

## **Burwell Elementary Student Handbook**

Daniel Bird  
Superintendent

Gordon Goodman  
Principal

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

Secretary  
Brandi Hodges

### Staff

Kindergarten---Maureen Bird  
First Grade---Barb Freouf/Carolyn Christen  
Second Grade---Amber Williams/Lori Hughes  
Third Grade---Nancy Jeffres  
Fourth Grade---Kathy Curry/Lori McClintic  
Fifth Grade---Nancy Swett/Nichole Simpson  
Sixth Grade---Joy Schott  
DIBELS Coordinator---Lori McClintic  
Computer Tech--- Renee Sikes  
Librarian, Enrichment and Spanish---Susan Goochey  
Vocal Music---Pam Helgoth  
Instrumental Music---Pam Helgoth  
Art---Karen Anderson  
Physical Education---Garrett Mann  
Resource Specialist---Geri Smith  
Speech Pathologist---Val Galvan (ESU #10)  
School Psychologist --- Ronda Hunt (ESU #10)  
K-12 Guidance Counselor --- Julie Tetschner  
Nurse--- Lesa Gideon/Sarah Swett  
Library/Teacher Aide---Renee Sikes and Precilla Stout  
Paraprofessional---Patty Jeffres  
Paraprofessional---Mary Doggett  
Paraprofessional---Becky Crawley  
Paraprofessional--- Anne Elliott  
Paraprofessional---Angie Urbanovsky  
Bookkeeper---Verda Thoene  
Custodians---Sarah Lindsay and Kerry Fink



## Burwell Elementary School 2015-2016 School Year Calendar

August 13, 14 2015	Teacher In-service Days	Thursday Friday
August 17, 2015	Elementary Open House	Monday
August 17, 2015	School Starts – 11:45 Dismissal	Monday
August 18, 2015	First Full Day	Tuesday
September 3, 2015	First Activity Day	Thursday
September 7, 2015	Labor Day-NO SCHOOL	Monday
September 15, 16, 2015	Picture Days	Tues/Wed
September 15, 2015	1:00 Dismissal HS- P/T Conf.	Tuesday
September 16, 2015	Late Start---10:00	Wednesday
October 14, 2015	Late Start---10:00	Wednesday
October 16, 2015	End of 1 <sup>st</sup> Quarter <b>(44 Days)</b>	Friday
October 23, 2015	No School-P/T Conf. BES	Friday
October 30, 2015	No School—Fall Break	Friday
November 11, 2015	Veterans Day	Wednesday
November 25, 2015	1:00 Dismissal	Wednesday
November 26, 27 2015	Thanksgiving Vacation-NO SCHOOL	Thursday / Friday
December 17, 2015	Winter Program-BES	Thursday
December 22, 2015	End of Second Quarter—1:00 Dismiss <b>(43 Days)</b>	Tuesday
December-23-January 5, 216	<b>WINTER VACATION</b>	
January 4, 2016	Teacher In-service	Monday
January 5, 2016	Teacher Workday	Tuesday
January 6, 2016	School Resumes	Wednesday
January 8, 2016	Burwell Invite 1:00 Dismiss	Friday
January 20, 2016	10:00 Start—In-service	Wednesday
February 1-5, 2016	Reading for Touchdowns	Mon.-Fri.
February 9, 2016	HS-1:00 Dismiss P/T Conf.(3pm-7:30pm)	Tuesday
February 17, 2016	Late Start---10:00	Wednesday
February 18, 2016	BES/ -P/T Conferences No School	Thursday
February 19, 2016	Break – No School	Friday
March 10, 2016	End of Third Term <b>(46 Days)</b>	Thursday
March 11, 2016	Break-NO SCHOOL	Friday
March 16, 2016	Late Start---10:00	Wednesday
March 18, 2016	Kindergarten Round-up	Friday
March 18-20, 2016	Calamus Court	Fri./Sat./Sunday
March 24, 2016	1:00 Dismissal-Easter Break	Thursday
March 25,28, 2016	NO SCHOOL- Easter Break	Fri./Mon.
March 31, 2016	BES Spring Concert	Thursday
April 4-8 2016	Book Fair Week	Mon.-Fri
April 13, 2016	Late Start-10:00	Wednesday
May 8, 2016	HS Graduation – 2:30pm	Sunday
May 13, 2016	K-Grad., LHP, AR Recognition	Friday
May 16, 2016	Elementary Field Day	Monday
May 18, 2016	End of Fourth Term/Last day <b>(46Days)</b>	Wednesday
May 19, 20, 2016	Teacher In-service	Thursday, Friday

**First Semester: 87 days      Teacher In-service/Workdays: 6 days (8/13, 8/14, 1/4 , 1/5, 5/19, 5/20)**  
**Second Semester: 92 days      Late Start (In-service) (9/16, 10/14, 1/20, 2/17, 3/16, 4/13)**  
**Teacher Contract Days: 184 days      Total Student days Scheduled: 179 days**

**Burwell Public Schools  
Elementary Parent-Student Handbook  
2015-2016**

**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 2015-2016 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.

Sincerely,  
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, to strive for excellence with involvement of parents and community, and 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.

## **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 July 31st. 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 student transferring from out of state to any grade.

**Immunizations against the following diseases are required for every child:**

**\*measles \*mumps \*rubella \*poliomyelitis \*diphtheria \*pertussis \*tetanus  
\*chicken pox**

**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 MMRV 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 ½ day. Students leaving prior to 1:45 will be counted a ½ day. On Friday leaving at the noon break will be considered a ½ 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.

### **Severe Weather Procedure**

An alert for a possible disaster, such as a tornado or severe weather, is a two to three minute continuous blast of the intercom tone. This may be duplicated by the city's serein.

1. Classes will be notified by the intercom system in case of an emergency.
2. Students should exit the classrooms and proceed east down the hallway. The north side of the building will go to the girl's locker room and the south side of the building will go to the boy's locker room. Students and adults will sit on the floor, and cover their face as well as the back of their head.
3. No student will be allowed to leave the building unless a parent or guardian comes into the building to get the student.
4. DO NOT STAY IN THE GYMNASIUM OR ANY OTHER AREA WITH A WIDE ROOF SPAN. Get away from all windows and doors and move to interior rooms.

### **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 the automated IRIS Alert 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**

**When students arrive at school; there will be one entrance in which ALL students are to use.** As weather permits students must be dropped off and line up at the **NORTH (Playground)** end of the school building. When inclement weather arises students will enter the building from the **WEST (Main Entrance)** doors and meet their classes in the gym. During school hours all doors to the Burwell Elementary School will be locked. Students will have access to entrance. Visitors will need to buzz the office, be recognized, and then will be granted entrance.

## **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 \$1.45. 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 \$2.25. If a student eats daily for one month, 20 meals would cost \$45.00. Second main meal may be purchased at the

cafeteria for \$.85.

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 \$.45 a carton or \$9.00 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 can be made out to Burwell Elementary School.**

"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 -----	11:45
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. **ALL students leaving campus at lunch must sign out at the office and sign back in when they return.**

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 in 1st, 2<sup>nd</sup>, 3rd or 4th grade eating off campus should return to should return to school by 12:00, while Kindergarten, 5th and 6th grades students should return by 12:30 p.m. and no earlier than 12:15. **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**

Students in 3<sup>rd</sup>-6<sup>th</sup> grades are given the Measure of Academic Performance (MAP) achievement test during the fall and spring semesters. Also in the spring, the state of Nebraska requires all 3<sup>rd</sup>-6<sup>th</sup> grade students to take portions of the Nebraska Standardized Assessment (NeSA Tests). The NeSA assessments measure how well students are mastering the standards based skills being taught in Reading, Writing, Science, and Math. 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 always 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. Please contact the school if you need assistance with PowerSchool.**

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 Elementary practices an Assertive Discipline approach to discipline procedures. Assertive Discipline is a structured, systematic approach designed to assist our teachers and staff in running an organized, teacher-in-charge classroom environment. When a student's behavior requires discipline; teachers or staff will react confidently and quickly using clearly stated classroom rules and consequences that have been explained, practiced, and routinely enforced. They give firm and concise directions to student(s) who are in need of outside

guidance to help them behave appropriately. In the event that a situation requires further disciplinary action the student(s) will be taken to the principal's office where consequences will be determined based on the current situation.

## **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.

## **NOTICE OF NON DISCRIMINATION**

Burwell Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability or age in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: David Owen who may be contacted in writing at P.O. Box 670, Burwell, Nebraska, by email at [david.owen@burwellpublicschools.com](mailto:david.owen@burwellpublicschools.com) or by telephone at (308)346-4150.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816)268-0550; or by fax at (816)268-0599, regarding compliance with the regulations implementing Title VI, Section 504, or any other applicable laws.

## **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.

### **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.

### **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.

## **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. Additional permission forms are 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.

### **FIELD TRIPS**

During the year teachers in the Burwell Public Elementary School system arrange field trip excursions which relate to particular units they are studying. Their trips are an important part of the child's educational experience.

### **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.

### **TOBACCO POLICY**

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students; it is board of education's policy that there will be no tobacco use in any school buildings or school vehicles at any time. For purpose of this policy, tobacco means any tobacco product (included but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products either by appearance or effect. Furthermore, in a like manner, tobacco use is prohibited on school grounds. This regulation applies to all students, staff, patrons, and visitors.

Your signature on this form acknowledges that you and your child(ren) who attend school in this school district understand the position of the school district with regard to drugs and alcohol, and that the parent(s), guardian(s), and student(s) have received notice of the standards of conduct of students concerning the prohibition against the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises, in any school vehicle, or school activity. This notice is provided to P.L. 101-226 and 34 C.F.R., Part 85, both federal legal requirements for the school district to obtain federal financial assistance. Any non-compliance with can and will result in disciplinary measures taken against any student failing to comply with these standards.

### **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.



**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:

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Side effects to observe: \_\_\_\_\_

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Authorization given this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ for school year \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date



# Parental Permission and Handbook Receipt Form

## Handbook Receipt

I have received and read the Student Handbook.

The checking of this box shows that the student and parent or guardian have received a copy of the 2015-2016 Burwell Elementary School Student Handbook and both the student and the parent will make an effort to become familiar with its contents.

## Parental Permission for Burwell Public Schools Website and Newsletter

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

Yes, I give Burwell Public School permission to publish my child's picture on their website or in the school newsletter.

No, I do not wish to have my child's picture published the school's website or in the school newsletter.

## Internet Use Agreement

As the parent or guardian of the student named below, I have read the 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.

## Parent Internet "OPTION-OUT"

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

## Field Trip Permission

I give my child permission to participate in teacher planned field trips for the 2015-2016 school year.

Student's signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_







August 17, 2015

Dear Parents and/or Guardians,

Welcome to the 2015-2016 school year! At Burwell Public Schools, we are fortunate to be able to implement a program called DIBELS (Dynamic Indicators of Basic Early Literacy Skills). This program is in place to enable us to identify students' reading levels. We test all students in grades kindergarten through sixth, three times per year. When we do this, we measure the students' scores against the benchmarks set by the DIBELS indicators.

Thank you in advance for your support and assistance. Please sign and return the attached parent permission slip to your child's teacher as soon as possible.

Sincerely,

Mrs. McClintic, DIBELS Coordinator

Burwell Public Schools

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I give permission for \_\_\_\_\_ to participate in the  
(students name)

DIBELS Reading Assessment Program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_





# Burwell Elementary Schoolwide Parent– Student-Teacher 2015-2016 Compact

Parent/Caring Adult:

I realize that my child's education is very important. I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- \* Provide a quiet place/time to study.
- \* Encourage my child to complete his/her homework.
- \* Make sure my child gets adequate sleep and has a healthy diet.
- \* Make sure my child is at school on time.
- \* Make sure my child reads and writes on a daily basis

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- \* Return completed schoolwork on time.
- \* Be at school on time unless I am sick.
- \* Be responsible for my own behavior.
- \* Help to keep my school safe.
- \* Respect and cooperate with other students and adults.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Classroom Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- \* Teach necessary concepts to your child.
- \* Be aware of the needs of your child's progress.
- \* Regularly communicate with you on your child's progress.
- \* Provide a safe, positive and healthy learning environment for your child.
- \* Respect the cultural differences of students and their families.

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Date)