—all of which are clearly communicated.

Consequences for inappropriate behavior are explained to students and enforced.

Every effort is made to keep Parents/Guardians informed of discipline issues should their intervention be warranted. Teachers contact Parents/Guardians when a child’s behavior needs improvement. For subsequent or more serious offenses, students will be sent to the Office on a Discipline Referral form which is sent home with the student for parent signature. The signed original should be returned to school. Parent/Guardian signature does not necessarily indicate agreement with discipline measures but is evidence that Parents/Guardians are aware of the problem. A telephone call from the principal may or may not be made. Parents/Guardians may call or make an appointment to discuss serious behavioral issues, but the teacher should be contacted first for details. The administration of the school is the final authority regarding all behavior/discipline issues. A written appeal should be submitted to the School Board if Parents/Guardians disagree after talking with the administration.

Parents/Guardians and students sign an agreement in the registration packet stating that they understand the Dress Code, the Discipline Policy and Point System, and Bus Rules, and agree to abide by the policies of the

school. Specific safety, classroom, playground, or other campus rules that are regularly communicated to students are available upon request.

The following point system may be used by the administration when students are sent to the office for behavior or discipline problems. Teachers do not assess points.

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

STUDENT BEHAVIOR	POINTS	STUDENT BEHAVIOR	POINTS
Excessive talking in class	2	Alcohol	10
Not following rules	2	Bullying/Harassment/Threats	10
Talking at inappropriate time	2	Dangerous objects	10
Dress Code violations	3	Drinking alcohol	10
Leaving area without permission	3	Fighting	10
Restroom violation	3	Fireworks/Lighters/Matches	10
Searing/Inappropriate language	3	Gang activity	10
Severe teasing/Name calling	3	Pornography	10
Throwing food	3	Possession of:	10
Throwing rocks or objects	3	Putting self/others at serious risk	10
Cheating/Lying/Deception	4	Smoking	10
Class disruption	4	Stealing	10
Disturbing the learning of others	4	Vandalism (minor)	10
Horseplay/Roughhousing	4	Violating state or federal laws	10
Disrespect for adults/peers	5	Arson/Serious vandalism	30
Endangering/Hurting other students	5	Possession of weapons/explosives	30
Ignoring/Disobeying authorities	5	Possession/Distribution of drugs	30
Vulgar language/gesture	5	Sexual harassment/acts/abuse	30
Other		Violence/Serious threats	30

Rules for Student Behavior on Campus

Rules are an important part of the educational environment. A school wide discipline plan is in place which provides consistency in establishing and enforcing rules. Rules for students that apply at all times and in all places on campus include:

- Follow directions from adult authorities immediately.
- Respect others and their property
- Use “inside voices” inside all buildings and on the bus
- Walk on sidewalks, in hallways and inside all buildings.

- Keep hands, feet, and objects to yourself. Horseplay at school is never appropriate.
- Bicycles, skateboards, and scooters are to be walked, not ridden, at all times on campus.
- Place trash in proper receptacles, not on grounds or sidewalks
- Be careful using playground equipment and use it correctly.
- Writing or marking on school walls, doors or furniture is never allowed and considered vandalism. (Arizona law holds Parents/Guardians responsible for restoring vandalized/defaced school property.)
- Remain in areas on campus that are supervised by school staff.
- Should not leave campus without an adult dismissal.

Suspension and Expulsion:

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 been expelled or in the process of being expelled at the time of re-enrollment.

Student Dress Code

The dress code is designed to help encourage a wholesome learning environment, to provide safety, and encourage positive influences.

School uniforms have been adopted by the school board

Clothing should be clean, neat and in good repair. It must conform to the style of school uniforms. Student appearance, outer attire, and accessories must be modest and avoid creating a distraction. Clothing and accessories must be gender appropriate. Clothes cannot be baggy, saggy, excessively tight, worn, torn or frayed. These standards apply to “Free Dress Days” or special theme days, as well as uniforms.

Polo Shirts with Burke Basic School Logo are required.

- Red, white, or navy polos with the school emblem are required.
- Must be modest, loose fitting, and appropriately cover midriff and chest area.
- Tops are not required to be tucked in.
- Suspenders may not be worn outside of clothing.
- Belts are not required.

Uniform Pants/Shorts/Skirts/Skortts/Jumpers are required to be Navy Blue or Khaki.

- Purchased from local department stores.
- Must **NOT** be baggy, saggy, or torn.
- Shorts/Skirts/Skortts must be a maximum of **3” above the knee** in length and have a **finished** hemline.
- Boxers or underclothing must not be shown.
- Cargo pants and shorts are not permitted.
- Athletic shorts such as basketball style are not permitted.
- NO DENIM of any color.
- Red, white, black, or navy shorts are to be worn under jumpers/skirts.
- Leggings/tights/biker shorts cannot be worn alone. If leggings/tights/biker shorts are worn they must be worn with a jumper/skirt and can only be red, white, black, or navy (**solid colors/no designs**).
- Socks must be red, white, navy, or black (**solid colors/no designs or logos**).

Sweatshirts/Sweaters/Coats

- Sweatshirts must be red, white, or navy blue with no language, pictures, or images.
- Coats are not to be worn inside of the classroom.
- Your student’s name must be written inside each item.
- Red, white, or navy long sleeve undershirts may be worn under a polo shirt.

Shoes

- Tennis shoes, rubber sole, closed toe shoes are required.
- Flip-flops and CROC type shoes are not permitted.
- Shoes with wheels in the soles are strictly prohibited from being worn to school.
- Sandals with back strap and boots are permitted but not on playground equipment.

Hats and Caps

- May not be worn in the classroom or the building.
- If hats/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/caps.

Hair/Nails

- Should be neatly groomed and clean.
- Boys’ hair must be kept trimmed out of the eyes, clean cut and above the collar.
- Distractive or extreme hair styles and colors (i.e., extreme colors, colored streaks, mohawks, spikes, etc.) are not permitted. Fauxhawks must measure 1 inch or less. Rat tails are not permitted.
- Conservative headbands only. Animal ears are not allowed.
- 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/Guardians.
- Cologne/Essential Oil are not permitted and will be confiscated and given only to the parent.
- KG-6th grade no acrylic nails.

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 one pair of small earrings in the earlobes (one in each earlobe) No hoops.
- Boys may not wear any pierced jewelry. Chains are not permitted.
- Medical Alert bracelets are permitted.
- Burke Basic School is not responsible for any lost, damaged, or stolen items.

Tattoos/Transfers

- Visible tattoos are not permitted.
- Writing on skin is not permitted.

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.

Parents/Guardians agree to encourage their children to adhere to the school's dress code. We are not responsible for lost, damaged or stolen property.

Enforcement: Parents/Guardians are responsible for ensuring that their children are properly dressed for school each day and will need to bring proper attire to school for their student if the student is out of dress code. Since no dress code can address all the changing fads in clothing and attire, the final decision regarding dress code issues rests with the administration.

One objective of wearing uniforms is to create an environment that raises student awareness that we are in a school setting which focuses on learning and academics. We believe that concentrating on developing character and positive personality traits (rather than being distracted by an emphasis on style and clothing fads at school) will serve students better in becoming more focused and successful in the future.

Drug/Alcohol/Tobacco/Weapon Free Zone

Burke Basic School is a drug free zone with zero tolerance. Students accepting, purchasing, selling, distributing, or using illegal drugs or substances will be recommended for expulsion. Students in possession of illegal drugs or found to be abusing prescription drugs or other substances will be recommended for expulsion. If a situation involving illegal use of drugs arises with students or any other person on campus, on school property, or within school jurisdiction, the police will be called.

Tobacco use and vaping by anyone, students, or adults, is prohibited anywhere on school property, including the parking lot and playground, at any time (before, during or after school hours).

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

A person who violates this law is guilty of a class 3 misdemeanor.

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

- A. Tobacco and vape 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/Guardians/staff may not smoke or consume alcohol on or around the school property. Students accepting, purchasing, selling, or distributing illegal substances will be expelled. Students in possession of illegal drugs will be expelled.

A.R.S. [13-3101](#), A.R.S. [13-3102](#) Weapons and Explosives

Arizona Law A.R.S. 13-3101 states that a deadly weapon is anything that is designed for lethal use, including a firearm. It is against Arizona law to carry a firearm or any deadly weapon on a school campus and can be classified as a felony offense for illegal possession of a deadly weapon. Recommended outcome for carrying a deadly weapon on to school property is immediate expulsion from Burke Basic School.

English 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 30 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/Guardians 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](#) through A.R.S. [15-757](#) 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 in 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 School will monitor the students for 2 years after fluency is achieved to be sure they remain above the acceptable level for their grade. If, at any time, they fall below the acceptable range, the student will be reclassified as an English Learner and a meeting will be scheduled with the Parents/Guardians 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 and the administration believes that an alternate course of educational study would be better suited to the child's overall educational progress.

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 and the child has already been placed for a period of not less than 30 calendar days in an English language classroom.

FERPA Rights

The Family Education Rights and Privacy Act (FERPA) affords Parents/Guardians certain rights with respect to students' education records. They are:

- The right to inspect and review their student's education records within 30 days of the day the school receives a request for access.
- Parents/Guardians must submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrangement access and notify the Parents/Guardians of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading.
- Parents/Guardians may ask the school to amend a record that they believe is inaccurate or misleading. They should submit a written request to the principal, clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate or misleading.
- If the school decides not to amend the record as requested by the parent, the school will notify the parent of decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- 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 that 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, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school contracts to perform a special task (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 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.

- The right to file a complaint about complying with the requirements of FERPA. Write to the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education 600 Independence Avenue, SW Washington, D.C.
20202-4305

Family Nights

We are excited about our curriculum at the school and want to share what is going on in our classrooms. Throughout the year, we may hold family nights with a variety of topics including curriculum, current events, and topics of interest to our scholars' well-being. We encourage all parents who can attend to do so.

Field Trips (Regular Bus Rules Apply – See Appendix B)

Parents/Guardians sign a written permission form for their children to participate in field trips. Students are required to follow all policies and rules that apply at school at all times while they are on a field trip, including

the time that they are being transported to and from their destination. Students who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults.

There will be NO chaperones allowed on field trips.

*****Please note that students who receive a pink slip will not be eligible to attend school field trips.**

Food is provided on field trips that extend over a normal lunch period. If you do not want a school to provide 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

Numeric grades are given for academic subjects to reflect the percentage of correct answers the student achieves on graded work. 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.

94-100	A
87 - 93	B
80 - 86	C
73 - 79	D
0 - 72	F

Although tests are given which demonstrate mastery of State Standards in these areas, music, health/physical education, and computer grades are based upon a combination of academic achievement, effort, cooperation, and participation.

Success at Burke Basic School is mastery based. If the student does not achieve 85%, the material will be re-taught and re-tested. 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.

Harassment, Threats, Bullying

Aggressive behavior, including harassment, threats, bullying, or sexual harassment have no place in an educational environment. Such actions violate state and federal laws and will not be tolerated at Burke Basic School. Teasing, name-calling and making fun of others falls into the category of harassment. The Discipline Policy makes provisions for dealing with these violations which may result in immediate suspension or expulsion.

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. Parents/Guardians or students are encouraged to file a formal, written complaint concerning these issues. All threats are taken seriously, evaluated by the Threat Assessment Team and law enforcement or other legal authorities are contacted in cases of viable threats.

Retaliation against individuals reporting harassment, threats or bullying will not be tolerated and could result in immediate suspension or expulsion.

Homeless Students

Burke Basic School will enroll homeless children identified by school personnel or agencies within the community. Homeless students and their families will receive educational services for which they are eligible, including referrals to health care services, dental services, mental health, and other appropriate services. Parents/Guardians of homeless children are informed of educational and related opportunities available to their children, including all available transportation services, and 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)(3)(E).

Homework

It is our philosophy that there is adequate time during the school day for academic learning. Teachers instruct, drill, review and supervise students as they do their work in class, making the best use of time at school and assuming responsibility for teaching students the concepts they need to learn. Any work students do at home should be a review of what was already taught and practiced in class. Students in higher grade levels may have more at-home review and practice than students in lower grade classes, as well as more responsibility for recording assignments and directions in their planners.

Homework for students each night should consist of oral reading to an adult at home for 20 minutes, and review of math facts taught and practiced at school. It is critical that Parents/Guardians listen to their children read in every grade level but particularly in kindergarten through third grade. Reading comprehension is improved in students when Parents/Guardians ask questions about the material being read.

Parents/Guardians may request additional practice/review work (in writing) from their child's teacher. Teachers may help by looking over the student's work, but extra practice is not graded by the teacher and does not become part of the student's grade. Academic review and support at home improve student achievement and establish a climate of expectation of success.

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 do not demonstrate honorable character may not be eligible for honor roll. Honor Roll students will receive certificates in their classrooms every quarter.

What can disqualify your child from Honor Roll:

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

1st Honor Roll	94% - 100% on quarterly grades
2nd Honor Roll	90% - 93% on quarterly grades

Immunizations

Parents/Guardians must provide the school with copies of immunization records signed by a licensed medical practitioner or physician. The State of Arizona has revised the immunization requirements for several age levels. Parents/Guardians should contact their physician, the Arizona Immunization Program Office, or the school nurse if they have questions or need clarification.

Inadequately immunized children must have at least one current dose of each vaccine in order to attend school. Additional doses of the vaccines for which a child is deficient must be received when they are due in order for students to continue attending school.

If Parents/Guardians have a personal or religious belief exemption, they 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 the physician.

In the event of an outbreak of disease that is preventable by vaccine, children who are exempt from immunization will not be allowed to attend school until the risk period ends (usually 2 or more weeks).

Insurance

The school does not carry medical or dental insurance for students. Consequently, if they are injured during school activities, their Parents/Guardians must be responsible for medical or dental costs and for the cost of medical transport if medical services are called.

Kindergarten Acceptance ARS 15-821 (c).

According to the Arizona Education Code 15-821 (C), “a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. Such children must reach the required age of five for kindergarten by January 1 of the current school year.”

The regular, full day kindergarten curriculum and State Standards are followed in all kindergarten classes.

Lost and Found

Please put your child’s first **and last name** on clothing and personal belongings that will be brought to school (lunch boxes, backpacks, coats, hats, etc.). There are many look-alike items and many students with the same first names. Names should go on the outside of lunch boxes (and anything other than clothing) for easy identification. Our Lost and Found is in the front lobby on the west side. Periodically, we donate all unclaimed articles to a charity.

Lunch

We are pleased to inform you that all children attending Burke Basic School will receive meals at no charge due to implementing an option available to school participating in the National School Lunch Program called Community Eligibility Provision (CEP) for the school year 2024-2025. Great news for you and your student(s)!

Nurse

- A nurse is on duty during regular school hours. All medications must be checked in at the nurse’s office, be in the original container and have a form filled out with dosages and times for administration clearly stated.
- Students may not keep any medication with them at school, whether it is prescription or over the counter. The nurse will answer questions concerning laws about medications.
- We ask that you tell your child’s teacher about any allergies or serious health issues or concerns. Due to allergies/asthma, Essential Oils are not permitted on campus.
- We want to do what is best for your children. We will attempt to reach you if an emergency arises, however, in case of serious illness or injury we will call for medical services. The cost of this service is the responsibility of Parents/Guardians.
- Children may not return to school until 24 hours have passed after: vomiting or having a fever of 100° or higher. Children must remain out of school for the recommended time period for specific illnesses, be on medication for the recommended period of time, and be free of symptoms before returning.

The school medication policies are:

- Parents/Guardians must deliver to and pick up medication from school. Students may not bring in their own medications, keep any form of medication with them or self-medicate.
- A medical consent form must be completed and signed by a parent/legal guardian in order for medications to be given at school.
- Medications must be in the original prescription container. A separate prescription container for school can be obtained from the pharmacy when ordered by the physician. The prescription must be no older than 12 months and the medication cannot be expired.

- If medical instructions change, a written order from the physician must be sent to the school nurse unless the medication is brought in a new prescription container from the pharmacy reflecting the changes.
- The school may dispense non-prescription medication on a one-time basis only with the verbal consent of the parent/guardian. After the initial dose, a medication consent form must be signed by the parent/guardian and the non-prescription medication must be brought to school in its original container by an adult. The medication will be locked in the nurse's cabinet with the student's name on it and dispensed by the nurse or health aide, as needed. Non-prescription medication includes cough drops.
- The school reserves the right to refuse to give any medication.
- All medications, prescription or non-prescription, will be destroyed one week after the last day of school if not picked up by the parent/legal guardian.

PARENT CODE OF CONDUCT

Purpose

BBS is very proud and fortunate to have a dedicated and supportive school community. We recognize that the education of our students is a partnership between the school staff, students, and parents.

The purpose of a Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, during school events, and when interacting with Burke employees and/or students.

Prohibited Behaviors

In order to provide a safe and peaceful school environment, BBS prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane, or harassing communication, either in person, by e-mail or text/voicemail/phone, or via other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office, front office lobby, or school grounds, including sporting events, parking lots, and driveline pick-up.
- Threatening to damage or actually damaging the property of a Legacy employee, visitor, fellow parent/guardian, or student.
- Threatening to do bodily harm to or actually harming a BBS employee, visitor, fellow parent/guardian or visitor, or student.
- Approaching someone else's student in order to speak to or chastise them because of the actions of this child toward your own child (such an approach may be seen to be an assault on that child and could have legal consequences).
- Smoking, taking illegal drugs, or consuming alcohol on school premises.
- Making or sending excessive unscheduled campus visits, emails, text/voicemail/phone messages, or other written or oral communication (school staff and administration may not always be immediately available to speak with you; in order to ensure that you are able to speak with a staff member or administrator, please schedule an appointment through your school's Front Office).
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others (this includes the use of any social media, including, but not limited to, websites, blogs, and social networking sites).
- Any concerns you may have regarding these matters must be made through the appropriate channels, so they can be dealt with fairly, appropriately, and effectively for all.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be removed from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to respond appropriately to the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet their child's education needs.

Parent-Teacher Conferences

Burke Basic School does not schedule formal Parent-Teacher conferences; however, Parents/Guardians or teachers may arrange a meeting concerning a student at any time they deem necessary. Parents/Guardians should arrange such meetings before or after school and can arrange the meeting by calling the front desk and leaving a message for the teacher to call you or by emailing the teacher at their Burke email address. School policy prohibits teachers from having conferences with Parents/Guardians during class time or when they are on duty watching students since their focus must be on the children. Teachers also need their breaks and lunch periods, and often have extra duties during the day.

Teachers send home graded student work every week to keep Parents/Guardians informed about their child's progress. We have found this more effective than closing school for several half-days and having teachers spend many hours preparing for formal conferences.

Phone Calls

Please have your children arrange rides home, sleepovers, or visits to friends' homes outside of school hours. School and office telephones are very active business lines and should only be used by students for emergencies. Students may not use cell phones during school hours.

Physical Education and Excused or Limited Participation

Students at all levels participate in Physical Education in accordance with Arizona State Standards. Students must come to school dressed appropriately for physical education activities on the days they are scheduled, which include lace up or Velcro tennis shoes and clothing that meets regular dress code. Slip-ons, flip-flops, boots, sandals, hard soled shoes or other types of footwear are dangerous and not permitted for P.E. classes. Lack of participation due to inappropriate P.E. attire affects the student's grade.

Students who need to have their physical education activities excused or limited must submit, for approval, a written note from their parent or physician with a valid reason.

Programs

Special Education - Public Awareness AAC [R7-2-401.C](#)

It is Burke Basic School's responsibility to inform the public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities aged 3 through 21 and how to access those services. In addition, we provide information regarding early intervention services for children age birth through 2 years of age.

Child Identification and Referral AAC [R7-2-401.D](#)

We establish, implement, and make available written procedures to identify and refer all children with disabilities aged birth through 21 including children with disabilities attending private schools and home schools regardless of the severity of their disability

Free and Appropriate Public Education

We provide a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities.

We do not limit admission based on ethnicity, national origin, gender, income level, disabling condition, or proficiency in the English language, or athletic ability; and we will enroll all eligible students who submit a timely application, unless the number of applications exceeds the capacity of a class, grade level or building.

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 our SPED Director at 480-964-4602 for more information.

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

Prohibited Items at School, on the Bus and at All School Functions

Items that might disrupt class or create problems on campus, on the bus or at any school function must be left at home. Burke Basic School cannot be responsible for the breakage or loss of any of these items which include, but are not limited to, the following:

Anything for sale	Chewing gum	Rubber bands	Toys
Blankets	Computer/electronic games	Skate shoes with wheels	Trading/playing cards
Cameras/TVs/radios	Magazines/catalogs/comics	Sports balls from home including baseballs/footballs	Valuable jewelry
CDs/audio/video tapes	Money	Squirt/toy guns	
Cell phones/earbuds	Music players/recorders	Stuffed animals	

Items that may cause serious injury, elicit fear in others, represent a threat to the safety and peace of mind of others, or create other serious problems on campus, on the bus or at any school function will result in suspension or expulsion. Such items include, but are not limited to, the following:

"Adult" oriented materials/items	Flammable substances	Lighters/matches/weapons
Alcohol	Gang related items	Pornography
Any dangerous object	Illegal drugs/substances	Prescription drugs
Drug paraphernalia	Items related to violence/crime	Tobacco/Vape products of any kind
Fireworks/explosives/ammunition	Weapons of any kind	

Report Cards

Report cards are sent home with your student after each quarter.

Retention/Promotion

Promotion is the standard advancement to the next grade after successfully completing an academic year of study.

Students at the K-6 level will be promoted if they are able to succeed at the next grade level. School Administration and the classroom teacher(s) will work closely together when formulating recommendations for students.

Recommendations will be formulated using the following information:

- Age
- Maturity
- Attendance
- Mastery of grade level standards
- Course grades

If a student fails to demonstrate competencies necessary for success in the next grade, students in grades K-6 may be considered for retention or repeating a grade. If a teacher notices a significant decline in academic progress, they will

first contact the student to review any issues with them. If the student continues to show a decline in progress, the teacher will contact the family and put together an academic plan to get the student back on track. Teachers may require additional tutoring sessions be established and or summer school.

If it is in the best interest of the student to be retained, the parent/legal guardian, teacher, and School Administration will work in close cooperation to set up the student for success in the next school year. Ultimately, the Principal will have final say on whether the student will be retained.

Such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the student's individualized education plan and relevant federal and state law.

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

Social Media

Students are **not** permitted to use their electronic devices to record or to take pictures of Burke students, administration, or staff. Students are reminded to always represent the Burke Basic School community with integrity. As such, students are held accountable for any actions, communications, postings, or behaviors on social media and through electronic communications that may be in violation of the expectations set forth in the parent handbook. Students that have been found to be in violation of such conduct will be subject to disciplinary consequences up to dismissal.

Students will be subject to school consequences if administration determines that they use social media to bully, harass, attack, or demean students or staff. Please report harassing online behavior to the administration.

Staff Information / Resumes

Resumes for all teaching staff members are on file in the office and available for Parents/Guardians to review upon request. All classroom teachers at Burke Basic School meet the federal requirements under Every Student Succeeds Act (ESSA) or the Arizona requirements for charters. (ESSA). All staff working in any capacity possess a Fingerprint Clearance Card which requires an FBI background check.

As a public school, Burke Basic School also administers standardized achievement tests established by the State in the spring of each year. All public schools are mandated to administer these standardized tests and our students' scores are reported to the Arizona Department of Education and published in the newspaper. Our

students have always done very well, and for the past five years, Burke Basic School has been designated an “Excelling School” based on the State scores our students achieved.

Textbook Policy

The criteria below will be used to determine any book fees for damaged or lost books.

- Torn pages that can be repaired = 50% of book price
- Lost or damaged completely = 100% of book price

Visitors/Observations/Tours

In accordance with Arizona law, all visitors are required to report to the office as soon as they arrive on campus unless they are dropping off or picking up a student in the parking lot in compliance with established procedures. Visitors that want to tour the campus or observe a classroom must schedule an appointment in advance by contacting the front office staff at 480 964-4602.

At your appointed time, visitors sign in and get a visitor pass badge from the Front Office staff. Cell phones will need to be silenced when you receive a visitor pass. Cell phone use while on campus is prohibited.

The educational objectives of the school require that students and teachers focus on their work and be free of distractions so that teaching/learning time is maximized. Siblings or friends of students are not permitted to visit classrooms during the regular school day or attend class activities or functions.

For the safety of our students and in consideration of legal liabilities, we ask that all visitors follow the established policies and procedures on our campus at all times.

- Visitors should not attempt to engage teachers in conversation during class time or when teachers are on duty. Their full attention must be given to students during school hours and teachers are always happy to schedule a personal or telephone conference later.
- Younger children may not accompany adult visitors or volunteers into classrooms during school hours for observations, parties, or other activities.
- Visitors should not accompany students onto the playground, nor may they interact with students or participate/engage in activities with students (other than their own) except on Field Day. Other Parents/Guardians do not want their children interacting with adults they do not know without their permission.
- Visitors should be appropriately dressed in attire that would be acceptable for students to wear according to the school dress code.
- Visitors may not video, photograph, or record other students without permission.

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 own child in front of other children.
- Yell at, grab, touch, strike, or be physically or verbally antagonistic toward any child, staff member or other adult.
- Correct, discipline, question, or give orders to any student other than their own child, 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 another School 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 into 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.

Student Volunteers

Volunteers are welcome and appreciated at all grade levels. Their help and special skills may be used to enhance the classroom environment.

The use of volunteers is at the discretion of the teacher, and volunteers must check in at the office, sign the register and obtain a badge.

Water Bottles

Students are encouraged to bring water to school filled with water only with their names on their bottles. Bottles may be refilled at the drinking fountain, but the school does not supply bottled drinking water. Students are asked not to share water bottles with other students. Water bottles are placed on a back shelf in the classroom and not permitted at students' desks.

Complaint Procedures:

A Burke Basic School parent is encouraged to contact the Principal, Erika Bello, to report any concerns. The principal can be reached at ebello@burkebasicschool.com. Should a parent feel they need to report information to a third-party representative, a parent from Burke Basic School may submit an anonymous complaint to Mr. Mike Gaddie. Mr. Gaddie can be reached at info@azbasicschools.org and your request will be reviewed and investigated.

IMPORTANT PARENT/GUARDIAN NOTICE

Re: The 2024-2025 Parent/Guardian Handbook

Burke Basic School’s current Parent/Guardian Handbook is available online at burkebasicschool.com under Parents/Guardians. Please read it carefully. It is intended as a reference book explaining school policies, procedures, purposes, and goals—what we do and why we do it. The Handbook has been approved by our School Board.

We ask that you read the Handbook in its entirety, go over school policies with your children and ask school staff if you have questions. Some of the policies and forms were included in the Enrollment Packet which required both parent and student signature.

Parents/Guardians will be given an acknowledgement form at Orientation to sign that they will read the Handbook online.

By publishing the information in our Parent/Guardian Handbook, giving public notification about the location of the Handbook, and having Parents/Guardians sign the acknowledgement form, we are establishing a legal document that is binding whether or not Parents/Guardians and students actually read all of the information in it.

May you and your children have a wonderful school year with us. We appreciate your understanding and support.

Sincerely,

The Board and Staff at Burke Basic School

I, _____

(Name printed) have read and fully understand the policies of the school regarding volunteer work, the supervision and treatment of students, the accountability of volunteers to teachers, and the importance of following school rules. I further realize that these policies are designed for my benefit as well as to protect and safeguard the children at Burke Basic School. **I agree to abide by the terms and conditions outlined in this agreement/policy statement at all times.**

Student: _____

Parent: _____