

William Henry Burkhart Elementary School 2025 - 2026



Student Handbook

~An addendum to Perry Township Schools Student Success Handbook~

July 2025

Vision of Perry Township Schools

All students are empowered to grow academically, socially and behaviorally.

Mission of Burkhart Elementary

At Burkhart Elementary, we work together to help students become lifelong learners who think critically and actively engage in learning. We guide students to become responsible, respectful citizens of the community.

Life Skills

Burkhart teaches and reinforces these life skills as part of developing well-rounded students:

- | | | |
|------------|----------------|-------------------|
| ❖ Caring | ❖ Initiative | ❖ Responsibility |
| ❖ Courage | ❖ Honesty | ❖ Teamwork |
| ❖ Fairness | ❖ Perseverance | ❖ Trustworthiness |
| | ❖ Respect | |

Special Emphasis

We “SPARK” learning through a special emphasis in the arts. Through SPARK (Special Programs in the ARTs for Kids), Burkhart arranges for visiting artists, field trips to museums, concerts, performances, and encourages interdisciplinary teaching of arts and regular subjects to allow for the development of a well-rounded student.

2025 - 2026 Perry Township Schools Calendar

July 30	First Day of School!
September 1	Labor Day Holiday, No School
October 1	E-Learning Day
October 6 - 17	Fall Break, No School
November 26 - 28	Thanksgiving Holiday, No School
December 22 - January 2	Winter Break, No School
January 5, 2026	First Day of Second Semester
January 19	Martin Luther King, Jr. Holiday, No School (Possible Snow Make-up Day)
February 16	Presidents’ Day Holiday, No School (Possible Snow Make-up Day)
March 16 - 28	Spring Break, No School
May 25	Memorial Day, No School
May 28	Last Day of School!

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.

<u>Grading Periods</u>	<u>End of Grading Period</u>	<u>Length of Grading Period</u>
1st	September 26	42 Days
2nd	December 19	47 Days
3rd	March 6	43 Days
4th	May 28	48 Days

<u>Grading Scale</u>			
93-100	A	80-82	B-
90-92	A-	77-79	C+
87-89	B+	73-76	C
83-86	B	70-72	C-
		67-69	D+
		63-66	D
		60-62	D-
		50-59	F

Student Arrival and Dismissal

The Burkhart school day is 9:10 a.m. - 3:55 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. The Burkhart school day is 9:10 a.m. - 3:30 p.m. on Wednesdays. Student entry begins at 8:50 a.m., and the tardy bell rings at 9:10 a.m. Car rider drop-off is open 8:50 - 9:10 a.m. Students who arrive after 9:10 a.m. need to be escorted into the office by the adult who is bringing them to school. Students who are tardy to school or absent may have to forfeit recess time to make up missed work due to missing school. For the safety of all, no student is to be picked up from the main entrance during dismissal time. Adults may be asked to wait in the parking lot until buses have departed if they arrive once dismissal has begun.

Reporting a Student Absent

Please call the attendance line at 317-789-3602 by 9:00 a.m. to report an absence from school. Homework and books may be sent home with a sibling or may be picked up at the school office when requested by the parent. When the student returns from an absence related to medical care, such as a doctor appointment, send in the excuse note from the doctor's office for 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 "Student Success Handbook," which is available at www.perryschools.org, for more details on the attendance policy.

Student Pick-Up and Returning to School from Doctor Appointments

Please try to schedule appointments outside of school hours when 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.

Transportation Changes (Temporary/One-Day Changes)

All transportation changes must be made prior to 3:30 p.m. (3:00 p.m. on Wednesdays). This protects your child's safety and provides our staff time to get the message to teachers, students, and other staff as needed. The easiest way to do this is to send your child's teacher a note in their folder 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 phone 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. If a change is needed after the child has left home for the day, you may contact the school office at 317-789-3600 to inform office staff of the change in dismissal plans.

We do not allow students, without written permission from their parent, 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.

YMCA-Sponsored Before & After School Care

The YMCA offers Before & After School Care for students attending Burkhart School. This is a valuable service provided for our students. For enrollment and payment information, contact the Baxter YMCA at 317-484-9622. Drop-off and pick-up would be at Abraham Lincoln Elementary. A bus would be provided to bring your child to Burkhart from that location in the morning and then to Abraham Lincoln after school each afternoon.

Volunteers and Visitors

Volunteers play an important role in our school district. Their guidance and influence can encourage the academic, social, and personal success of students. Their skills and willingness to assist can help principals and teachers tackle some of the items on their long to-do lists. Perry Township Schools promotes an environment of safety, trust, and respect. In accordance with state law, volunteers must wait until after their background screening process is complete to begin their volunteer assignment. *The complete volunteer policy is available on the Perry Township Schools webpage: www.perryschools.org/community-resources/volunteers-visitors/.*

Parents wishing to schedule an observation visit of their student in the classroom must schedule this in advance with school administration. Visits are typically not scheduled prior to Labor Day, as this allows the class to settle into a routine. Visits will be limited to be 30 - 45 minutes in length, and younger children not be brought along as this causes more of a 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. Visitors may be asked to limit their participation in activities according to the directions from the teacher or staff member in charge.

Sharing Information with Two Sets of Parents

Communication between the school and parents can be done easily via Parent Square to ensure that both parents receive the same information regarding their student. 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.

Special Area Class

Our students will participate in special area classes on a four-day rotation: Art, Music, Physical Education, and Library/Technology. On the day a child has Physical Education, gym shoes must be worn. 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 the first couple of weeks of school. Please help your child plan accordingly with their needed materials.

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. Breakfast and lunch are offered at no cost to Burkhart students based on the district participating in the national school lunch and breakfast program called the Community Eligibility Provision. Lunch and recess times are as follows.

11:00 a.m. - 12:00 p.m.	Grade 2
11:30 a.m. - 12:30 p.m.	Grade 4 + Room 1
12:00 - 1:00 p.m.	Grade 1
12:30 - 1:30 p.m.	Grade 3 + Room 8
1:00 - 2:00 p.m.	Grade 5

A la carte food purchases will incur a charge. When a student's account has a negative balance, no charges will be allowed for a la carte items. Students have an account established through the cafeteria and each day the student enters a code number or scans their ID card to record their breakfast and lunch selections. If you wish your child to have access to purchase additional items, such as milk, 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.

Students may choose to bring lunch to school on days they do not wish to eat what is offered on the elementary menu. Soda (or other carbonated beverages) may not be brought to school. We also ask that glass containers not be sent to school for safety reasons. Students should not bring extra snacks or candy to school to eat during lunch.

Parents are welcome to have lunch with their student. Due to space limitations, we ask that no more than two guests visit with your child per day. The cost of an adult lunch is \$5.00 and a child visitor lunch is \$2.70. Visitors pay the cashier (**cash only**) in the cafeteria. The adult may opt to bring in lunch for their student and themselves if they wish. Guests sit separately from others dining to allow for a special visit between the parent and their child.

Parents may elect to pick up their student and take them out for lunch as a special treat during their regularly scheduled lunch time. As long as the child returns before the end of the recess period (one hour), this would not be counted as an absence from school.

Weekly Newsletter

Burkhart Elementary School publishes a weekly newsletter on the final day of the school week. Many important notices and announcements are published in the newsletter and need your attention. This is released through Parent Square, so it is essential that your account is active so that you receive this information.

HOMEWORK POLICY

In Perry Township Schools, we believe it is important to have a stated policy and coordinated framework for assigning homework. The material in this handbook represents extensive involvement of all representative groups in the development of such a document.

Philosophy and Value of Homework

- Give the student the opportunity to accept the responsibility of participating in the learning process.
- Teach and improve the student's self-discipline.
- Provide an extension of specific instruction to reinforce the learning experience in the classroom.
- Foster effective study habits and research skills.
- Provide an opportunity for independent work.
- Promote positive self-image.
- Strengthen communication between the home and school while affording parents an opportunity to become involved in the educational process.

Characteristics of Homework

- Focus upon course goals and objectives.
- Provide opportunities to reinforce, extend, and apply skills.
- Be realistic in length.
- Have clearly defined directions.
- Be positive and productive.
- Reflect student needs and teacher judgment.
- Have value that is clearly understood by the student.

Evaluations of Tangible Homework

- Be fairly and consistently evaluated using methods determined by the teacher.
- Reflect upon the student's letter grade and/or effort rating.
- Be returned to the student as soon as possible to be shared with parents for purposes of information and learning.

Frequency and Amount of Homework*

- Limit per night:
 - Grade 1 - up to 15 minutes
 - Grade 2 - up to 20 minutes
 - Grade 3 - up to 30 minutes
 - Grade 4 - up to 35 minutes
 - Grade 5 - up to 40 minutes
- Should not be given over holidays or vacations from school.
- Use a homework packet given on a weekly basis to allow flexibility for family and student obligations and outside activities.

*As determined by school

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 or assistant principal. 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, but more serious consequences may be utilized as situations warrant.

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.
2. Listen to and follow directions as they are given.
3. Make responsible decisions.
4. Show respect towards staff and other students.

Bus Riding Privileges

For the safety and well-being of all, students 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 appropriate. Because our buses are at capacity in the afternoon, students will not be permitted to ride home with a friend for visiting or baby-sitting purposes.

Phones, Smart Watches

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

Students who bring cell phones to and from school must keep them in their book bags and powered off while on the school bus and at school. Students who disregard this policy will have their phone taken from them during the school day. If a student continues to disregard this policy, their phone will be kept in the school office until a parent is able to pick up the phone. This policy will also apply if students are playing on a smart watch or using it to call/text on the bus or at school.

Field Trips

Field trips are planned to 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 prior to planned trips 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 attendance.
- We appreciate parents taking time to volunteer to help with field trips. Please note that a current background check must be on file in the school office for a volunteer to chaperone a field trip.
- 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. 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.

Student Dress

Perry Township Schools seeks to encourage a safe and positive learning environment that focuses on academic achievement and a sense of community. In order to promote school safety, improve student performance and encourage positive self-esteem, and focus on academic achievement instead of socio-economic status, Perry Township Schools adopts the following student dress code for all students during the school day:

For All Perry Township Students:

1. Hats with bills or brims, hoods, bandanas, and face coverings (with the exception of medical masks) are not to be worn in the school building. An approved head covering must allow eyes and ears to be visible at all times. Students with a bona fide religious objection may apply for an exemption.
2. Clothing and jewelry, which includes depictions or symbols of the following, are prohibited:
 - a. sex or sexual innuendo
 - b. lewd, vulgar, indecent, or plainly offensive speech, including profanity
 - c. violence, destruction of property, or advocating the use of force
 - d. urging violation of the law or school regulations
 - e. alcohol, drugs, or tobacco
 - f. anything which substantially or materially disrupts the school environment
3. Pants or skirts must be worn at the waist.
4. Pants, dresses and skirts must be at or near mid thigh and have no overt or holes, cuts, tears, or frays that expose skin above mid thigh.
5. Student IDs should be worn and made visible at all times.
6. All tops must have sleeves.

For Students in Grades K-6 (Kindergarten, Elementary, 6th Grade Academies):

1. Solid color collared shirt (with sleeves) or turtleneck, encouraged to be tucked in.
2. Black, khaki, navy, or earthtone bottoms, no denim. No overt or distracting holes, rips, cuts, or frays are permitted.
3. Knee-length pants. Shorts may be worn up until Fall Break and after Spring Break.
4. Dresses, skirts, shorts, and jumpers must be near knee length.
5. Winter Wear—mostly solid color sweater or sweatshirt allowed; must be over collared shirt or turtleneck; should be an appropriate size.
6. Student IDs should be worn and made visible at all times.
7. No flip-flops or “wheelie” shoes. No hooded sweatshirts.
8. School spirit wear is determined by each building.

Students are not to wear jackets or coats in the classroom. One school spirit day per month will be designated for students and staff to wear Burkhardt shirts and jeans. Students that are in violation of the dress code policy will be sent to change clothes in the clinic. If a student is habitually violating the dress code policy, they may forfeit recess time as a consequence or be referred to the administration for further disciplinary action.

Indoor/Outdoor Recess Determination

All students are expected to participate in outdoor recess unless directed otherwise by their teacher or administration. 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. If the wind chill temperature is below 25° F, we stay inside. Please dress your child expecting him/her to go outside, with a 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

Burkhart celebrates the birthday of our students during our morning announcements each day. We ask that parents not send in treats and save additional celebrations for at home. If you wish to send in birthday party invitations, please send in one for each student in the homeroom.

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.

Items from Home

Students may not bring toys, dolls, stuffed animals, trading cards, sports equipment, electronic devices or other such items to school unless given permission to do so by the teacher or administration. Classroom games for indoor recess and playground equipment for outdoor recess are available for student use.

Book Bag Requirement

Each student is required to have a book bag 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 student gets on and off the bus.

Awards and Recognition

An awards program will be held in May to recognize the accomplishments of our students. Students must have been enrolled in school for all four grading periods to be eligible for awards. Following are awards students may receive.

1. **Attendance Award** – An attendance award will be presented to students as follows:
 - Good Attendance** – This award is given to any student who has 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** – This award is given to any student who has missed 2 days or less during the entire school year and no more than 4 times tardy to school and/or left early from school.
 - Perfect Attendance** – This award is given to any student who has attended every day of school, but may have been tardy or left early no more than 2 times.
2. **Honor Roll Award** – 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 Award** – 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** – This award is to be given to any student who has received “Outstanding” or “Good” Effort in all subjects for all four grading periods.
5. **Principal’s Award**—Awarded to Fifth Grade students who earn these four honors as outlined above: Attendance Award, Honor Roll Award, Citizenship Award, and Effort Award.

An additional awards ceremony will be held for fifth graders who qualify for the **President’s Award for Educational Excellence**. To qualify, students must meet the following criteria:

- Recipients have scored Above Proficiency on at least one of the three curricular areas (and At Proficiency on the other curricular areas) of the ILEARN assessment taken in fourth grade.
- Recipients have maintained an average of A- in academic subjects in grades 4 and 5 on a scale where 90% equals an A-.