

## BURLINGAME ELEMENTARY HANDBOOK

The mission statement of Unified School District #454 is:

**To educate all students with the knowledge, skills, and attitudes for success in life.**

The mission statement for Burlingame Elementary is:

**Knowing that every child has worth, we will challenge all students to become caring, responsible, decision-making individuals, with the help of parents, teachers, and community.**

### **Board of Education**

Tanyea Bingham  
Melissa Droege  
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### **Administration**

S. Allen Konicek, Superintendent  
Tamara Buche, Principal

### **Faculty and Staff**

**Phone: 785.654.3713**

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Mrs. Teresa Carson, Secretary	
Mrs. Shelley Banzhaf	1 <sup>st</sup> Grade
Mr. Richard Burkdoll	3 <sup>rd</sup> Grade
Mr. Andy Crook	1 <sup>st</sup> Grade
Mrs. Betty Crook	6 <sup>th</sup> Grade
Miss Raegen Ewy	4 <sup>th</sup> Grade
Ms. Heather Gardner-Roff	Interrelated Teacher
Mrs. Amy Hanson	Music
Mrs. Kathy Harsch	Interrelated Teacher
Mr. Mark Hecht	Band
Mrs. Amy Heckman	5 <sup>th</sup> Grade
Ms. Melissa Hurley	Pre-School
Mr. Darrell Johnson	PE
Ms. Jill Laws	Kindergarten
Mrs. Michelle Lewis	5 <sup>th</sup> Grade
Mrs. Patricia Parre	Kindergarten
Ms. Kim Peterson	2 <sup>nd</sup> Grade
Miss Chelsi Thornburgh	3 <sup>rd</sup> Grade
Mrs. Haley Tyson	Librarian
Mrs. Linda White	Title 1/Reading Recovery

### **Principal's Message:**

Welcome to the 2009-2010 school year! We are pleased to have your child (children) attend Burlingame schools. This handbook will help you better understand the day-to-day procedures of our school but is not all inclusive of board policies. A master copy of the USD #454 Policy Book is on file in the district office, school office, school library, and public library.

Our goal is to provide the best educational program possible for all students so they may lead happy and productive lives. Our staff at Burlingame Elementary are committed to this goal by working closely with parents and students. It is highly important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students. You, the parent, must play a key role in the education of your child (children). Your words of encouragement, your interest in your children's work, and your support of the school are vital. Come to school- meet us, talk to us, ask questions, and volunteer your time and energy. Your involvement and cooperation will show your child that you value his/her education. Let's work together! Tamara Buche - Principal

### **Arrival and Departure Time:**

School will begin each day at 8:15 am. Students taking part in the breakfast program will need to be at school no later than 8:10 a.m. They may enter the building at 7:50 am to get in line for breakfast. Students not eating breakfast may enter the building at 8:00 a.m.

During inclement weather, students will be permitted inside the building no earlier than 8:00 a.m. This is when a staff member will be on duty for supervision. Please do not allow your student to come to school earlier than 8:00 a.m. as it can be miserable for them to stand outside the building. If these times create a problem, see Mrs. Buche for other arrangements.

Burlingame Elementary School will be dismissed at 3:25 p.m. Students are asked to leave the building as soon as possible. Students must be under the direct supervision of a faculty member if they are in the building at times outside regular school hours.

### **Tardies:**

Punctual and regular attendance is necessary to help morning classroom procedures run smoothly. Students that are continually tardy cause unnecessary work for classroom teachers, secretaries, lunchroom staff, and administration. Students that are continually tardy may be asked by the principal to make up time after school. A one day notice will be given to allow for transportation arrangements.

**Attendance:**

Good attendance is essential for success in school. Students are expected to attend each regularly scheduled day of school. Many times absences are unavoidable. Every absence must be documented by a note or phone call from home stating the nature of the absence. These records are kept on file with the district throughout the school year. If you do not excuse your student with a phone call or note, the absence will be recorded as unexcused. These absences may result in a grade reduction as specified in policy JBD-R-2-3-4. The building administrator may over-ride excuses for absences.

A student may have 2 days for each 1 day absent to make up work if the absence is excused through the office. Parents wishing to pick up books and homework need to notify the building office no later than 11:00 a.m. Students who know that they are going to be absent should notify the office in advance so arrangements can be made to pick up homework. **Students must be in school to participate in evening activities. Students receiving ISS or OSS shall not attend evening district activities. The building administrator has discretion over both situations.**

**Leaving and Returning to School:**

Leaving the school building during the day is permitted when a note or call is received from the parent/guardian. No child will be permitted to leave school during school hours on his/her own. A parent or designated adult must stop by the office to pick the child up. This is for protection of the child, parent, and school. If a student becomes ill during school, he/she will be allowed to go home only if the teacher/secretary/principal is able to contact a parent/guardian. Students that walk to school may not walk home by themselves if they report to the office sick. **Please keep all parental contact information up to date.** If your student will return to school before lunch, please notify the office so your student will be counted for lunch.

**Bicycles:**

Students who ride bicycles to school are asked to park them in the bicycle racks provided. Bikes are to remain in the racks until school is dismissed. Students are reminded to observe traffic regulations and to ride safely, so that they will not have their privileges taken away from them.

**Birthday celebrations:**

Birthdays may be celebrated at school as long as the parent has contacted the homeroom teacher and plans can be agreed upon. Students are NOT permitted to hand out invitations at school for parties outside the school day.

**Breakfast Program/Lunch Program:**

The breakfast program will start at 7:50 a.m. each school day. Breakfast should be paid in advance daily, weekly, or monthly.

USD #454 Board Policy is to have a closed lunch hour. Students will be required to bring a sack lunch or eat a school lunch. A doctor's statement will be required of any student leaving school for lunch at home or elsewhere on a daily basis.

Lunches can be paid in advance daily, weekly, or monthly. Payment should be by check if possible. According to federal law, students on reduced lunches must prepay. Full lunch price will be charged if meals are not prepaid.

Milk for milk break will be available to students from kindergarten through fourth grade. This milk must be paid for in advance for at least twenty days or one-half of a semester. Milk for students who bring their lunch may be purchased at the lunchroom serving window.

USD #454 cannot charge lunches. Forms for free and reduced meals are available in the school offices. If you need to file for free/reduced price lunches, please do so as soon as possible. Adults visiting the school who wish to eat with their child will need to call the school office by 9:00 a.m. to order a lunch.

**Bullying**

Bullying and cyber bullying will be handled by the school discipline policy. Burlingame Elementary will take a "No Tolerance" approach.

**Cell Phones**

Electronic devices are not allowed in the school building. This includes cell phones, pagers, . . . These may be confiscated by the principal.

**Change of address or telephone:**

Please notify the elementary secretary if you have a change of address or telephone during the school year. This data must be kept accurate in case of emergency.

**Classroom Rules:**

Each teacher will discuss classroom rules with students at the beginning of the school year and rules will be reviewed when necessary. In addition, rules for other areas such as hallways, playground, library, lunch will be discussed by the classroom teacher.

**Detentions:**

Occasionally, teachers will require students to spend extra time either before or after school. This detention can be the result of misbehavior, failure to complete homework, or other various infractions of the classroom rules or expectations. The staff member assigning the detention will contact the parent of the child to inform them that their student will be serving a detention. A one-day notice should be given by the staff member so parents will have time to make transportation arrangements.

**Dress code:**

Students should dress in a manner that does not detract from the learning environment. Student dress should not be vulgar or advertise/promote the use of alcohol or drugs. In addition, the following will be requested:

- 1.) Shirts must cover the shoulders – No Halter tops, tube tops, or tops with spaghetti straps
- 2.) No Bare midriffs
- 3.) Shorts with an inseam shorter than 2 inches and/or shorts with writing across the seat such as “cheerleader” or “player” will not be allowed. Skirts/dresses must be reasonable length as determined by the administration.
- 4.) Mesh shirts must be worn with a shirt underneath.
- 5.) No slippers; No Heelies

Students with inappropriate clothing will be ask to call home for a parent/guardian to bring appropriate attire.

**Fire and Tornado Drills:**

There will be fire/tornado drills as required by law during the school year. Fire drills will be conducted once a month and tornado drills conducted three times yearly.

**Flowers:**

Flowers may be delivered to BES only on Valentines Day after 2 pm.

**General Conduct:**

During school or at any school-sponsored event, students are under the direction of any school personnel and the adopted rules and regulations published in the Board of Education Policy Manual. Each teacher has classroom rules and expectations for students to follow. The purpose of these rules and expectations is to maintain an orderly learning environment and to insure student success. Each student is expected to follow classroom rules. In most cases, teachers will handle student discipline; disruptive students will be referred to the office. Consistency in the handling of disciplinary problems is attempted for the good of our pupils; however, every discipline problem is handled individually, and as fairly as possible. If a parent feels his/her child has been unfairly treated in disciplinary action, we recommend the following procedure:

- 1<sup>st</sup> – conference with the teacher and parent
- 2<sup>nd</sup> - conference with the principal, teacher, parent, and child
- 3<sup>rd</sup> – conference with the superintendent may be requested

**Grading Scale:**

The following grading scale is used in classroom for grades 3-6.

A – 90-100%

B - 80-89%

C – 70-79%

D – 60-69%

F – 59% and below

Grades K-2 will be using a progress report system in a check-list format.

**Lost and Found:**

Articles found in and around the school should be turned into the office. Parents are encouraged to mark student's clothing with first and last names.

**Medication Policy:**

Although it is not the school's practice to administer medication, arrangements can be made for special needs by contacting Mrs. Buche. State law requires written permission from parent/guardian/and physician before medication can be given. Medicines must be stored and given in the school office. The original container must accompany all medicine or drugs. A medication form is available in our school office. The school does not furnish any medication, including aspirin.

**Money:**

Any money being sent to school should be placed in an envelope with the student's name written on the front of the envelope along with the reason it is being sent. This is especially important when the money is for more than one thing or more than one child.

**Playground Rules:**

Playing will be permitted only in the designated playground area. Students may be held from recess for failure to follow playground rules.

**School Visitors:**

Parents are always welcome to visit the school for purposes of observation. Visitation is a time when parents come to the classroom and sit as a silent observer. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Conferences and visits should be planned with a one-day notice. Visitors are required to check in to the office and should notify and pay the secretary if they will be eating school lunch.

**School Closings:**

In extremely inclement weather or in case of an unforeseen emergency, the closing of schools or an abbreviated day may be necessary. A school closing or an abbreviated day is designated by the superintendent and his decision will be announced over radio stations WIBW, KMAJ, and KANS. It will be announced on TV stations WIBW, KSNT, KTKA, and local cable. If the school closes early, a student will not be sent home from school without notification of a parent by the school secretary/principal.

**Weapons: (BOE Policy JCDBB)**

A student shall not knowingly possess, handle, or transmit any object than can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Definition of Weapon or Destructive Device:

As used in this policy, the term "weapon" and/or destructive device shall include, but not be limited to:

- \*any item being used as a weapon or destructive device
- \*any facsimile of a weapon

- \*any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- \*the frame of any weapon described in the preceding example
- \*any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- \*any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter
- \*any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- \*any bludgeon, sand club, metal knuckles, or throwing star
- \*any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- \*Elementary students are not allowed to bring a knife of any kind.

**Penalties for Possession of a Firearm:**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a firearm shall be conducted by the superintendent or his/her designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS or the Commissioner of Juvenile Justice.

**Reporting Criminal Possession of a Firearm by a Student:**

It is a crime for any person to possess a firearm at school, on school property, or at a school-supervised activity. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

**Student Conduct: (BOE Policy JCDA-R-2)**

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

**Weapons and Dangerous Instruments:**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On school grounds during, before, or after school hours.
2. On school grounds at any other time when the school is being used by any school personnel or school group, or
3. Off the school grounds at a school activity, function, or event.

**Narcotics, Alcoholic Beverages, Tobacco Products, Drugs, and Controlled Substances:**

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any tobacco products, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any controlled substance or alcoholic beverage of any kind:

1. On school grounds during, before, or after school hours
2. On school grounds at any other time when the school is being used by any school personnel or school group, or
3. Off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Violation of any provision of this behavior code may result in suspension and/or expulsion.

**Repeated School Violations:**

A student shall not fail to comply with a reasonable request of school personnel during any period of time when he/she is properly under the authority of school personnel. Violation of any provision of this behavior code may result in suspension and/or expulsion.

**Suspension and Expulsion Procedures:**

A student may be suspended or expelled for reasons set forth in Kansas law. Any student who is suspended for a period of more than ten days or expelled shall receive a copy of the current suspension and expulsion law and BOE policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employee, or committee of

certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board. Students may be suspended or expelled for one or more of the following reasons:

- \*Willful violation of any published, adopted student conduct regulation;
- \*Conduct which constitutes the commission of a felony;
- \*Conduct which constitutes the commission of a misdemeanor;
- \*Disobedience of an order by a school authority if the disobedience results in disorder, disruption, or interference with school operation; and
- \*Possession of a weapon at school, on school property, or at a school-sponsored event.

Suspension may be short term (not to exceed 10 school days) or long term (not to exceed 90 school days). An expulsion shall not exceed 186 school days.

Students given an in-school or out-of-school suspension shall not participate in district activities that evening.