

Burlington Elementary Student/Parent Handbook

Welcome to Burlington Elementary! We are looking forward to a wonderful year with you. Please take a moment to review our Student/Parent Handbook. Throughout the year please help us keep you updated by frequently checking our school marquee, Facebook page (Burlington Elementary via the principal), website (<http://bes.svvsd.org>), and by listening to shoutpoint messages.

School Hours

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| 8:30 AM - 3:00 PM | Please make sure students do not arrive at school until 8:15 AM; there is no adult supervision on our playgrounds and crosswalk until 8:15 AM. Morning Kindergarten students who are eating breakfast in our cafeteria are welcome to arrive by 8:15 AM. |
| 8:30 AM - 3:00 PM | Full Day Tuition Based Kindergarten |
| 8:30 AM - 11:10 AM | Morning Kindergarten |
| 12:20PM - 3:00PM | Afternoon Kindergarten |

Students remain outside until the first bell rings at 8:25AM. In case of inclement weather, there will be signs on the door indicating students should enter the building. If there is a problem with your schedule, please notify the office.

Office Hours

The office is open from 7:30 AM to 4:00 PM. Our principal's door is always open; however, you may call her secretary to schedule an appointment if that works best for you. If we miss you, please leave a message for us at 303-776-8861.

Teacher Hours

Teachers' hours are from 8:00 AM to 3:30 PM. You are welcome to email our teachers or leave them a voicemail when you call 303-776-8861. To email anyone in our district please use the following:

last_name_first_name@svvsd.org

Before/After School Care for Grades ADK -5: Trailblazer Club

The purpose of Trailblazer Club is to offer quality child care within the school setting. The program provides a safe, structured and a positive environment that allows children to be creative, sociable and happy. Trailblazer Club is self supporting. The program purchases computers, indoor and outdoor toys, playground equipment and nutritious snacks to make this a quality program. Parents and students are encouraged to suggest toys, materials and snacks that would improve the Trailblazer Club experience.

A non-refundable registration fee of \$50 per child/\$75 per family maximum is required to register. This fee will be returned if a child is not accepted into the Trailblazer Club or is not put on a waiting list. The registration fee helps purchase supplies and materials for the program and to pay for the staff's time to process new applicants. A fully filled-out registration form is required for all Trailblazer Club participants.

Students on a "set-schedule" (a part-time, defined schedule) will be accepted on a space available basis. If the Trailblazer Club/Rising Stars capacity is reached, applicants will be placed on a waiting list in the sequence that they sign up.

Please make payments to "Burlington Childcare" and please call 303-776-8861 ext. 22014 for questions.

Before/After School Care for Preschool –Kindergarten (AM or PM): Rising Stars

The purpose of the Rising Stars program is to offer quality child care within the school setting for our preschool and morning/afternoon kindergarten students. You are welcome to check our website at bes.stvrain.k12.co.us for information and registration or you can call Burlington at 303-776-8861 ext. 22014. The fee for Rising Stars is \$24/day for students enrolled in preschool or kindergarten, and \$30/day for students not enrolled in preschool or kindergarten.

Before/After School Care Fees for Trailblazer Club 2013/14 School Year

Fees are established to ensure the program will succeed on a self-supporting basis. Materials, supplies and equipment are regularly purchased to make the Trailblazer Club a safe, wholesome and fun place for children.

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| Regular Tuition | Full Time (AM only) | \$10 | Part Time (AM only) | \$11 |
| Regular Tuition | Full Time (PM only) | \$12 | Part Time (PM only) | \$13 |
| Regular Tuition | Full Time (AM & PM) | \$22 | | |
| Regular Tuition | Part Time (AM & PM) | \$24 | | |
| Late Start (PLC) | \$5 Movie only | \$15 Movie and morning care | | |
| No School Days | \$40/day | | | |
| Drop-In Care | \$11 (AM) | \$13(PM) | Drop-In Care is defined as care requested with less than 48 hours advance notice. Not to be used for varied part time schedules (i.e. Nurses, Fireman, etc.) | |
| Discounts | <u>Large Family 50%</u> Discount for child(ren) number 3, 4, etc.; discount will be taken from lowest tuition child(ren) | <u>SVVSD Employee 10%</u> Discount on childcare for children in SVVSD employee's primary household (regardless of marital status) or work location | <u>CS Employee 100%</u> Children who live with CS employee's primary household (regardless of marital status) may attend childcare program during employee's scheduled work hours at employee's primary work location otherwise 10% SVVSD employee discount applies | <u>CC/Enrichment Discount 10%</u> Child(ren) who attend enrichment class of six or more sessions on a day they are also attending childcare will receive discount on enrichment tuition only |

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Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance; frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement, particularly for closing the achievement gap. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. For at least these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to earn full class credit: satisfy all academic requirements, and exhibit good attendance habits.

Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Schools will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

Notification of Parents/guardians Regarding Excused and Unexcused Absences

Our Principal, Mrs. Hughes, will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues. Regardless of grade level, the following actions will be taken if a student's excused or unexcused absences reach the levels identified.

Excused Absences

- After 6 excused absences, a general letter or concern will be sent to the student's parent/guardian
- After 9 excused absences, a second letter will be sent indicating that when the student reaches 12 absences that he/she will no longer be excused without documentation from a health care provider
- On the 13th absence, the student and parent/guardian will be asked in writing to meet with school officials to discuss pertinent issues and develop an educational plan including an attendance contract. This mailing will include a copy of the District policy and state law which will be discussed at subsequent meeting.
- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

Unexcused Absences

An unexcused day is equal to a whole school day or individual classes over several school days that cumulatively add up to one whole school day. **In addition, 3 unexcused tardy occurrences will be considered a one-half day unexcused absence.**

- After 3 unexcused days, a general letter of concern will be sent to parents/guardians requesting a conference with school officials.
- After 6 unexcused days, a second letter of concern will be sent indicating that the student has violated board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.
- After 10 unexcused days, a letter including a copy of the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.
- In all cases, letters are sent to parents/guardians will be addressed to the current address on file with the District.

Attendance Reporting

Parents are requested to notify the school office early on any day their child is absent. If we are unable to contact you, State Law says that we must consider the absence unexcused. You can report an absence to our office by phone at 303-776-8861 or by email to Dixon_tyra@svvsd.org

Visiting School

Parents are welcome to volunteer and visit anytime! Please sign in at our front office and wear a school lanyard while at Burlington. If you wish to observe a classroom, please call the office for available times that work best for you and the teacher. Students are not allowed to bring other school aged visitors to school under any circumstances!

“Power of 3”

This year Burlington is again asking all parents/guardians to sign a pledge to volunteer at least three hours year. Please visit our website for many ways to get involved at Burlington. Our “Power of 3” is getting great recognition; other elementary schools in our District will be implementing this program. The Colorado Department of Education acknowledges our program as “one of the best in the state”.

Health Services

We have only limited health services available through our school. A health clerk is in the building four hours per day. During the remaining time, all health problems are handled by our office staff.

It is ESSENTIAL that we have the following information on file in case of illness or emergency:

- A. Telephone numbers where parents may be reached.
- B. Names and telephone numbers of relatives or friends who should be contacted when parents are not available.
- C. Name and telephone number of family doctor.

*Please make certain that you update the office when these telephone numbers change.

Dispensing of Medication

St. Vrain Valley School District RE-1J employees are not to dispense prescription or non-prescription medication (including but limited to: vitamins, herbal products, etc.) without written consent from the parent and directions from a physician. The following items are exceptions and students may use these items as needed: cough drops, lip balm and sunscreen.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer medication, only the health clerk or his/her designee will administer the medication. Before such medication is administered, Permission for Medication form MUST be on file in the school; this form can be obtained at the school office.

Discipline

A copy of the St. Vrain Valley School District Behavioral Code will be sent home at the beginning of this school year. Please read through, then sign the back page and return that page to Burlington.

Student Expectations

Burlington Elementary has committed to be part of the State of Colorado's Positive Behavioral Systems. Our school creed is:

Student Trailblazers Are Respectful, Responsible & Safe

Personal Cell Phones, Ipods, MP3 players, and other Electronic Devices

Cell phones, Ipods, MP3 players, and other personal electronic devices are strongly discouraged at school. Unfortunately, these items have a high risk of getting lost or stolen. If a student has one of these items at school, they should turn them into the office before class starts and they can pick them up at the office at the end of the school day. If a student is found to have any of these devices in their possession during the school day without prior permission from the classroom teacher in order to be used for a classroom project,, the devices will be confiscated by any staff member and a parent will need to claim the item at the front office.

Classroom Rules

Classroom rules are based on our school-wide behavioral components of being respectful, responsible, and safe in every classroom. Teachers go over classroom rules and expectations with their students in all the areas of our school and reinforce these rules throughout the duration of the school year.

Playground Rules

1. Students are to be involved in constructive playground activities.
2. Students are to remain on the playground during any recess.

3. Students are to play only on the designated playground area.

Playground rules are formulated by students at Burlington and approved by the Burlington student council and staff. A copy of playground rules is available in classrooms.

Outdoor Recess

Recess is scheduled as part of the regular school day. This time serves as a break for students. As a general rule, if your child is too ill to participate in recess, he/she should be kept at home. All children play during lunch hour and recess. It gives the child a few moments to expend some energy, stretch and activate the body from a morning of learning in classrooms. This is also a good time for socialization and learning to get along with other children.

Only those children having a doctor's certificate will be permitted to stay in for any extended period of time. The doctor must specify number of days. Children will not be permitted to stay in due to cold weather. The principal or her designee will determine when all children should stay in due to cold or wet weather conditions. ALL CHILDREN SHOULD COME TO SCHOOL PROPERLY CLOTHED FOR OUTSIDE CONDITIONS.

Weapons Policy

Carrying, bringing, using or possessing any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school district is prohibited. Such weapons include, but are not limited to any pistol, revolver, rifle, shotgun, spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knife having a blade of greater than three inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially-opened position.

Violation of this policy may require that proceedings for the expulsion of the student involved shall be initiated immediately by the principal.

Students have the duty and responsibility to immediately report all weapon violations. This duty and responsibility includes physically bringing a weapon which may be found by a student on or near school grounds, to the attention of a staff member or administrator. In such instances, a student will not be disciplined for turning in a weapon which the student found. However, discovery by school personnel of a weapon on a student, in possession of a student, or involvement in the transmission of a weapon from person-to-person in situations other than turning in a weapon, may be grounds for being expelled from school.

Bus Passes

All eligible transported students will be issued an individual bus pass card through their school. As the student enters or leaves the bus, he/she will pass his/her assigned bus pass card in front of a reader allowing the current time, date, and geographic location to be recorded into a secure database. The information is then readily available through a secure means in case of an emergency or lost student situation.

All eligible riders will receive an initial bus pass card, a clear rubber sleeve and a lanyard at no cost. Reissue of nonworking cards due to normal wear and tear will be free of charge as long as the non-working bus pass card is surrendered to St. Vrain Valley Schools Transportation. Lost or stolen bus pass cards along with a new rubber sleeve will be reissued at a cost of \$5.00.

Please note Bus Drivers CANNOT accept any form of payment at any time. Those receiving bus passes will be provided more detailed information regarding replacement of lost, stolen or damaged cards upon receipt of their initial card.

For those with questions comments or concerns please feel free to contact the Transportation Department at 303-702-7540 or via the bus pass dedicated email address at buspass@svvsd.org

Traffic and Pedestrian Safety

Please use caution when bringing children to school and picking them up. Parents should refrain from making U-turns on the streets near the school because of the dangerous situation it creates for bicycle riders and pedestrians. Parents should discuss with their children the most desirable routes and safety factors while walking to and from school and while waiting for or riding the bus.

Bicycles, Scooters, Rollerblades & Skateboards

Bicycles are to be parked and locked in the racks at school. The school is not responsible for damage to or loss of a student's bicycle. Scooters, rollerblades & skateboards must be safely placed in backpacks on school grounds and stored in classrooms.

Bicycles should not be ridden on school grounds; there should not be more than one rider on a bike. General traffic safety rules should be followed by bicycle riders leaving school grounds. Scooters, roller blades & skateboards must not be ridden beyond the fence at the front of the school.

Finally, the National Safety Council recommends that children under the age of nine not be allowed to ride their bicycles or scooters to school or from school unless accompanied by a responsible adult. It is recommended that all students use helmets to promote safety.

Student Internet Use: Board Policy EHC-E2

STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY, ACCESS AND DIGITAL COMMUNICATION St. Vrain Valley School District RE-1J

The St. Vrain Valley School District offers students access to computers and the Internet to support the District vision and mission. In order to provide open access to the resources, tools and equipment we believe are essential to teaching and learning, it is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Listed below are guidelines that outline responsible use.

I will:

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Report anyone who tries to use the computer to hurt or harass me to a teacher or other adult.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Have appropriate conversations in all my interactions with others.
- Tell adults when someone makes me uncomfortable.
- Use computers for school-related purposes.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not try to copy, damage, or delete their work.
- Follow District policies, rules, and regulations.
- Ask for permission before connecting my own devices to the District network.
- Take care of District computer equipment.

I will not:

- Read another student's private communications without permission.
- Use improper language or pictures.
- Use communication tools to spread lies about others.
- Pretend to be someone else online.
- Give out my full name, password, address or any other personal information to someone I don't know.
- Give out the full names and addresses of others.
- Send e-mail to anyone who asks me not to.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the District network to use at school, unless I have received permission.
- Try to get access to or make the computer or network do things not approved by my school and the District.

I understand:

- That sometimes my computer work may be lost and I should be careful to back up important work.
- That some things I read on the Internet may not be true.

- That the computers and network belong to the District and that using them is a privilege, not a right.
- That the computers, network and printers may not work everyday.
- That it is my responsibility to make sure that any devices I use on the District network are approved.
- That the things that I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
- That it is my responsibility to read and abide by the terms and conditions of Board Policy EHC-R and all revisions.

Consequences for misuse

I might not be allowed to use the computers or the District network if I break these rules.

I may be suspended or expelled from school if I act irresponsibly.

Approved March 9, 2005, Reviewed April 23, 2008, Revised May 12, 2010

St. Vrain Valley School District RE-1J, Longmont, Colorado

Lunchroom Policies/Procedures

This year, only students who qualify for free/reduced lunch will receive lunch free of charge. Please remember to fill out the free/reduced lunch form to qualify. All students will be provided breakfast in the classroom at no charge. This program is funded by a reimbursement from the USDA.

Fees for lunch for 2014/2015 are \$2.75 per student, \$.50 for milk, juice or water. To access the lunch menu online, you are welcome to use the following link:

<http://www.schoolnutritionandfitness.com/index.php?sid=1907111832370459>

It's a fact: eating breakfast at school helps children learn. Studies show that children who eat breakfast at the start of their school day have higher math and reading scores. They have sharper memory and show faster speed on cognitive tests. They have broader vocabularies. They do better on standardized tests. They focus better and behave better.

It's important to note, on Late Start Days breakfast will not be offered at 11am. If you have additional questions about this program, please check out the following link <http://www.breakfastintheclassroom.org> or call our office at 303-776-8861.

Cafeteria Rules

1. Enter cafeteria quietly.
2. Use soft voices at all times
3. Keep your hands and feet to yourself.
4. Keep your food on your tray or in your mouth.
5. Be as courteous as you would be in any restaurant or at home.
6. Clean up when you leave.
7. Remain seated while eating.
8. Raise hand to leave your seat
9. Students self monitor lunch room noise with the assistance of a stoplight. 5th graders can earn the privilege of "choice seating" by having less than three yellow lights each day for a week.
10. 4th & 5th grade students may purchase Inta Juice smoothies on Fridays & parents may deposit money into their accounts for this purchase.
11. Students who bring a cold lunch and want to purchase milk, juice, or water may money deposited into their accounts for this purchase.

Student Dress

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. Any student deemed in violation of the dress code shall be required to comply with this

policy and the school's individual standards by changing into appropriate clothing (or making arrangements to have appropriate clothing brought to school).

Lost and Found

Please help us by clearly labeling, with student's name, all items of clothing such as mittens, caps, hats, jackets, coats, sweaters, boots, and umbrellas. Many mix-ups occur during the year and an unbelievable amount of clothing is unlabeled and unclaimed by June of each year. All unclaimed items are donated to a local charity at the end of the school year. The Lost and Found is in the center hall and you are welcome to check it out anytime throughout the school year.

Birthday Parties

Realizing that recognition of each child's birthday is important to him/her, we allow the last 10 minutes of the school day for children to bring treats and be recognized if they desire to do so. Treats should be nutritious, simple, and easy to distribute. Invitations to birthday parties for children must be handed out outside of the classroom and outside of the school day.

Community School

Burlington Elementary School is a community school. This means that many activities will be available for you and your child. Announcements about classes and activities will be sent home and/or published in our monthly newspaper and on our school's website. If you have a suggestion for a program or a class, please direct your call to our school office at 303-776-8861.

Conferences

Time is set aside twice a year for the purpose of meeting with the parents to discuss student progress. However, appointments may be requested at any time by the teachers or parents. Dates for the conferences are included in the school calendar published in this booklet and on the back of your students' weekly Burlington Trailblazer take home folder and our school's website

1st Trimester.....August 18 to November 14
2nd Trimester.....November 17 to February 26
3rd Trimester.....March 2 to May 21

Homework

Teachers assign homework. Please encourage your children to complete their work. Discussing their work with your children helps them to develop a positive attitude about learning, especially when learning something new or difficult.

Make-up Work for Absenteeism

All students are expected to make up school work missed because of absenteeism. No make-up work will be given before or during an absence. Students with excused absences shall be granted full credit for make-up work.