

Perry Township Schools

# **William Henry Burkhart Elementary School**

5701 Brill Road

Indianapolis, Indiana 46227

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## **HANDBOOK FOR STUDENTS AND PARENTS 2018 – 2019 SCHOOL YEAR**



Website

<http://www.perryschools.org/hb/>

Facebook

William Henry Burkhart Elementary School

Twitter

@BurkhartSchool

## 2018 - 2019 School Calendar

July 25, 2018	First Day of School for Students
September 3	Labor Day Holiday— <b>NO SCHOOL</b>
October 8 – 19	Fall Intersession Break— <b>NO SCHOOL</b>
November 21 – 23	Thanksgiving Holiday— <b>NO SCHOOL</b>
December 20	Last Student Day before Winter Break
December 21 – January 4	Winter Break— <b>NO SCHOOL</b>
January 7, 2019	School Resumes
January 14 – March 1	WIDA ACCESS Assessment Window (EL Students)
January 21	Martin Luther King, Jr. Holiday— <b>NO SCHOOL</b> (Possible Snow Make-up Day)
February 18	Presidents' Day Holiday— <b>NO SCHOOL</b> (Possible Snow Make-Up Day)
March 11 – 15	IREAD-3 Assessment Window—Grade 3
March 18 – 29	Spring Intersession Break— <b>NO SCHOOL</b> (Possible Snow Make-up Days)
April 22 – May 17	ILEARN Assessment Window—Grades 3–5
May 23	Last Student Day
May 24	Teacher Record Day (Possible Snow Make-Up Day)

## Grades and Report Cards

Current grades and quarterly report cards will be available online through the parent Skyward accounts. A printed report card will be sent home with students after each grading period, with the final one mailed home. Watch the Weekly Bulletin for the dates these reports will be available.

## Grading Periods

1 <sup>st</sup> July 25 - September 28 -- 47 Days	3 <sup>rd</sup> January 7 - March 8 -- 43 Days
2 <sup>nd</sup> October 1 - December 20 -- 46 Days	4 <sup>th</sup> March 11 - May 23 -- 44 Days

## Arrival and Dismissal Times (Monday, Tuesday, Thursday, Friday)

The Burkhart school day is 9:10 a.m. - 3:55 p.m. (Car rider drop-off and breakfast begin at 8:50 a.m.)

## Arrival and Dismissal Times (Wednesday only)

School will dismiss 25 minutes early every Wednesday to allow for weekly teacher professional development. The Burkhart school day on Wednesdays is 9:10 a.m. – 3:30 p.m. (Car rider drop-off and breakfast begin at 8:50 a.m.)

### Lunch Periods

Grade 3—11:00 – 11:30

Grade 2—11:30 – 12:00

Grade 1—12:00 – 12:30

Grade 5—12:30 – 1:00

Grade 4—1:00 – 1:30

### Special Class Periods

#### **Monday, Tuesday, Thursday, Friday**

9:20 - 10:05—Grade 5

10:25 - 11:10—Grade 4

1:15 - 2:00—Grade 3

2:05 - 2:50—Grade 2

2:55 - 3:40—Grade 1

### Special Class Periods

#### **Wednesday Only**

9:20 - 10:05—Grade 5

10:25 - 11:10—Grade 4

12:50 - 1:35—Grade 3

1:40 - 2:25—Grade 2

2:30 - 3:15—Grade 1

### **School Fees**

School textbook fees for students in grades 1 - 5 will be \$125.00. You may pay fees in the Burkhart office with cash or check (made payable to Burkhart School). Fees may also be paid with a credit card online at [www.perryschools.org](http://www.perryschools.org). Select “Lunch/Fee Payments” from the gold bar at the top of the screen. Fees for the 2018-2019 school year will be billed on September 7, 2018 and payments will be accepted after that time.

Fee assistance is available for qualifying families. You may obtain an application in the Burkhart office or may apply online. **You must re-apply each school year.**

## **William Henry Burkhart School Mission Statement**

The Burkhart Community works cooperatively to help students become Life-long Learners who: solve problems, engage actively in learning, read for enjoyment, show enthusiasm for learning, and have had exposure to a variety of learning styles.

The Burkhart Community works cooperatively to help students become Responsible Citizens who: follow reasonable rules, protect the environment, are accountable for their behavior, are respectful of others and themselves, and are knowledgeable and accepting of other ethnicities and cultures.

--Adopted January 2002

### **Directory Information Notice**

Each year, Perry Township Schools will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Perry Township School Board designates as student “directory information:” a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll. If you **do not** want your child’s picture published in the Friday Bulletin or on the Webpage, notify the principal in writing.

### **Perry Township Volunteers**

Perry Township Schools has instituted a Volunteer Policy that requires an expanded criminal history of volunteers who will have as part of their duties access to minors under the age of 18. Volunteers must wait until after their background screening process is complete to begin their volunteer assignment. A volunteer **MUST** complete the background check through Raptor each year for a fee of \$5. This is available online at [www.perryschools.org](http://www.perryschools.org) under the Community Resources tab. *The complete volunteer policy is available on the Perry Township Schools webpage.*

## **Visiting at School**

Parents may schedule a visit to their child's classroom. Visits should be arranged with the teacher at least one school day in advance. It would be most helpful if you would not schedule a visit until after Labor Day, as this allows the class to settle into a routine. We recommend visits of between 30 and 45 minutes in length and ask that younger children not be with you due to the distraction to the class.

For the protection of students and staff, **all** visitors are required to report to the main office before going to any other part of the building. Visitors will be asked to provide their driver's license or other government issued picture identification card. The card will be scanned and a temporary ID guest badge will be issued. During a visit, visitors may be asked to limit their participation in activities, according to the directions from the teacher in charge of the activity.

## **Sharing Information with Two Sets of Parents**

It is the policy of Burkhart School that when one parent has primary custody of a child or when there is joint custody, that we have the majority of our conversations regarding the child with the parent who resides in the Burkhart School attendance area since we consider that to be the child's primary place of residence. If there is a need for a parent conference, parents need to agree on a time when both parents can be present. This avoids confusion between the teacher and the parents when parents may not be in agreement with what should be done if there are academic or behavioral concerns.

By written request, the classroom teacher can make a copy of the report card and other information that is sent home so that both parents can receive copies of information to keep up-to-date with what is happening in the child's classroom. The non-custodial parent should provide stamped, addressed envelopes to the classroom teacher for the purpose of mailing information.

## School Breakfast and Lunch

Breakfast is served at Burkhart School each school day from 8:50 – 9:10 a.m. Grade level lunch times are listed on page 3 of the Handbook.

	<b>Cost</b>	<b>Reduced Rate</b>
<b>Breakfast</b>	\$1.50	\$0.30
<b>Lunch</b>	\$2.60	\$0.40
<b>Milk</b>	\$0.50	\$0.50

Students have an account established through the cafeteria and each day the student enters a code number to access their lunch money. Please pay in advance by sending cash or check (payable to Perry Township Schools) in an envelope marked with your child's name and lunch number. Parents may also make online lunch payments at [www.perryschools.org](http://www.perryschools.org).

**Students may purchase a la carte items. Please discuss with your child if you want them to make extra purchases from the lunch account and budget accordingly.** Students may not bring soda pop or candy to eat at lunch. No glass containers are to be brought to school for safety reasons.

Students are expected to eat lunch each day, unless parents send a note to the contrary. Parents and grandparents are welcome to have lunch with their student. Due to space limitations, we ask that no more than 2 guests visit with your child per day. The cost of an adult lunch is \$3.50 and a child visitor lunch is \$2.85. Visitors pay the cashier (**cash only**) in the cafeteria. Please call the cafeteria at 317-789-3645 by 9:00 a.m. on the day you plan to be visiting for lunch so a lunch can be ordered for you. It is also helpful to send a note to the classroom teacher telling of planned visitors.

Parents may pick up their child and take them out for lunch during their regularly scheduled lunch time, as long as the child returns before the end of the recess period (a total of one hour for lunch).

## Weekly Bulletin

Burkhart Elementary School publishes a weekly bulletin on the final day of the school week. Many important notices and announcements are published in the bulletin and need your attention. **It is essential that you check your child's backpack each Friday to get this important school publication.** The bulletin is also available on the Burkhart Website at <http://www.perryschools.org/hb/>.

## Discipline

The learning environment at Burkhart is very positive. Most students are interested in doing their best work and in treating others with kindness and respect. When problems arise, the teacher, who is likely to also involve the parent, first handles the situation. If problems persist, students will be referred to the principal, Ms. Hardesty, or assistant principal, Mrs. Penniston. We stress logical consequences to assist young people in understanding that the behavior decisions a person makes have consequences the person will have to accept. Most often the consequences are limited privileges. For more serious situations, the **Student Rights and Responsibilities Handbook** will be consulted.

The following Behavior Expectations have been adopted school-wide and will be used by all of the adults supervising children. Please review these expectations with your child so that they will be successful at Burkhart.

### **BEHAVIOR EXPECTATIONS**

1. Come to school ready to learn and with needed supplies and completed homework.
2. Listen to and follow directions the first time they are given.
3. Students will be polite. Keep hands, feet, and objects to yourself. Name-calling, swearing, teasing, threats, and rude gestures will not be tolerated.
4. Students will show respect towards each other and will obey all school faculty/staff.
5. Students will comply with the Perry Township Dress Code.

## Field Trips

Field trips are planned to meet Indiana Academic Standards by providing experiences that will enrich the curriculum studies in our educational program. Following are the Burkhart field trip guidelines:

- Student attendance on school-sponsored field trips or educational excursions is subject to the approval of the classroom teacher, club sponsor, or principal. Children who demonstrate unacceptable behavior on the bus, in the class, or on school property prior to the trip will not be given the privilege of attending school-sponsored trips. Students may be returned to the bus if behavior on the trip is not acceptable.
- Field trip money is not refundable. We have to pay the admission and purchase seats for programs in advance and the venues will not refund the money to Burkhart School.
- Upon returning to school after the field trip, students who leave before the end of the regular school day must be signed out at the office. This will be considered as “left early” and will count against year-end attendance awards.
- We appreciate parents taking time to volunteer to help with field trips. **Please note that a background check must be on file in the school office for a volunteer to chaperone a field trip (see page 4).**
- Field trips are NOT meant to be a family activity. Parents who are selected to help with field trips are considered to be under the direction of the teacher and are to give their full attention to supervising the students that are assigned to them. **Parents may not volunteer if they must have younger children or other family members with them.**
- Parents who are not selected to go on a field trip should not join the trip at any time, unless the teachers have made it a part of the itinerary. Our teachers do a great job of organizing field trips that are meaningful, fun, and safe. We must make sure to know where every child is at all times and who has been assigned to supervise them.

## **Bus Riding Privileges**

For the safety and well-being of all, children are expected to be courteous and well-mannered while riding the school bus and at the bus stop. Riding the bus is a privilege and a student can/will be suspended from the bus if his/her behavior is not controlled. Because our buses are at capacity in the afternoon, children will not be permitted to ride home with a friend for visiting or baby-sitting purposes.

## **Telephone**

The telephones in the building are for the conducting of daily business. Children will not be allowed to telephone home for forgotten assignments, books, field trip permission slips, or to ask permission to stay for after-school activities. The telephone is available for an emergency.

## **Uniform Dress Code Policy**

The Perry Township Elementary Dress Code Policy is listed below:

- Solid-color, collared shirt (with sleeves) or turtleneck. Must be tucked in.
- Khaki, black, or navy bottoms. No denim. No overt or distracting holes, rips, cuts, or frays are permitted.
- Shorts may be worn until fall break and after spring break.
- Dresses, skirts, shorts, and jumpers must be near knee-length.
- Solid-color sweaters or sweatshirts are allowed but must be worn with a collared shirt or turtleneck.
- No flip-flops or “wheelie” shoes.
- School spirit wear determined by each building.

Hats, head coverings, sunglasses, curlers, or slippers are prohibited. Students with a religious objection may apply for an exemption. Clothing and jewelry which include depictions or symbols of the following are prohibited: sex or sexual innuendo; lewd, vulgar, indecent, or plainly offensive speech, including profanity; violence, destruction of property, or advocating the use of force; urging violation of the law or school regulations; alcohol, drugs, or tobacco; anything which substantially or materially disrupts the school environment.

Burkhart students are not permitted to wear hoods, hoodies or other outerwear in classrooms. Spray hair paint, colored hair, face paint, and stick-on temporary tattoos are not acceptable due to their disruptive nature.

## Health and Medications at School

**EMERGENCIES:** In the case of a serious accident or illness, parents are notified as soon as possible. It is imperative that parents/guardians provide the school with updated emergency telephone numbers (cell, work, home) throughout the school year. It is the parent's responsibility to notify the school office of any changes so you can always be reached promptly.

**MEDICINE:** Parents must submit a medication consent form for school staff to administer the medication. This form is available in the school clinic or online at [www.perryschools.org](http://www.perryschools.org) under the "Departments – Nursing Services" tab. Medication will not be dispensed without this written consent signed by the parent/guardian.

- All medications must be in original containers and must be current (check expiration date).
- **Prescription medications** must be in their original container with the prescription clearly written with the child's name, the name and dosage of the medication, along with the time and amount to be administered. (Pharmacies will give a duplicate bottle for use at the school if requested by you.)
- **Over-the-counter** medications must be in the original container, and must have the dosing information on the package. The dosage must be appropriate for the weight and age of the child, and the parent/guardian must sign the "Authorization for Medication" form for us to administer it. If your child requires a dose larger than recommended for their age and weight on the package insert, you will need a doctor's order for us to administer that dose.
- **Asthma inhalers** must be brought to school in their original boxes with the prescription on the outside of the box. If the student is on nebulizer medications, we have nebulizer machines in our clinics. You will need to furnish the nebulizer vials in their original box with prescription label affixed, along with the tubing and the nebulizer chamber for your child.

The School Corporation insurance does not cover student injuries at school. In the event of an injury at school from a fall on the playground, during physical education class, or other accidents at school, parents are responsible for the medical costs.

## **Tardy and Early Dismissal**

Students will be counted tardy if they are not **in their classroom** when the tardy bell rings at 9:10 a.m. A parent/guardian should escort students who are tardy to school into the building. **The adult bringing the child to school must enter the child's name on the Student Arrival Sign-In Log.** Students who have excessive tardies will forfeit part of their recess period. Early dismissal for appointments will be noted in the attendance record. Tardies and early dismissals will count against perfect attendance. **Please attempt to make all medical and dental appointments for hours outside the time school is in session.**

## **Reporting a Student Absent**

Please call the attendance line at 317-789-3602 by 10:00 a.m. to report an absence from school. Homework and books may be sent home with another student or may be picked up at the school office between 3:55 – 4:15 p.m. **When the student returns from an absence, send a written excuse with the child for the teacher's record-keeping purposes.** School attendance is essential for uninterrupted learning to occur. Please DO NOT schedule vacations or trips while school is in session. Many classroom experiences missed cannot be repeated. Absences NOT reported to the school as required above will be counted as **UNEXCUSED**. (Please refer to the Perry Township Schools "Student Rights and Responsibilities Handbook," which is available to all parents online, for more details on the attendance policy.) School attendance is a very important factor for a student's academic success; however, if a child is ill, he/she should stay at home for the sake of all involved. Perry Township's policy is that a child must be fever-free for 24 hours (without the use of Tylenol) and 24 hours must have passed since the child last vomited or had diarrhea.

## **Morning Automobile Drop-Off**

Parents who choose to drop off their child at school in the morning are asked to bring them no earlier than 8:50 a.m. **All students who are driven to school in the morning should enter the building using Door 3, which is at the south of the building.** If arriving after the buses have left, students should be dropped off at the main doors (Door 1). Parents who need to have their child arrive at school before 8:50 a.m. should use the YMCA Before & After School Program.

## **Student Pick-Up and Returning to School from Doctor Appointments**

Please try to schedule appointments outside of school hours if possible. Parents needing to pick-up their child from school during the day should send a note to the classroom teacher indicating the time that they should be ready for pick up. The teacher can then have the child prepared to leave at the designated time, especially if that time falls when the student is not in his/her homeroom and may take a few extra minutes to gather. This also allows the teacher the opportunity to prepare the student with any assignments he/she may miss.

Parents must come to the office and sign and date a record log on the back of the child's emergency card. For the safety of our students, you will be asked to provide your photo identification card, such as a driver's license. Please be aware that your child will not be called to the office until you arrive. When returning the child to school, the parent must accompany the child to the office and sign and date the record log. The time missed from the school day will be recorded, unless the child is gone during his/her assigned lunch and recess time.

## **Afternoon Student Pick-Up and Dismissal**

Classroom teachers will lead students riding the buses to the doors at 3:55 p.m. (3:30 p.m. on Wednesdays). **Parents in automobiles are to drive around the north end of the building and form a line on the back (east) side of the building, stopping at the south doors (entrance #3) to wait for students.** Before picking a student up in the car rider line, a placard with the student's name is to be obtained in the office. Any person listed on the student's emergency card may be issued a placard. No students will be allowed to be picked up at the front doors or office during dismissal time. If you need your student to be picked up from the main office, please arrive before 3:40 p.m. (before 3:15 p.m. on Wednesdays) to sign them out. The attendance record will be charged with a "left early" notation. All are asked to follow this policy to ensure the safety of all students at Burkhart Elementary. *Parents or caregivers are not to pick students up from the front sidewalks or approach the buses while students are loading. All adults other than school staff will be directed to report to the school office should they arrive while buses are loading.*

## **Transportation Changes (Temporary/One-Day Changes)**

All transportation changes must be made in writing. This protects your child's safety and provides a written record to the teacher so they are sure of your intent. The easiest way to do this is to send your child's teacher a note on a day that their routine (car vs. bus) is different. Teachers may not check voicemail before the end of the school day, so please do not call the teacher's voicemail with transportation changes. Similarly, please do not send an email message to the teacher, as email may not be checked until after the school day ends or in the case there is a substitute teacher.

For emergency situations in which transportation must be changed, you may contact the school office at 317-789-3600 to inform the secretary of the change. You must then follow this call by sending a note via email (secretary will provide email address at time of call) or via fax (number provided at time of call) so that we have proper documentation of the change in transportation.

We do not allow students, without written permission, to change their transportation plans. If a child tells a teacher they are to be a car rider and has no note from the parent/guardian and the child's normal mode of transportation is the bus, the child will be placed on the bus to go home. **All transportation changes MUST be in writing.**

## **Indoor/Outdoor Recess Determination**

All students are expected to participate in outdoor recess unless directed otherwise by their teacher. Parents, in writing, may request that a child stay indoors on a daily basis for up to three days for health reasons. A doctor's statement is needed for extended periods. Decisions about outside recess are made on a day-by-day and hour-by-hour basis during the winter months based on temperature and wind chill factors (below 25° F we stay inside). Please dress your child expecting him/her to go outside, with warm winter coat, hat, and gloves. The classroom teacher having recess duty may exclude children from outside recess if they feel a child is not dressed appropriately for the current weather conditions.

## **Birthday Celebrations at School**

Birthdays may be celebrated at Burkhart as follows:

- All treats will be distributed during the lunch period, not in the classroom. Items that arrive after the grade level lunch period will be distributed the next school day.
- Treats brought to school should be store bought and preferably individually wrapped (Twinkies, Little Debbie products, individual bags of pretzels or chips, candy treats, etc.). Individually-iced cupcakes from bakeries are also acceptable.
- Sheet cakes and cookie cakes will not be served and will be sent back home with the student.
- Due to student allergies, please do not send items containing nuts or nut products.
- Drinks should not be sent, as the treats will be distributed at lunch.

## **Balloon/Flower Bouquet/Gift Policy**

Please DO NOT bring or have delivered balloons, flower bouquets, or gifts to your child at Burkhart School. Due to the disruptive nature of this activity, the disruption to the learning environment in the classroom, student allergies, and safety issues of transporting items home on the bus, we will not accept delivery.

## **Party Invitations**

Please DO NOT send party invitations to school to be passed out by your child or your child's teacher. Due to hurt feelings and the disruptive nature of this activity, we cannot allow party invitations to be distributed at school.

## **Toys/Cell Phones/Electronic Devices**

Students may not bring toys, dolls, stuffed animals, trading cards, electronic items, iPods/MP3 players, cell phones, or electronic games to school unless given permission to do so by their classroom teacher. Classroom games during indoor recess and playground equipment for outdoor recess are available for student use.

## **Perry Township Schools Book Bag Requirement**

Perry Township Schools require each student to have a book bag or back-pack to use to transport books, folders, and papers to and from school. This is an important safety requirement as it helps prevent the blowing of papers as a child gets on and off the bus.

## **Special Class Needs**

Grades 4 and 5 will operate on a four-day rotation: Art, Computer/Library, Music, and P.E. Grades 1-3 will operate on a five-day rotation: Art, Computer, Library, Music, and P.E. On the day a child has Physical Education, gym shoes must be worn. Storage is available in the classroom for students to leave an extra pair of shoes at school. Students in fourth grade will learn to play the recorder in Music class and will have at home practice requirements. Students will need headphones or earbuds for their computer. Generally, students will learn the rotation of classes within a week or two of the start of school. Please help your child plan accordingly.

## **YMCA-Sponsored Before & After School Care**

The Baxter YMCA offers **Before & After School Care** for students attending Burkhart School. This is a valuable service provided at Burkhart for the boys and girls. For enrollment and payment information, contact the Baxter YMCA at 317-484-9622.

## **Burkhart Website**

Our Burkhart website includes up-to-date information that is helpful to parents and students. If you have internet access, you are encouraged to visit our website <http://www.perryschools.org/hb/> which includes a staff directory with links to email, a listing of staff telephone numbers, and our weekly bulletin.

## Awards and Recognition

At the Honor's Program (tentatively scheduled for May 23), student awards in the following categories will be issued:

1. An attendance award will be presented to students as follows:

**Good Attendance**—Having missed 3 days or less during the entire school year and no more than 6 times tardy to school and/or left early from school.

**Excellent Attendance**—Having attended school every day, these students may have left early or arrived late, not having felt well or due to a doctor or dentist appointment. These students have attended school for at least a part of all 180 days and no more than 4 times tardy to school and/or leaving early from school.

**Perfect Attendance** – These students have never been tardy, and have never left early due to illness or appointment. These students have attended every day for the entire day.

2. **Honor Roll** – This award is given to students in grades 4 and 5 who have made the Honor Roll by earning all A and B grades in all subjects for all four grading periods.
3. **Citizenship** – This award is given to students at every grade level who have received an “A” grade in Citizenship for all four grading periods.
4. **Effort Award** – “Outstanding” or “Good” Effort in all subjects, all year, but having no more than six “Good” Effort ratings for the four grading periods.
5. **Principal's Award**—Awarded to Fifth Grade students who earn these four honors as outlined above in numbers 1 – 4: Attendance Award, Honor Roll Award, Citizenship Award, and Effort Award.

Students must have been enrolled at Henry Burkhart School for at least 162 school days of the current school year to be eligible for the above awards.