What Parents Want To Know!

2015 - 2016

Burns Elementary School

A guide for parents of how Burns Elementary School operates and other helpful information.

Burns Elementary School
4514 Goetz Drive
Owensboro, KY 42301
Phone 270-852-7170
Fax 270-852-7180
http://www.dcps.org/bes
Burns Elementary
Mission Statement

Our mission at Burns Elementary is to provide opportunities that empower all students to achieve their full potential and become life-long learners by holding high expectations in a safe and positive environment.

At Burns Elementary we have high expectations for all students to be successful. Each morning, we recite our Bobcat Pledge.

BOBCAT PLEDGE

I believe I am good
I believe I am smart
I believe in me
I am a Burns Bobcat.

We believe all students will attend school in a safe and respectful learning environment. All students will be successful when they believe in themselves and their school.
Greetings from the Principal!

It is our pleasure to welcome you to Burns Elementary School. Our objective is for all students to learn at high levels! The first days of a new school year will be ones that you will always remember. The beginning of the school year is the first step to a new and exciting adventure into a new world full of wonderful and interesting things to do and learn. We are looking forward to providing many exciting and rewarding learning experiences for all students throughout the year. We welcome family members to be our partners in helping our students grow into healthy, happy and life-long learners.

We will strive to work hard at BES to obtain a wealth of learning throughout the year. We want all of our children to become confident and successful learners.

With a new school year, Burns Elementary continues our journey as a "Leader in Me" school. Throughout the year, we will be learning the 7 Habits of Highly Effective People and how to implement those habits in our daily lives. At Burns Elementary the "Pawsibilities" for success are endless.

The Burns Elementary School Handbook: "What Parents Want to Know!" is a guide to assist you with valuable information about our school. It has been carefully prepared and reviewed in order for you and your family to know and understand the policies and practices of our school. We encourage each student and parent to also review the Daviess County Public Schools Code of Acceptable Behavior and Discipline.

Our staff is dedicated to the goal all students can learn and achieve. We believe that children learn at different rates and have different needs and abilities. Our school staff will work to provide the students with every learning opportunity possible. We look forward to building relationships with your family and teaching your child. We want to encourage you to be actively involved in our school. It's going to be a "Pawsitively" great year.

Sincerely,

Dr. Amy M. Shutt
Principal
### FACULTY AND STAFF 2015-2016

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Dr. Amy Shutt</td>
<td>Preschool</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Heather Newman</td>
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<tr>
<td>Instructional Coach</td>
<td>Brandy Bishop</td>
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<tr>
<td>Achievement Coord.</td>
<td>Wendy Cooper</td>
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<td>Guidance Counselor</td>
<td>Charlotte Browning</td>
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<td>Bookkeeper</td>
<td>Shannon Bowen</td>
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<tr>
<td>Secretary</td>
<td>Tricia Burns</td>
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<td>Media Specialist</td>
<td>Jane Clark</td>
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<tr>
<td>Music</td>
<td>Debra Lanham</td>
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<td>Physical Education</td>
<td>Davey Mills</td>
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<td>Art</td>
<td>Billie Fulton</td>
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<td>Resource</td>
<td>Brittany Daugherty</td>
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<tr>
<td></td>
<td>Lindsey Honor</td>
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<td></td>
<td>Melissa Reed</td>
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<td>Speech</td>
<td>Chastity Berry</td>
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<td></td>
<td>Robbie Remole</td>
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<td></td>
<td>Larkin Wetzel</td>
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<td>Special Services</td>
<td>Kimberly Collignon</td>
<td>4th Grade</td>
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<td></td>
<td>Julie Milloy</td>
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<td>Lunchroom Manager</td>
<td>Donna Ebelhar</td>
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<tr>
<td>School Nurse</td>
<td>Nicole Bryan</td>
<td>5th Grade</td>
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<tr>
<td>Health Technician</td>
<td>Gina Noffsinger</td>
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<td>After School Program</td>
<td>Vickie Hamlet</td>
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<tr>
<td>SBDM Council</td>
<td>Brandy Bishop</td>
<td>Reading Recovery</td>
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<tr>
<td></td>
<td>Natalie Emberton</td>
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<td></td>
<td>Crystal Haley</td>
<td>K–5 Teacher</td>
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<td>Shena Link</td>
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<td></td>
<td>Jenni Shadowen</td>
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<tr>
<td></td>
<td>Alicia Wilkerson</td>
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<td></td>
<td>Angela Taylor</td>
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### Teacher Qualifications

The preparation and experience of our teachers is important to our success. Upon request, our district will provide information about the professional qualifications of your child's teachers and teachers' assistants including whether or not the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; the college major and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
SCHOOL HOURS

What time does school start/end for my child?

Announcements begin at 7:40 a.m. All students should be at school for the morning announcements. Students leave the gym for their classrooms at 7:30 a.m. Students who want to eat breakfast should be at school no later than 7:15 a.m. to allow ample time to eat. Instruction begins at 7:40 a.m. Students are tardy after the 7:40 a.m. bell. The afternoon dismissal bell rings at 2:20 p.m.

STUDENT DROP-OFF & PICK UP

How do I drop my child off if I am driving them to school?

Students who are car riders should not be dropped off before 7:00 a.m. This is the time the doors will be unlocked for car riders. Students should be dropped off at the side of the building. Please have your child ready to exit the car. This keeps the drop-off line moving. Please pull all of the way up to the far breezeway to allow your child to exit the car. The student should exit the car on the sidewalk. It is not necessary for drivers to assist with students exiting from vehicles. There will be a Burns Elementary faculty/staff member in the car rider area to direct traffic. For student safety, please wait until the car in front of you has left before you pull off. Passing cars is prohibited in this area.

What if we are late to school, what do we do?

The car rider drop off door will lock at 7:40 a.m. and the staff will leave the area. After 7:40 a.m. parents should drive to the front, park in the parking lot and come into the building to sign in your child.

What if my child normally rides the bus but today they will be a car rider or picked up from school?

If your child normally rides the bus and will be a car rider, simply make your child aware and write a note to your child’s teacher. We must have a note to change your child’s normal arrangements.

What if my child normally rides the bus but today will be going to a friend’s house?

BOTH children must have a note from the parent/guardian stating that it is allowable for the other child to come to that child’s home. The office staff will issue a bus pass before they will be allowed on the bus. Please try to write notes rather than phone calls.

What if transportation plans change during the day for my child?

Call the school as early as possible. The office is EXTREMELY BUSY from 2:00-2:20 and transportation requests cannot be processed in this time frame. Please call no later than 1:30 p.m.

Should I be present when my preschooler or kindergartener loads the bus?

Preschoolers board and depart buses on a “hand-to-hand” basis. A parent/guardian or authorized adult is required to take the child to the bus door as he/she boards, and be there to receive the child at the end of the day. Kindergarten students board and depart buses on a “within sight” basis. A parent/guardian or authorized adult, who is known to the bus driver, must be within sight of the bus driver as the child boards and departs from the bus. If you have additional bus transportation questions, please contact the DCPS Transportation Department at 270-852-7080.
What if we move or some emergency information changes?

For your child's safety please inform the school anytime you move, change phone numbers, or make any changes to your emergency information sheet. This includes cell phone numbers, place of employment, etc.

What if I need to come in the building?

We love to see and talk with our parents and community members; however our top priority is always to keep our students safe. In order to keep our students safe, everyone that enters the building MUST sign in at the front desk, leave photo identification and wear a visitor's badge. Parents are always welcome to eat lunch. We ask that kindergarten parents wait until after Labor Day to visit for the first time. To keep classroom interruptions down, students will meet their lunch guests in the cafeteria. Parents and/or guests for lunch should not go to classrooms. When you receive a visitor's tag, you will be required to leave a picture id with the secretary. This insures that you will stop by the office before you leave to sign out.

Can I take pictures when I visit the school?

Pictures of your own child are permissible. You may not take pictures of other students using cell phones, cameras, or other media without permission from the other student's teacher or an administrator. This is a matter of legal confidentiality.

What if I want to volunteer or chaperone a field trip?

If you are volunteering, you need to have had the background check completed (forms are in the office and included in your child's back to school packet of information). This also includes volunteering on classroom field trips; These background checks must be updated every year. If you plan to volunteer in any way during the year, please check with our PTO Volunteer Coordinator or Tricia Burns, BES secretary, for more information. It takes 2-3 weeks to be approved as a volunteer.

What if I or someone else needs to pick up my child?

Students who must leave during the school day must be signed out through the office by the parent or by someone on the emergency enrollment card on file in the office. Students WILL NOT be released to individuals whose name is not on the emergency card. A picture ID will be required for anyone picking up a student. Please come into the office and sign the student out and the office will call the classroom for that student to come down. Do not go to the classroom yourself because the student WILL NOT be allowed to leave the classroom unless they have been notified by the office. Please try to avoid picking your child up during the last fifteen minutes of school as it is a very hectic time and we want your child to receive all important announcements, messages, etc. Crossing during the bus lanes into the parking lots is prohibited from 2:20 p.m. until all buses have departed for the day. You will be asked to wait on the sidewalk until the bus lane is clear.

How do I pick up my child after school has ended?

All BES car riders MUST obtain a car rider tag. For the safety of your child, we have implemented a number system. Once assigned a number, your child(ren) will keep that same number through completion of elementary school. The car tag must be displayed on the rear view mirror. Car tags will be available at the Back-to-School Open House or in the school office. Each family is provided with 2 tags. Replacement or additional tags can be purchased for $1.00 in the office. Parents should not pick up any students inside the building. All students who are car riders will need to be picked up in the car rider line. From Goetz Drive, turn right into the school campus and into the right lane for car rider pick up at the side of the building.
CALENDAR

What is the school calendar?

- August 12: First Day for Students
- September 7: Labor Day Holiday (No School)
- September 25: Professional Development (No School)
- October 12-16: Fall Break (No School)
- November 3: Election Day (No School)
- November 25-27: Thanksgiving Holiday (No School)
- Dec. 21 - Jan. 1: Christmas Holiday (No School)
- January 4: School Resumes
- January 18: Martin Luther King Jr. Day (No School)
- February 15: Professional Development (No School)
- March 4: Professional Development (No School)
- April 4-8: Spring Break (No School)
- May 17: Election Day (No School)
- May 20: Last Day for Students

Make-up days will be taken in this order: May 23, May 24, May 25, May 26, May 27, Feb. 15, March 4, May 31, June 1, June 2, June 3, June 6, June 7, June 8

****Calendar is subject to change due to inclement weather.****

All updates can be found at www.dcps.org

A BES calendar will be sent home detailing school activities each month in the Monday Folders/Student Binders.

When does my child receive a report card?

<table>
<thead>
<tr>
<th>GRADING PERIOD</th>
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<tr>
<td>2</td>
<td>10/19/15</td>
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<td>1/4/16</td>
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<td>4</td>
<td>3/14/16</td>
<td>5/20/16</td>
<td>5/27/16</td>
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</table>
DRESS CODE

What can my child wear and not wear?

- All students shall wear shoes. Shoe heels should be appropriate for walking, running and playing.
- Students must wear tennis shoes for P.E.
- No tank tops (shirts with spaghetti straps or racer back)
- All students shall wear shirts/blouses of appropriate length, midriff fully covered.
- Shorts or skirts are to be fingertip length.
- No jeans with holes above the knees or knees cut out.
- No swimwear or sleepwear including house slippers.
- No hats, hoods, sock caps or head coverings.
- No clothing with obscenities, tobacco, drug, alcohol, inappropriate implications, gang signs, or violence.
- School officials may deal on an individual basis with dress that will interfere with the educational process.
- Pants should be at normal waist (no sagging).
- Sunglasses shall not be worn in a building unless prescribed by a physician.
- The wearing of any attire, cosmetic, presentation of extraordinary personal appearance, or any unsanitary body condition which materially disrupts school work, and interrupts scholastic endeavors, or threatens the health of other students, is prohibited. The Administrative staff of Burns Elementary shall have sole discretion regarding the enforcement of this Dress Code prescribed by the Daviess County Public Schools.
## Daviess County Public Schools
### Breakfast and Lunch Prices

#### Breakfast

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<tr>
<th>Description</th>
<th>Price</th>
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<tr>
<td>Student Reduced Price</td>
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<tr>
<td>Student Full Price</td>
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<tr>
<td>Adult Price</td>
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</table>

#### Lunch

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>Student Reduced Price</td>
<td>$0.40</td>
</tr>
<tr>
<td>Elementary Student Full Price</td>
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<tr>
<td>Middle School Student Full Price</td>
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<td>High School Student Full Price</td>
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<tr>
<td>Adult Price</td>
<td>$3.00</td>
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<tr>
<td>Extra Milk or Juice</td>
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</table>
LUNCHROOM

When do I pay for my child’s meals?
You may send in money in an envelope with your child’s name, teacher, grade and amount of money on it. They can take it to the lunchroom and give to the cafeteria cashier. You may pay by the day, week, month, or longer.

You may also pay your child’s lunch online by going to www.myschoolbucks.com. You will be asked to enter a student number which can be obtained in the school office or by calling the DCPS Food Service Dept. at 270-852-7000. There is a convenience fee of $0.99 per transaction for this service. DCPS does not profit from the use of this site. For additional details, please visit the website.

Families needing financial assistance with school meals may apply for free or reduced meals. You may apply online at davies.heartlandapps.com or complete a paper application. The paper application is located in your child’s enrollment packet. Additional forms can be found in the school office or by contacting the DCPS Food Service Dept.

Can I bring in food from fast food restaurants?
No. DCPS Board Policy 07.111 states “There shall be no delivery of commercially prepared foods to students at school before or during the designated lunch serving period. In addition, students shall not bring bottled or canned carbonated beverages to school to be consumed during the lunch period.”

How do I know what the lunchroom is serving everyday?
Each child is given a lunch menu for the entire year. You can also access the menu on the website by going to the following address: www.dcps.org or www.dcps.org/bes. A weekly menu is also posted on the BES Facebook page.

What are the expectations for the lunchroom?
- Walk at all times
- Keep hands and feet to yourself
- Respect fellow classmates and lunchroom staff with words and actions
- Raise your hand to ask permission to go somewhere or for assistance
- Talk quietly with students at your table, use your inside voice
- Make sure you select all food items
- Eat your lunch, take your time and enjoy
ATTENDANCE

What are the attendance policies at Burns Elementary?

The attendance at Burns is strictly mandated by the State of Kentucky. The latest legislature has made a change in the law that addresses school attendance. (KRS 159.150). A student will now be considered a "habitual truant" after 6 unexcused absences or unexcused tardies or any combination of the two. This is why it is so important that you contact the office ANYTIME your child will be absent or late. Our office staff makes daily contact with all students who are absent. A written note must be sent within three days when your child returns or the absence will be unexcused. After 8 parent notes, a doctor's/medical note is required. If a child is sent home by the nurse, this counts as a medical excuse.

What if my child is sick and we want to pick up homework?

Always call the office if your child is going to be sick and miss school. If your child is sick for only one day, please wait and let your child get the homework when they return to school the next day. If your child is sick for two or more days, contact the school office, and then stop by the office AFTER 3:00 p.m. to pick up the work. (By waiting until 3:00 p.m., the teachers will have time to collect your student's work.) Someone will be in the office until 3:30 p.m. each day. If you are going out of town and want to pick up homework before you leave, you will want to talk to the individual teacher regarding the absence. Remember, even with the best of lesson plans teachers may not be able to predict the timeline for lesson completion. Make up work will be accepted for 3 days after the student returns to school.

How do I contact a teacher?

- All teachers have e-mail accounts. Their addresses are their first name.last name@daviess.kyschools.us as Amy Shutt's e-mail address would be amy.shutt@daviess.kyschools.us. If this is unsuccessful, teachers e-mail addresses can also be found on the Burns Elementary Website at www.dcps.org/bes.
- Teachers also can be reached by phone before 7:30 a.m. (before school) and after 2:45 p.m. (after school) at 270-852-7170. The office will not forward calls to teachers during the school day to allow for your child to receive the maximum amount of time learning without disruptions.
- You may also send a note with your child or leave a message in the office for them to return your call.
SPECIAL OCCASIONS

What if I want to send gifts, balloons, flowers, etc. to school, is that O.K.?

We want to celebrate your child's special day but we also want each child in the classroom to be able to learn as much as possible without disruptions. If a gift or balloons are sent, the student's gifts must remain in the office until after 2:00 p.m. We try very hard during the day not to disrupt instructional time. We will let the teacher know that the items are in the office. Please remember that balloons or glass items are not allowed on the bus. You may leave the items at school and pick them up later in the day.

If my child has a birthday, can I bring treats?

We would love to celebrate your child's special day as well. You may bring in non-food items such as stickers, pencils, etc. for your child and classmates. As we comply with our Board policy, the lunchroom will be honoring students each month who have had a birthday that month by having a "birthday treat".

What if my child forgets their homework, snack, lunch money, etc.?

Please bring it to the front office and we will make sure the item is delivered to the student or we will ask the student to come pick it up at the office.

Can I send out invitations for a party we are going to have?

Invitations for parties at home may be sent out but MUST be sent out to every child in the classroom. Invitations to select students will not be distributed.

The classroom is having a Christmas or Valentine celebration, what can I do?

Your child's teacher or homeroom parent will send information on what specific help is needed and what items you could possibly supply. We are always thankful for our wonderful volunteers! We will only have Halloween, Christmas and Valentine celebrations during the school year. All food items for school events must be store purchased.
HEALTHY STUDENTS

Daviess County Public Schools are already meeting many of the requirements of the latest Senate Bill 172 for Healthy Students. Beverages in the school now are 100% fruit juice, water, low-fat milk, and any beverage that contains no more than ten (10) grams of sugar per serving. We also will be limiting using food/beverages as a reward or incentives to motivate behavior or classroom performance. Students are not allowed to purchase items from the vending machines in the workroom.

What is Burns Elementary’s Wellness Policy as required by Senate Bill 172?

BES SBDM Policy: All students shall participate in moderate to vigorous physical activity each day as required by Senate Bill 172.

- Each student shall engage in at least ten (10) minutes of planned moderate to vigorous physical activity each day.

- Teachers may integrate physical activity into learning activities. Students may be given periodic breaks which they are encouraged to stand in the classroom and be moderately active.

- Students may participate in moderate to vigorous physical activity outdoors.

- Appropriate accommodations shall be made for students with special needs, as required by law and sound judgment.

- Burns assesses our students level of physical activity at least once a year.

Burns encourages healthy choices among students using the following methods:

- Implementing the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.

- Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.

- The remaining curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.
PHYSICAL ACTIVITY / RECESS

Students need to always wear shoes with heels that are appropriate for walking, running and playing. Please remember that students also MUST have tennis shoes for Physical Education class.

Students are given a recess opportunity for 10 minutes each day. The weather is a determining factor for outside recess. If the temperature is 40 degrees or above, recess will be held outside. Please make sure your child is dressed accordingly.

MEDICINE

What are the medicine policies at school?

Any and all medicine that your child is to take at school MUST be brought to school in its original packaging and/or prescription by a parent. The times on prescription bottles are the only times that the medicine can be given out. The Health Room Assistant will count out the prescription with you and you will initial a log to verify the amount. Even items such as Tylenol, cough medicine or any other type of Over-The-Counter medicine MUST be brought by the parents. Please remember to check ALL medicines in with the Health Room Assistant. The health room staff arrives at 7:15 a.m. You may contact the health room directly at 270-852-7185 with further questions.
STUDENT EXPECTATIONS

What are the expectations or rules for Burns?

School and Classroom Expectations:
1. Make smart choices.
2. Listen carefully.
3. Follow directions.
4. Keep hands, feet, and objects to myself.
5. Show pride in myself and my school.

Consequences:
1. Verbal Warning
2. Time Out in Classroom
3. Warning Card
4. Isolated Lunch
5. Parent Contact
6. Office Referral
7. In-School Suspension (ISS)
8. Parent/School Conference

Rewards:
1. Classroom rewards decided by the individual classroom teacher.
2. Participation in Fun Friday events, every two weeks, for students who receive 0-2 Warning Cards.
3. Semester awards/participation for students who receive 0-3 Warning Cards, each semester.

Bobcats “PAWS” to think,
then make good choices!
What if school has to close for snow or if there is an emergency?

In the event of school being closed due to bad weather or any other emergency, DCPS will utilize the One Call Now System or you may listen to local radio stations or television stations to receive school closing information. Please refrain from calling the school and tying up school lines to inquire about school closings. If there is an emergency situation at the school, please DO NOT come to the school to pick up your child. Any emergency involving the school may require emergency personnel and vehicles to get to the building. Burns’ Alternate Emergency Sites are Burns Middle School and Apollo High School.

What is the One Call Now System?

The One Call Now System is a telephone communications system that Daviess County Public Schools utilizes to communicate school information, delays, closing, emergency information, etc. to parents/guardians. Your student’s enrollment form includes a place to note your household’s primary phone number. If you would like to add additional phone numbers, you can go to www.dcps.org and select “parents”, and then select “communication”, then click on the OneCallNow link. You may choose to “opt out” of this program. However, if you do, you will not receive any messages, including emergency information.

What if my child needs to use the telephone?

The school telephone is for school business and emergencies. Students should not ask to use the phone for things that could be taken care of prior to arriving at school. (For example: permission to spend the night with another child or homework that has been forgotten).

What is GEM?

GEM stands for Gifted Education Model. Students are formally identified as 4th and 5th graders. Children are identified in the areas of General Intellect, Specific Academic Aptitude (i.e. Math and Language Arts), Leadership, Creativity, and Visual and Performing Arts. This identification qualifies a student to receive services through the Gifted and Talented Program. This program is coordinated by Brandy Bishop, Instructional Coach/GEM Coordinator. Questions regarding this program can be e-mailed to brandy.bishop@daviess.kyschools.us.
LIBRARY

How does the Library work?

Students go to the library twice a week with their class. Students will be allowed to check out the following number of books: Preschool & Kindergarten - 1 book, 1st & 2nd grade—2 books, and 3rd, 4th & 5th grade—3 books. Students may return and checkout books before school from 7:30-7:50, at the end of the school day from 2:00-2:20 and during free check out times during the week.

What if my child loses or damages a book?

Students are responsible for the books that they check out from the library as well as the textbooks that are given out in class and must reimburse Burns for the cost of that book if lost or damaged. We will make every attempt to allow the child to find their book at home, in their classroom and we will search the library; however the child is responsible for the cost.

What is A.R. and how does it work?

A.R. stands for Accelerated Reader. A.R. is a nationally used program to enhance educational opportunities for students by providing comprehension questions for students over books they have read. After a student reads a book, they can take an A.R. test independently on the computer that has questions regarding the book. Students earn points based upon the reading level of the book and how well they do on the comprehension test. Students take a test at the beginning of the year to determine what A.R. level they need to work on in order to increase their reading abilities. A list of Accelerated Reader books and their point value can be obtained by clicking the AR Program button on our website at http://www.dcps.org/bes. Students are given incentive goals to achieve by their teacher each grading period. Students are recognized in team celebrations for achieving specific point levels and accuracy.

Does Burns have any computer labs and what are they used for?

Burns is very fortunate to have three computer labs located in our building. These labs are used for class centers, publishing, AR, STAR testing, MAP testing, Type to Learn, Study Island, Math Whizz, Earobics and weekly computer classes. Depending on their grade, students attend computer class 2-3 times per week. During this time students are introduced to the basics of computer, typing, research on the internet, internet safety, Word, Publisher, Power Point, Excel and much more.
7 Habits of Highly Effective People

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw

GUIDANCE

Our guidance counselor, Charlotte Browning, teaches monthly lessons on social manners, getting along with peers and how to deal with peer pressure. Mrs. Browning also works with our students on bullying. At Burns, we take bullying seriously and have a bullying policy in place to prevent any spreading of bullying behaviors. Mrs. Browning helps to educate our students on this topic and we see this as another step in keeping our students safe.

How does the school communicate with the family?

Each Monday (or Tuesday if we are not in school on Monday) your child will bring home a special Burns Elementary Folder or binder. Please remove all papers and sign the parent signature sheet. Monday Folders/Binders must be returned the next school day. Burns Elementary School will also utilize the One Call Now system, school website and Facebook Page to communicate information to parents/guardians.

How do I earn Dog Tags at Burns?

1. 9 weeks Perfect Attendance
2. Honor Roll
3. Outstanding Behavior (No Warning Cards)
4. AR Points
5. Student of the Month
What is Reading Recovery?

Reading Recovery is an early intervention model of instruction designed to help children who are experiencing difficulties learning to read and write. Children served in Reading Recovery receive daily 30 minute lessons by a specially trained Reading Recovery teacher. Questions regarding this program can be emailed to angela.taylor@daviess.kyschools.us.

SMOKING

All Daviess County School campuses are “Tobacco Free.” Smoking is not permitted on Burns Elementary School grounds at any time.

CELL PHONES AND MISCELLANEOUS ITEMS

All cell phones must be on silent and in student backpacks. Any cell phone that is in use by a student will be confiscated by school personnel. Parents will be required to pick up the cell phone in the office. Students are to leave toys, games, laser pointers, electronic devices, collectible cards, valuables, etc. at home unless asked by a teacher to do otherwise for instructional purposes. These items may be lost or stolen or may be an interruption to the educational process. If these items are brought to school, they will be taken up by the teacher and the parent will be required to pick up the items from the principal. If you have something near and dear to you, don’t bring it to school.

Asbestos Update

In compliance with the Environmental Protection Agency’s regulations, DCPS is required annually to inform all parents and staff members of the status of asbestos-containing materials in each school. A qualified Kentucky architect has certified that your building contains no asbestos containing building materials. A copy of this certification letter is on file in your building, the Maintenance Office and at Central Office.

The Daviess County Public Schools district is committed to adhering to the law concerning asbestos and is continually striving to make our buildings a safe place to work and learn.

Jim Barr has been appointed as the Local Educational Agency Designee as well as Asbestos Inspector and Management Planner. If you have any questions regarding this matter, please call contact him at 852-7060 or jim.barr@daviess.kyschools.us.
SAFETY DRILLS

Fire, tornado, bomb threat, and earthquake drills are required by law at regular intervals and are important safety precautions. Students are to follow the teacher's instructions and observe all drills as though they were real. Our school is immediately informed of any severe weather information.

Faculty, staff and students also participate in regular lockout and lockdown drills. Lockout and lockdown drills prepare our school population in the event of a possible intruder inside or outside the school building. Students would be placed in a lockout or lockdown mode at any time school personnel fear the safe school environment is breached.

INSURANCE

The school does not carry medical insurance on students. Parents are responsible for insuring their child for medical purposes. School insurance policies may be taken out on students at the beginning of the school year for a reasonable cost. An application form is included in your child's enrollment packet. Parents may enroll by using the brochure or enroll on-line at www.studentinsurance-kk.com. Call the school at 270-852-7170 if you need another form.

PTO

Burns Elementary has excellent volunteers who donate countless hours at home and at school to make sure Burns students have the best opportunities available to them. There are many opportunities to volunteer, many of which are coordinated by the Parent Teacher Organization (PTO). The PTO coordinates the volunteers who are needed in the library and classrooms. We also seek helpers for special occasions, such as our Family Fun Nights, Grandparents' Luncheon, Field Day, and general workroom help. Please make plans to participate in this rewarding endeavor. Please check the Monday Folders, student binders, newsletters, website and Facebook Page for information or contact the PTO President, Stacey Davis, at davis.stacey26@yahoo.com if you would like more information.

FAMILY RESOURCE CENTER

Burns Elementary is fortunate to have a Family Resource Center (FRC). The FRC is a bridge between our families, our school, and community. The FRC plays a vital role in the success of our students. Christy Dalton is our Family Resource Coordinator. Christy can be reached at 270-852-7561.
Enrichment Clubs - Get Involved!

Burns Elementary offers a variety of after school enrichment clubs to students. The clubs are a great way to encourage student involvement and participation in extra-curricular activities. All clubs are sponsored by teacher volunteers and are offered in two to three week sessions each semester. Communication of clubs, including dates and times, will be sent home for students and parents. Club opportunities can vary depending on enrollment and student interest.

Be on the look-out for this information. We encourage your child to “Get Involved!”

Possible clubs offered:

Art Club
Book Club
Bully Buster Club
Cheer Club
Cooking Club
Dance Club
Everybody Counts Council
Holiday Club
Recycle Club
Spirit Club
Technology Club
Wellness/Fitness Club
Bullying Policy
Policy # 9.4

The purpose of this policy is to ensure that Burns Elementary School provides students with a safe and caring environment. Burns Elementary is a school that is expected to have a welcoming environment, where children can work and learn without fear or threat of violence. These expectations are anticipated from students, their families, school staff, and the community. We, Burns Elementary, will treat each other with respect and we will not tolerate bullying of any kind at our school.

Definitions:

BULLYING – Using power repeatedly to intimidate, threaten, or harm another person. Bullying can be physical or emotional in nature.

TEASING – Name calling, insulting, or other behaviors designed to persistently hurt another’s feelings or make them feel terrible about themselves.

EXCLUSION – The act of causing someone to feel not welcome or isolated by ganging up on them, gossiping, starting rumors, telling others to not be friends with someone, or any other actions that result in a someone to be without friends.

STEALING – Stealing for the purpose of intimidation; stealing from the same person over and over again in a way to intimidate them.

HARRASSMENT - A feeling of intense annoyance caused by being tormented; making unwanted and offensive remarks towards someone due to their race, gender, and ethnicity.

HITTING – To come into someone’s personal space with the intent to violate or harm; pushing, slapping, or grabbing.

SEVERE HITTING/FIGHTING – Hitting with the intent to cause severe harm including punching, kicking, biting, or other behaviors that are intended to cause severe harm.

THREATS OF VIOLENCE - An expression of an intention to inflict pain, injury, evil, or punishment; verbal actions designed to intimidate or harm someone else or their property.

The above behaviors listed will not be tolerated at Burns Elementary. These behaviors will be dealt with on a consistent basis so the “bullies” will understand that the behavior is not accepted. Victims will be fully supported. Any student engaging in any of these bullying behaviors will be disciplined and consequences will be implemented. An outlined rubric is attached.
Educating the Students at Burns Elementary

Each student will receive bully prevention education at Burns Elementary School. The guidance counselor, during classroom guidance lessons, will be teaching the students about bullying through the Franklin Covey Leader in Me materials. Teaching materials that will be used are: videos such as, “Groark Learns about Bullying”, and “Working Out Conflicts”. In addition to videos, various books may be used to teach bully prevention such as: The Band-Aid Chicken, Simon’s Hook, and Andrew’s Angry Words. Material from Allan Beane’s “Bully Free Classroom” will also be used with some students. Other materials will continue to be added to our materials on Bully Prevention.

It is extremely important that students recognize the difference between normal peer conflict and bullying. Education from the counselor will allow students to be aware of this difference, and bullying will hopefully be prevented.

Bullying Consequences

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<thead>
<tr>
<th>Behavior</th>
<th>First Time</th>
<th>Second Time</th>
<th>Third Time</th>
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<tbody>
<tr>
<td><strong>Exclusion</strong></td>
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<td><strong>Stealing</strong></td>
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<td><strong>Harassment</strong></td>
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<td><strong>Hitting</strong></td>
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<tr>
<td><strong>Severe Hitting/Fighting</strong></td>
<td>Administrator will follow District Threat Screening Process. Possible suspension or change in educational placement.</td>
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<tr>
<td><strong>Threats of Violence</strong></td>
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School Visitor Policy

SBDM Policy # 10.1

Adopted: May 14, 2015

Visitors from Other Communities
Professional educators and residents of other community school districts, who wish to observe the school in operation are welcome. Arrangements for site visits must be made in advance and approved by the school Principal.

Classroom Visitors
Visitors shall not enter any classroom without the prior and expressed consent of the Principal or his/her designee. The Principal (or designee) may limit or restrict the number of visitors, the frequency of visits and must approve the appropriateness of the expressed purposes for visiting. Guests or visitors of students, including siblings, are not allowed in the classroom.

Cell Phone Usage
Visitors are asked to refrain from using cell phones while in the school. If a cell phone is used to take pictures, the picture (or videos) must include only the parent and/or their own child. No other students are allowed within visitors’ pictures. This is for the safety of all students.

Lunch Visitors
All lunch visitors must check in with the office and follow entrance procedures. Lunch visitors must meet students outside of the cafeteria, not in the classrooms. Visitors will report back to the office immediately following the end of the lunch period. Lunch visitors are not allowed to make classroom visits. Classroom visits are allowed only with permission from the office. Special exemptions are made for school-wide events and book fairs.

Conduct
All visitors to the school must conduct themselves in a manner which does not interfere with the daily operation of the school program.

Use of Tobacco/Alcohol
The use of tobacco or alcohol products, by anyone, in school buildings or on school property is strictly prohibited.
Homework Policy

SBDM Policy #: 3.2

Adopted: October 20, 2011

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities, tasks that contribute to classroom units, and daily reading logs that record the time students spend reading at home. Teachers will monitor homework completion and habits of individual students.

In the primary grades, each team of teachers will create an incentive policy for students to complete homework. Teachers will daily monitor student homework and class work. Students who are unable to use time wisely during classroom tasks may be required to complete tasks during non-instructional times to insure that they continue to make progress on specific skills.

Intermediate level students are assigned daily homework to sustain skills obtained during class. All missing assignments will be recorded in the student’s daily/weekly communication folder. When a student has three missing assignments, within a three week period, they will receive one after school detention. Parents will be notified when a detention has been issued. When a student serves one day of detention, they are clear of any additional consequences for that time period. When a student has served three homework detentions, they will not qualify for the next non-instructional class field trip. Grade level teachers will coordinate homework so that homework demand remains within a time frame of realistic completion. Individual teacher teams will determine the acceptance of late assignments. Students who are unable to use time wisely during classroom tasks may be required to complete tasks during non-instructional times to insure that they continue to make progress on specific skills.

Reference: The National Parent-Teacher Association and the National Education Association

Grade level expectations will be communicated with parents at the first of the school year.
I have read and reviewed the Burns Elementary School Handbook for the 2015-2016 school year with my child. We have reviewed the BES Bullying, Homework, and School Visitor Policies as well as other school procedures.

_________________________
Student Name

_________________________
Teacher

_________________________
Parent/Guardian Signature

______________
Date

Please sign and return this page to school.