

Burwell Elementary Student Handbook

Daniel Bird
Superintendent

Gordon Goodman
Principal

Burwell Elementary
204 4th Avenue
Burwell, Nebraska 68823
Telephone: (308) 346-4431

Secretary
Sherry Reeve

Staff

Kindergarten---Maureen Bird and Lori Hughes
First Grade---Barb Freouf
Second Grade---Amber Williams and Nichole Simpson
Third Grade---Nancy Jeffres and Lori McClintic
Fourth Grade---Kathy Curry
Fifth Grade---Nancy Swett
Sixth Grade---Joy Schott
Reading Plus Coordinator---Lori McClintic
Computer Tech---Ronda Weber and Dana Plugge
Librarian, Enrichment and Spanish---Susan Goochey
Vocal Music---Nichole Simpson
Instrumental Music---Pam Helgoth
Art---Karen Anderson
Physical Education---Garrett Mann
Resource Specialist---Geri Smith
Speech Pathologist---Val Galvan (ESU #10)
Nurse---Holly Mann
Library/Teacher Aide---Peggy Westover
Resource Aide---Patty Jeffres
Resource Aide---Mary Doggett
Resource Aide---Becky Crawley
Bookkeeper---Verda Thoene
Custodians---Dave Newlin, Sarah Lindsay

District 70 Staff

Grades K-6---Carolyn Christen
Paraprofessional---Linda Garwood

Burwell Elementary School 2011-2012 School Year Calendar

August 11, 12 and 15, 2011	Teacher In-service Days	Thursday/Friday/Monday
August 15, 2011	BES Open House @ 7:00	Monday
August 16, 2011	School Starts – 11:45 Dismissal	Tuesday
August 17, 2011	First Full Day	Wednesday
September 5, 2011	Labor Day – No School	Monday
September 12, 2011	Lifetouch Pictures	Monday
September 13, 2011	HS 1:00 Dismissal P/T Conferences (3pm-8pm)	Tuesday
October 5, 2011	Teacher In-service	Wednesday
October 14, 2011	End of First Term (42 Days)	Friday
October 21, 2011	No School-P/T Conf. Elementary Schools	Friday
October 24, 2011	Lifetouch Picture Retakes	Monday
October 28, 2011	Fall Break – No School	Friday
November 23, 2011	2:00 Dismissal	Wednesday
November 24 & 25, 2011	Thanksgiving Vacation	Thursday / Friday
December 6, 2011	Winter Program-Dist. #70-7:00pm	Tuesday
December 13, 2011	Winter Program-BES—7:00pm	Tuesday
December 22, 2011	End of Second Term—1:00 Dismiss(45 Days)	Thursday
January 3, 2012	Teacher In-service	Tuesday
January 4, 2012	Teacher Workday	Wednesday
January 5, 2012	School Resumes	Thursday
January 6, 2012	1:00 Dismissal – Burwell Wrestling Inv.	Friday
February 7, 2012	HS-1:00 Dismiss P/T Conferences (3pm-8pm)	Tuesday
February 16, 2012	No School-P/T Conferences Elementary Schools	Thursday
February 17, 2012	Break – No School	Friday
February 22, 2012	No School---Conference Speech	Wednesday
March 8, 2012	End of Third Term (43 Days)	Thursday
March 9, 2012	Break---No School	Friday
March 13-14, 2012	Lion’s Bus	Tuesday-Wednesday
March 23, 2012	Kindergarten Roundup	Friday
March 27, 2012	BES-Spring Concert—7:00pm	Tuesday
March 28, 2012	Spring Pictures	Tuesday
April 5, 2012	2:00 Dismissal	Thursday
April 6 & 9, 2012	Easter Vacation	Friday / Monday
April 16-20, 2012	Book Fair Week	Monday-Friday
May 4, 2012	Elementary Field Day	Friday
May 6, 2012	Graduation---2:30 pm	Sunday
May 8, 2012	6 th Grade Play	Tuesday
May 16, 2012	End of Fourth Term--Elementary (46 Days)	Wednesday
	AR Parade	
May 17, 2012	Teacher In-service	Thursday
May 18, 2012	Teacher Workday	Friday
First Semester: 87 days	Teacher In-service/Workdays: 7 days (8/11, 8/12, 8/15,10/5, 1/3, 1/4, 5/18,)	
Second Semester: 89 days		
Total Student days Scheduled: 177 days		

Burwell Public Schools
Elementary Parent-Student Handbook
2011-2012

When you do good things, Good things happen!

Welcome to the new school year! As a staff, we are committed to making this a very positive experience for all of our students, parents, and personnel. This parent-student handbook has been written to guide you through the 2010-2011 school year. Please read it carefully and follow it closely.

Learning is a challenge that requires your active participation on a daily basis. To be successful, it is important for you to attend school every day, to be on time, to make appropriate behavior choices, and to complete your daily work and homework. As a good school citizen, you will be actively supporting the learning of others as well as your own. Your teachers have planned many opportunities to help you grow and learn during the coming year, and we look forward to your successes.

Thanks
Gordon Goodman
Burwell Elementary Principal

MISSION STATEMENT

It is the mission of Burwell Public Schools to provide educational opportunities that promote lifelong learning, to encourage the desire for greater knowledge, and to strive for excellence with involvement of parents and community to prepare every person to be a productive and responsible citizen in a diverse, changing society.

PHILOSOPHY

The Burwell Elementary Staff desires to provide educational opportunities to help all children develop mentally, emotionally, physically and socially to their fullest potential as responsible caring citizens of the communities in which they live.

OBJECTIVES

Burwell Elementary School shall:

1. Develop self-discipline and respect for others in both the classroom and during extra-curricular activities.
2. Develop skills through instruction in math, reading, writing, speaking, spelling, listening, comprehending, and library usage.
3. Offer experiential activities in art, music, theater, physical education, and field trips to other state communities and institutions.
4. Develop critical and creative thinking skills.
5. Provide special instruction to all children in the least restrictive environment.
6. Develop pride in work and a feeling of self-worth.
7. Provide a professional staff which is fully prepared to guide the learning process while being flexible and willing to continue their education for improvement of instruction.
8. Provide current and relevant materials for the educational process within the financial capacities of the district.
9. Cooperate in a professional manner with parents, school patrons, and the community at large.

"Train up a child in the way he should go; and when he is old, he will not depart from it."

GENERAL INFORMATION

School Day

Kindergarten through Grade 6 will begin at 8:15 a.m. and will be dismissed at 3:15 p.m. Monday through Thursday. School is dismissed each **Friday at 2:45 p.m.**

Arrival Time

The Elementary School will open at 8:00 a.m. Children are not to arrive

before 8:05 a.m. Students arriving prior to 8:05 a.m. will remain lined up outside the north door entrance. When temperatures drop, children will be brought into the gym at 8:00 a.m. to wait for classes to begin. Wind rain and other inclement weather would also create a need for students to wait inside.

If a child must arrive at school earlier than 8:00 a.m. please call or write a note of explanation. Should a child need to wait inside due to a health concern please write a note of explanation as well.

Dismissal from school is at 3:15. Students must go directly home unless they have permission to wait for a ride. If children wish to come back to the playground they may do so **after 4:00 p.m.**

Parents/Guardian(s) need to call by 3:00 p.m. if you want the school to notify your child of a change in pick-up plans or destination after school. The beginnings and endings of the school day are very busy. Dismissal time is a very busy time of day and while we can make every effort, we can not guarantee that the student will be notified if called in after 3:00 p.m.

Students will be counted tardy after 8:30 am.

ENTRANCE AND REGISTRATION

All pupils entering Kindergarten in Nebraska schools must have reached their fifth birthday on or before the 15th of October. A birth certificate is required for entrance in Kindergarten along with immunization records, a physical and an eye examination. This physical examination needs to be within six months prior to the start of the school term. A physical examination and eye exam is also required of a transfer from out of state to any grade.

Immunizations against the following diseases are required for every child:

*measles *mumps *rubella *poliomyelitis *diphtheria *pertussis *tetanus

All students in all grades will be required to present evidence of:

*3 doses of DTP, DTAP, DT or TD vaccine

*3 doses of Polio vaccine

*2 doses of MMR vaccine given on or after 12 months of age and separated by one month or more .

In addition to these requirements, the following groups also are required to present evidence of three doses of Hepatitis B vaccine and DTP or equivalent given on or after the fourth birthday:

*Kindergarten or beginning grade

*Seventh grade

*All out-of-state transfer students to any grade

Students must show proof of immunization upon enrollment. Any students who do not comply with the immunization requirements will not be permitted to continue in school.

Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement available in the office. Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

ATTENDANCE

State law 79-201: "Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child, not less than seven or more than 16 years of age, shall cause such a child to attend regularly the public, private, denominational or parochial day school each day that such schools are open and in session except when excused by school authorities, unless such child has graduated from high school."

Good attendance and progress in school go hand in hand. There is no substitute of equal value for being in school. Please do not allow your child to miss school unless necessary.

ABSENTEEISM

Guardian/Parent(s) have the responsibility to ensure that the student gets to school each day on time. If your child has to be absent or tardy, please call the school prior to 8:15. If you know in advance that your child is going to be absent, a note can be sent to the school office signed by you stating the date and time. If a student is not in school and has not been properly excused by 8:30, the office secretary will call your home or a designated number. It becomes the duty of the school to enforce the attendance policy. If we are unable to reach you and we have not received a phone call, the law requires us to alert the local authorities to assure the safety of your child.

Students arriving after 9:30 will be counted absent $\frac{1}{2}$ day. Students leaving prior to 1:45 will be counted a $\frac{1}{2}$ day. On Friday leaving at the noon break will be considered a $\frac{1}{2}$ day absence. Acceptable reasons for absence are illness, doctor or dentist appointments, and funerals of a family member. A child will be allowed to miss 2 days per year, for an acceptable reason without losing perfect attendance award.

If your child is absent for three or more days because of an illness, a doctor's note is required to verify that the child has been released to come back and that the illness is not communicable to classmates and friends. **All class work needs to be made up when your child misses a day or any portion of the school day. Without question, absence means instruction time lost. Educating students is our job and we take it seriously. If your student(s) has been absent and is falling behind, teachers may request that your student stay in at recess or after school to get caught back up. If this is a problem, please contact the teacher to make arrangements for a more appropriate time for your student to get the help he/she needs.**

Frequent absences are common reasons for failing grades. Parents will greatly help their children if they do not allow them to be absent from school unless it is absolutely necessary. Shopping trips, visiting friends and relatives, attending athletic events, etc are not valid reason for missing school. The administration has the authority to refuse to excuse a student's absence which means that the student would not be permitted to make up work for credit.

It is the policy of School Board District #100 to report as truant any student excessively tardy or absent. The term "excessive" means absences exceeding 5 days per quarter or the hourly equivalent or when the number of unexcused absences exceeds 20 days cumulatively per school year or the hourly equivalent. If absenteeism is greater than 20 days, the administration has the authority to retain the child in his or her present grade.

TARDINESS

When for some reason children leave home so late that they will be tardy for classes, please send a note of explanation or call the school. Students who are consistently tardy without good reason will be kept after school to make up lost time. Children are tardy if they arrive in the classroom after 8:30 a.m. On days of inclement weather, the tardy regulations will be extended. Please call and inform us of your situation.

Consistent tardiness is an undesirable habit because a student who is tardy is absent for that time. Not only does coming in late disrupt classes and interfere with learning on the part of everyone, but it is creating a habit which may cause serious problems throughout life.

SCHOOL CLOSING

In the event of severely inclement weather or a mechanical breakdown, school may be closed, starting time delayed, or dismissed early. The following radio stations

will carry announcements:

KNLV - Ord - 103.9 FM; AM 1060

KBRX - 102.9 FM, AM 1350

KRVN - Lexington - 93 FM; AM 880

KBBN - Broken Bow - 98.3 FM

TV stations NTV, Kearney Channel 13; Hastings, Channel 5; and KLON/KGIN. Lincoln will announce closings and late starts. Families will also be notified by phone and/or email through a mass communications technology system. Contact information needs to be as current as possible. Please notify either school office of any change in your contact information. A late start will mean a starting time of 10:00

DOORS

During school hours all doors to the Burwell Elementary School will be locked except for the front doors (Main entrance to the west) by the office. All visitors need to check in and out at the office.

CLASSROOM VISITATIONS

Parents, grandparents, and other interested persons are encouraged to visit school. A note or call to the teacher prior to a visit would be greatly appreciated. All visitors need to check in at the front office prior to going to the classroom area. No child will be taken from a room or playground during the school day by anyone other than a parent or legal guardian, unless authorized by the parent or guardian to do so. The school office must be notified when a child is taken from the school grounds. Anyone picking up a child must report to the office. The student being picked up will then be called to the office upon verification of the message. Verification will need to be a call to the parent or from the parent to the school office. We want to be sure it is the parent who is picking up the child or has knowledge of it.

BREAKFAST PROGRAM

A breakfast program will be operated by Burwell Jr.- Sr. High School. Breakfast costs will be \$1.35. Students will need to pay before they eat. (no credit) Students who qualify for free and reduced lunches also qualify for free or reduced breakfast. Breakfast will be served between 7:30 and 8:00 a.m. Elementary students who eat breakfast will be led to the elementary building at 8:00 a.m. by school personnel. **Students need to be at the lunch room prior to 7:50 to eat breakfast in a reasonable amount of time before leaving to go to the elementary building. Food is not permitted to leave the cafeteria by state law.**

LUNCH AND MILK

A hot lunch program is also operated by the Burwell Jr.-Sr. High School which the elementary school takes part in. A student meal costs \$2.05. If a student eats daily for one month, 20 meals would cost \$41.00. Second main meal may be purchased at the cafeteria for \$.75.

Lunch tickets will not be used for keeping track of student lunches. Students will, however, report each morning if they plan to eat a hot lunch, bring their own lunch, or go home for lunch. Burwell Jr.-Sr. High School is asking that children prepay each month of meals. A five-dollar (\$5.00) warning will alert the students to a low balance. Students may be given a slip of paper that gives their account balance. Account balances may be checked at any time using Power school. Once an account reaches \$0, no charge will be allowed to that account. **Checks need to be made out to Burwell Public Schools.**

Milk will be available for students in grades K-6 each morning. The cost is \$.40 a carton or \$8.00 for a ticket of 20. Crackers are available for grades K-1 for \$8.00/year. **Morning milk tickets will be sold by the Burwell Elementary School. Checks for morning milk should be made out to Burwell Public Schools.**

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability."

NOON LUNCH DISMISSAL

Kindergarten -----	11:00
First Grade -----	11:05
Second Grade -----	11:05
Third Grade -----	11:10
Fourth Grade -----	11:10
Fifth Grade -----	11:45
Sixth Grade -----	11:45

Burwell Elementary students will not be allowed to leave the school grounds for the lunch period without parent/guardian permission. A signed permission slip must be received from the parent/guardian prior to 9:30 a.m.

each morning. Students not having permission to eat at home will eat at the high school cafeteria.

Students who do not ever intend to eat at the high school cafeteria may bring a note to that effect at the beginning of the year. The school will then understand that the parent/guardian is expecting their child home each day for lunch. The closed-campus lunch period helps assure both the parent and school of the safety and whereabouts of children.

Students not eating at school are expected to be in contact with parents during their lunch time. It is not recommended that students walk to and from businesses for lunch on their own unless arrangements have been made with the administration. We want to encourage the safety of our students through communication and knowing their whereabouts during the lunch period.

Those students eating at home should return to school by 11:55 if in Kindergarten, 1st, or 2nd. 3rd or 4th grade should return by 12:00, while 5th and 6th grades students should return by 12:30 p.m. **Tardiness will not be tolerated during the lunch period, if tardiness is a continual problem the student will not be allowed to leave during lunch.**

DRESS AND APPEARANCE

It is the responsibility of the school to maintain an environment that facilitates learning. Students are encouraged to dress in a fashion that reflects good taste. The Administration is responsible for determining on a case by case basis whether a student's attire violates Board policy. Factors include:

1. The appearance of students must not present a danger to student health, safety, cause an interference with work, or create a classroom or school disorder.
2. Students must be clean.
3. Wearing shorts is permitted throughout the school year. Shorts and skirts shall conform to all requirements of decency.
4. All students must wear shoes at all times for health reasons.
5. Hair must be clean.
6. Students/Parents are not to wear hats inside the school building.
7. Offensive or inappropriate clothing will not be permitted.
8. Clothing with alcohol or tobacco advertisements will not be permitted.
9. Any clothing with holes will not be allowed.
10. Bare midriffs are not acceptable school dress.

11. Wearing blouses or shirts with narrow straps is inappropriate unless a shirt is worn underneath or over the top.
12. Pants that are too baggy and fall below the hips are not permitted.
13. Shirts with sleeves and sides cut out are not permitted.

PARENT'S RIGHT TO KNOW

Burwell Elementary provides qualified staff in all areas of instruction. The school will provide all information to parents about a teacher's education level and state certification upon request. You may as a parent be informed at all times about who is instructing your children and when. Please also be aware that the school will provide test and academic information about your children at any time you need it.

ELEMENTARY SCHOOL CURRICULUM

The following subjects are taught in the elementary school:

Reading		Mathematics
English	Spelling	Physical Education
Handwriting	Vocal Music	Social Studies
Science/Health	Art	Instrumental Music

Programs which complement the basic program are:

School-wide Title I Reading/Math	Library Skills
Speech Therapy	Health Services
Instructional Television	Enrichment Program
Resource	Accelerated Reader
Computer Instruction	Spanish Language
Full-day Kindergarten	

TESTING

Grades three through sixth students are given (MAP) National Achievement Tests in the fall and spring. The results of these tests may not be completed in time to be discussed at the parent-teacher conferences. Results will be sent out to parents when they arrive.

REPORT CARDS

You will receive a written report of your child's progress at the end of each quarter. (See calendar) **Student Grades may also be checked using the web based student information system known as Power School. Please keep in mind these grades are updated on a weekly or bi-weekly basis.** Remember that the grade is the teacher's honest evaluation and not a reward or punishment. Please encourage your child to work to the best of his or her ability.

GRADING SCALE

100%-94%	=	A	O	=	Outstanding
93%-86%	=	B	S	=	Satisfactory
85%-78%	=	C	NS	=	Not Satisfactory
77%-70%	=	D			
Below 70%	=	Failing			

PARENT-TEACHER CONFERENCES

Two regular Parent/Teacher conferences will be scheduled. The first will be held at the end of the first quarter while the second will be held in the third quarter. Parents will be informed of time in advance of each conference. Parents at this time will have an opportunity to ask questions and discuss their child's progress.

ELEMENTARY DISCIPLINE POLICY

Burwell's elementary staff would like to take this opportunity to introduce you to our discipline policy. As you know successful education can only be achieved in an atmosphere conducive to learning. We feel this policy is beneficial to every one involved for several reasons, but most importantly definite consequences are spelled out as a result of inappropriate behavior. We would like to briefly summarize the policy in this handbook.

Please read through it carefully. Then sign on the parent signature line on the back page to verify that you have read the policy. Remove the bottom portion and have your child return it to his/her classroom teacher.

There are two basic types of offenses.

1. **Lack of Respect/Not Following Directions:** This includes several different displays of a lack of respect for other students, teachers, and other adults. It also includes the inability to follow specific direction about one's behavior.

Examples Include: Hitting, name-calling, interrupting, yelling, using inappropriate language, obscene gestures, threatening others, disrupting class, pushing, throwing any object, consistently talking out of turn, getting out of desk without permission, or not raising hand to speak, and any other behavior deemed as inappropriate.

2. **Not Completing Assigned Work:** This includes all daily assignments and weekly assignments. If homework is incomplete, the problems not finished, it will be graded at the teacher's discretion. If the student does not have their homework, they must complete the assignment, or it will be graded at teacher's discretion, and the student will receive an offense.

Students will be given three chances in an elementary school week. A violation of any of the list of infractions will result in an "offense". When a student receives his/her first offense they will lose two recess privileges and during one of those recesses will complete a "first offense card" (see attached sheet). Upon receiving a second offense the child will lose four recess privileges and will complete a "second offense card" (see attached sheet). The second offense will also result in parent notification. A third offense will result in a meeting with the teacher, the student, and the parents to discuss the problematic behaviors. This meeting is to be held within one day of the third offense. In the event that a meeting is not held within the 24 hour period following the third offense the child will continue to lose recess privileges until such meeting is held. At the meeting a decision will be made as to the parent spending time in the classroom with their child and teacher in a joint effort to discourage problem behaviors; or possibly suspension; or any other disciplinary decision agreeable to the parent, teacher, and administration.

We are implementing this policy because it is a clear, concise system with definite consequences. We are confident this will be a successful discipline procedure with your cooperation. If you have any questions, please feel free to contact your child's teacher. **At the end of this handbook is a form for you and your child to sign that you have read this policy.**

BULLYING / DATING VIOLENCE

Students are prohibited from engaging in any form of bullying behavior on or off school grounds that interferes with or interrupts the educational process. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force, verbal, nonverbal, written, and electronic communication to threaten, intimidate, ridicule, humiliate, or harass any person. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff. Dating violence will mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control a dating partner. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

LOCKERS

The school district exercises exclusive control over all school property. This includes student lockers, desks, and other property owned by the school, as well as any items placed in school property by students. School property is subject to be searched by school officials at any time. Designated school officials also have the authority to search a student's clothing, backpacks, or other property brought onto school grounds upon reasonable suspicion of a dangerous situation or a violation of school policy. Each student will be assigned a locker by the teacher. Periodic inspections will be made by the Administration to see that they are kept neat and orderly. **DO NOT PASTE ANYTHING IN THE LOCKERS.** Students are to use only the locker assigned to them. Students are not to change lockers without permission from the teacher. All items such as books and notebooks used for your classes should be kept in your locker when not in use. **NEVER** leave your billfold, purse, money, or personal belongings in the locker unlocked. The school cannot assume responsibility for money, cell phones, electronic devices or other articles stolen from your locker. All coats, gym shoes, notebooks, etc. should be carefully marked so that they can be identified in case they are lost.

The District may use drug dogs to detect illegal drugs and/or contraband at any time, announced or unannounced. Illegal objects or substances found in lockers may be seized. All cars parked on school property shall be subject to a sniff search at any time and illegal objects or substances may be seized. Classrooms and all common areas are subject to a sniff search at any time. If any illegal drugs or contraband are found on a student's person or in his/her vehicle, locker or any other place on school property the

student may be subject to appropriate disciplinary action, including suspension, expulsion and the incident will be reported to the police.

LOTIONS, MAKE UP AND DEODORANT

We recognize that for some students that have skin irregularities lotion may be needed. Therefore, only antibacterial lotions may be kept in lockers. Dr. Prescribed lotions may be checked in at office. We are also aware of Hygiene concerns of our older students with Physical Education class, deodorant is o.k. When a child becomes continually tardy for class due to distractions in their locker such as lotions, make up and deodorant use, these items can be seen as contraband and will be confiscated and returned to the parent with the recommendation that they not return until the student is mature enough to understand their use and responsibility to get to class on time.

CANDY, POP and GUM in LOCKERS

Pop and candy is allowed **only** for occasions such as birthdays, class parties or other special occasions as determined by classroom teachers will be allowed in lockers or classrooms. Gum will only be allowed at the discretion of each classroom teacher.

INSURANCE

All parents are asked to either purchase student insurance or reject such insurance, in writing, on the forms. With student insurance your children are insured while at school and while participating in all school sponsored events. Insurance forms will be sent home at the beginning of school. Please return them by the end of the first week of school.

USE OF TELEPHONE

The telephone is for business. Use of the telephone is discouraged for personal calls by children without parent and teacher permission. There is a telephone in the hallway window for student use.

CELL PHONES AND ELECTRONIC DEVICES

Burwell Elementary students may not use cell phones or electronic devices at all during class times, including usage in the restrooms, hallways, etc., unless special permission is granted by the classroom teacher or administrator. The cell

phone/electronic device must be off and out of students' hands during all class times and this includes all operating modes. Burwell Elementary students must keep cell phones/electronic devices in their locker or backpack during the school day unless special permission is granted by the administrative office. Violating this policy will result in cell phone/electronic device being taken from the student to be held by school administration until the parent/guardian meets with the principal prior to retrieving the cell phone. Additional violations of the policy will require the student to check the cell phone/electronic device into the office in the morning and picked up after school.

LOST AND FOUND

Lost and found articles that are labeled or marked in some way can be picked up at the office. Articles that are not labeled and unclaimed will be given to Good Will at the end of the school year.

HEALTH SERVICES

Our school has the services of a nurse who visits the school every week. If you have questions or concerns about your child's health while at school, please feel free to contact her through the school office. She should be informed by letter of any serious injuries, surgery, allergies, etc., that your child sustains during the summer vacation and regular school year.

Cumulative health records are maintained for each pupil making this information necessary.

The administering of prescription and/or non-prescription medications by school personnel is subject to the following conditions:

1. The medication must be left at the school office accompanied by a permission form signed by a parent or guardian. A permission form is included at the end of your handbook. If others are needed they will be available at the school office.

2. All medication must be in the **original container**, properly labeled with the child's name, medication name, and directions for administering. (We can not accept any medication in a plastic baggie.)

HEAD LICE

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice.
2. The school nurse will provide written treatment information and instructions, including how to check and identify head lice.
3. A child sent home from school due to head lice may return to school following treatment and there aren't any live lice.
4. A child who has been sent home from school due to head lice must be inspected by school nurse/personnel before returning to the classroom.
5. A child who returns to class with nits will be checked again in 7 days-10 days.
6. Families are encouraged to report head lice to the school.
7. The school will perform classroom-wide head checks as needed in order to control the condition at the school.

PHYSICAL EDUCATION

Physical Education is an important part of our curriculum and every child is expected to participate. **If your child is unable to participate in PE on a certain day please send a note to school with them.** If your doctor feels your child can not participate in the P.E. program, have him notify the school in writing.

Valuables (watches, billfolds, money, etc.) should never be left in lockers, shower rooms, and gym bags. Leaving items of this type may tempt someone to steal that otherwise would not.

ACTIVITY TICKETS

Activity tickets will be sold to students desiring them at the beginning of the school year for \$15.00. Also available for \$35.00 is an adult pass or \$85.00 for a family pass. These tickets can be used for all Burwell School events. At no time may these tickets be used by anyone other than the owner. Tickets should be carried to every event where honored. Anyone not having a ticket must be prepared to pay the price of the admission. If a ticket is lost or destroyed, only two will be replaced free of charge.

BICYCLES

Bikes may be ridden to and from school but will be left parked in the bike rack, at the north end of the building, throughout the day. Please walk your bike on school grounds before school and after school while students are dismissing.

GUN LAW/WEAPON POLICY

Nebraska Statute 28-1201-1212 states: If a student is determined to have brought a firearm/weapon (toy or real) to school, or he/she is in possession of a firearm/weapon on school property, the student could be expelled from school for a period of not less than one (1) year. The superintendent may modify the one-year expulsion on a case-by-case basis.

DELIVERY OF GIFTS TO SCHOOL

Individual gifts of flowers, bouquets, candy, etc. delivered to staff and/or a student during school hours is discouraged. Items of this nature if delivered to school must be brought to the office. Student and /or faculty will be notified to pick these items up at the close of school that day.

COMPUTER LAB

The computer labs will be used by all grades including the high school. Therefore, some control as to student use of the lab and Internet service is necessary. Please read the computer policy materials and note that you may sign an option-out form if you do not want your child to use the internet.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communication on the network is public by nature. General school rules for behavior and communications apply. Network or other computer use or storage areas are and will be treated as school property.

SECURITY OF COMPUTER SYSTEM: Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify your teacher. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Students may not bring software from home to use at school.

FILES: Only public domain files and files, in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. copyright law.

VANDALISM: Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data or hardware on this system or any other system.

SYSTEM RESPECT: Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords; spreading viruses, attempting to "hack" into restricted systems; accessing programs not used for class assignments such as games; access the control panel or window settings; using inappropriate or derogatory file names; accessing someone else's files or account; writing inappropriate or derogatory messages; blank their screen when a teacher approaches their station.

Violations will result in the following disciplinary action:

First offense: 2 weeks with no access to school computer systems.

Second offense: 4 weeks with no access to school computer systems.

Third offense: No access to school computer systems for the remainder of the school year.

COMPUTER LAB RULES

The computer lab will be open during normal school hours during the days that school is in session. Permission to use the computer lab at other times must be granted by the teacher and only if there is adult supervision. At no time will any student use the lab without adult supervision. During the time the lab is closed, all computers and associated equipment will be rendered inoperative in such manner that the computer system can not be accessed from an outside source.

These same guidelines will hold true for computers that may be located in specific classrooms.

The priority for using computers within the computer lab shall be:

- I. Class Assignments
- II. Accelerated Reader Tests
- III. Research Projects

SPECIFIC COMPUTER LAB GUIDELINES:

1. Use of food will not be permitted in lab by students.
2. Be courteous to others. Do not interrupt others using computers.
3. No "horse play" around computers.
4. Clean up around your computer station before you leave.
5. Use of non-academic programs is not permitted unless consent of teacher is granted. (That teacher needs to be present while student (s) is using computer.)
6. If an entire class comes for lab work, the teacher shall accompany them and remain with the class.
7. If a student must use the computers after school time for a class assignment, they must be supervised by a teacher, staff member, or an aide.
8. Misuse of the computer network includes, but is not limited to: using the network for non-school related activities, infringing on other's rights concerning password abuse, physical vandalism, tampering with any part of the network that is not your property/right. Misuse of the network will result in the removal of your User ID and /or not being allowed to use the network.
9. It is the student's responsibility to become familiar with the Computer Use Policy and Internet Policy.
10. Students creating problems in the computer labs will be reported to the appropriate teacher and lab privileges may be removed.
11. If it appears that you are the last user, shut the computer down properly when you are finished.
12. The staff member supervising the computer lab at the end of the school day should see that all systems are shut off, all computers and associated equipment are present or accounted for and are secure, room lights are shut off, and the classroom door has been locked.

13. THE COMPUTER LAB IS NOT TO BE USED BY STUDENTS BEFORE OR AFTER SCHOOL UNLESS THERE IS AN ADULT SUPERVISOR IN THE LAB WITH THEM!

INTERNET POLICY

It shall be the policy of the Burwell Elementary School to provide educational and curricular-related opportunities to the students of the school by providing telecommuting service (Internet). By adopting this policy, Burwell Elementary recognizes that access to the Internet may be technically difficult to monitor and control. In recognition of the educational and curricular benefits of Internet, Burwell Elementary School may revoke the privilege of any user who misuses the Internet by engaging in activities not related to the educational purposes or to the curricular offering of the district.

Students must be supervised by a teacher, staff member, or aide before he/she may use the Internet.

User access will be prohibited and revoked from any person who uses the Internet for activities such as, but not limited to: receiving or inputting pornographic materials; promoting violence; engaging in racial gender or other slurs; receiving or transmitting information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms; weaponry, or explosive devices, for engaging in uses of a defamatory nature; for personal attacks on another; for engaging in non-educational or non-curricular related conversations; including chat rooms; and for accessing or inputting items for a strictly entertaining or recreational nature not related to the educational purposes or the curriculum of this district.

Children will not disclose personal information to websites such as their full names, home or e-mail addresses, and telephone numbers.

It shall further be the policy of this district to provide a copy of this policy to each student using the Internet and to his/her parent or guardian.

BURWELL ELEMENTARY SCHOOL
INTERNET USE AGREEMENT

As the parent or guardian of the student named below, I have read the above internet policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Burwell Elementary School to restrict access to all controversial materials, and that I do not hold the District (or any of its personnel) responsible for materials acquired on the network. Further I accept the responsibility for supervision if and when my child's use of downloaded materials is not for a school setting. I hereby give my permission to allow internet access for my child.

Student Name: _____ Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

PARENT "OPTION-OUT" FORM

As the parent or guardian of the student named below, I am requesting that my child not have access to network resources and the Internet at school. I understand this will limit the amount of educational material that my child can access to the more traditional sources of information available at school or at home. My child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use network services and the Internet that I must personally contact the school and request that such access be permitted.

Student Name: _____ Parent or Guardian Name: _____

Parent or Guardian Signature: _____

Date: _____

**PARENTAL/GUARDIAN AUTHORIZATION
FOR
DISPENSING MEDICATION DURING THE SCHOOL DAY**

We the parents or guardian of _____ do authorize employees of Burwell Elementary School to dispense the medication(s) identified herein below to the above name child.

We the parents or guardian of the above named child agree to provide the medication(s) to be dispensed in a prescription container with child guard cap. Said prescription container will be properly labeled, including child's name, physician's name, and the name of the medication, and directions for dispensing said medication.

We the parent or guardian of the above named child agree to consult the family physician as to any side effects of the medication being administered and to advise the school of said side effects and procedures to be followed should said side effects occur.

We the parent or guardians of the above named child agree that the authorization granted herein is limited to the medication(s) identified herein. It is further agreed that should additional medication(s) be prescribed, additional authorization will be required and will follow the terms and conditions of Burwell Elementary School. It is further agreed that authorization to dispense the medication(s) identified herein is limited to the school year identified herein.

It is further agreed that the parent or guardian will notify the school in writing of the termination of the authorization to administer or dispense the medication(s) identified herein, and should modification in the dispensing or administering of medications occur, said modifications will be communicated to the school be the physician or by providing a new prescription container with the child guard cap, properly labeled, including child's name, physician's name, the name of medication, and new directions for administering.

It is further agreed that the school cannot honor verbal or written instructions from the parent or guardian to modify or alter the directions on the prescription container.

Medication(s) authorized to be dispensed by school employees:

Side effects to observe: _____

Authorization given this _____ day of _____, _____ for school year _____ to _____.

Signature of parent or guardian

Date

SUGGESTED LIST OF PUPIL SUPPLIES

2011-2012

*****For a complete list of suggested supplies, please see your student's class room plus ART & PE at the bottom of page.**

Kindergarten: A large box of Kleenex, spiral notebook (40-60 pages), back pack, three # 2 pencils, erasers, a box of 24 crayons, small Fiskar's scissors, 3 glue sticks (more as needed), one bottle of glue, and \$8.00 for crackers, Velcro shoes for PE (if you are sending PE shoes) , big T-shirt to wear as paint shirt.

First Grade: A box of Kleenex, paint shirt, backpack, 1 spiral notebook (70 sheets), #2 pencils, 1 box of 8-24 crayons (no room for larger packs) pencil box/or pencil pouch (to house crayons) erasers, glue sticks, and \$8.00 for crackers. (See below for Art & PE supplies)

Second Grade: 2 boxes of Kleenex, 2 single-subject spiral notebooks (wide ruled), pencils as needed (not mechanical) erasers as needed (small pencil top preferred) 2 folders, 2 Expo dry erase markers, 2 highlighters, 1 red pen for checking, zippered pencil pouch, 2 glue sticks, one **24-count** box of crayons, and 1 pack of markers. (See below for Art & PE supplies)

Third Grade: 2 large boxes of Kleenex, pencils, erasable pen, 6 Expo white board markers, pencil pouch, scissors, 3 notebooks, pencil top erasers, as needed, 1 folder with pockets. No trapper keepers please. (See below for Art & PE supplies)

Fourth Grade: A large box of Kleenex, erasers, pencils, erasable pen, highlighter, 4 Expo white board marker, 2 pocket folders, 4 notebooks of paper. (No Trapper keepers please). (See below for Art & PE supplies)

Fifth Grade: 2 boxes of Kleenex, loose-leaf notebook paper, 2 spiral notebooks, 1 pocket folder, #2 lead pencils, erasers, a red pen/pencil for checking, 2 or 3 dry eraser markers, highlighter, a zippered pencil pouch, 4X6 lined note cards. (No trapper keepers please). (See below for Art & PE supplies)

Sixth Grade: 2 boxes of large box of Kleenex, 6 pocket folders (just plain covered), 1 pkg. of # 2 pencils (no mechanical pencils), 1 red ink pen, 1 black or blue ink pen, 1 glue stick, large eraser, pkg. of lined 4X6 note cards, box for note cards, notebook paper (preferably not spiral but with a perforated edge, pencil pouch or box, 2 dry erase markers for Math Class, 1 highlighter (any color), and a POSITIVE ATTITUDE. (See below for Art & PE supplies)

ALL Classes

Art Class: Paint shirt, crayons, colored markers (Crayola basic color -8 set is adequate), erasers, scissors are optional but "Friskar's for Kids" are recommended, and pencil box or shoe box with lid (at least 12" long).

PE Class: extra pair of CLEAN tennis shoes for gym.

NOTE: Please put child's name on all supplies and belongings. *Students/families that may have difficulty providing these suggested materials are asked to contact the school office.**

I have read:

The "Elementary Discipline Policy"; Located on pages 12 & 13 of this Student/Parent Handbook.

Please sign and return this form to your classroom teacher.

Student's
signature_____

Parent's
signature_____

Date_____

Burwell Elementary School Student Handbook Receipt

This receipt shows that the student and parent or guardian have received a copy of the 2010-2011 Burwell Elementary School Student Handbook and both the student and the parent will make an effort to become familiar with its contents. (Return to Teacher)

Student Signature

Date

Parent Signature

Date



Parental Permission for Burwell Public Schools Website

Throughout the school year, events and activities that Burwell Elementary students are doing are going to be featured on the Burwell Public Schools website. Permission is needed to include your child's picture on the website.

Please check one option below,
sign and return to school by August 26, 2011.

_____ Yes, I give Burwell Public School permission
to publish my child's picture on their website.

_____ No, I do not wish to have my child's picture published
on the school's website. (Any group photos will have the student's
face blocked out.)

Student Name _____ Grade _____

Parent Signature _____ Date _____