

# **Burlington Elementary**



2024-2025  
Parent-Student Handbook

The Boone County Schools Provides Equal Educational and Employment Opportunities

# **Burlington Elementary**

## **2024-2025**

Burlington Elementary  
5946 N. Orient Street  
Burlington, Kentucky 41005

Phone: (859) 334-4440  
Fax: (859) 334-4446  
Office Hours: 8:00am - 4:30pm

Principal: Andy Gatewood  
Assistant Principal: Erik Larson & Lisa Freking  
School Counselor: Bethany Smiley & Jaime Brunswick  
Family Resource Coordinator: Jen Hater

Website: [www.burlington.boone.kyschools.us](http://www.burlington.boone.kyschools.us)

Students, their parents, and potential employees of the Boone County School are hereby notified that the Boone County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, veteran status, gender, or disability in educational, and employment programs, career and technical education (vocational), or activities set forth in compliance with The Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Any person having inquiries concerning Boone County School compliance with The Office of Civil Rights Law, Title VI, title VII, Title IX, ADA, and Section 504 is directed to contact Kathleen G. Reutman, Telephone (859)334-4455 who has been designated by the Boone County Schools to Coordinate the District's Efforts to comply with the Office of Civil Rights Law, Title VI, Title VI, Title IX, and The Americans with Disabilities Act and Section 504.

## **PRINCIPAL'S MESSAGE**

Dear Students and Parents:

Welcome to Burlington Elementary, home of the Eagles! It is my honor to welcome you to the 2024-25 school year. I am looking forward to welcoming almost 700 students back for another year of learning.

This year marks my 5th year as the principal of Burlington Elementary. One of the things I have come to appreciate as I interact with parents is the rich history of this school community. As many of you know our school first began as a one room schoolhouse in 1882 so this year is our 142nd school year! The older part of our current building was built in 1939 and was recently renovated a couple of years ago. There have been countless parents and grandparents who approach me at school events letting me know that they once attended Burlington as a student. We also have several staff members who are former Eagles. I have even met folks in the community who once attended Burlington when it was still a high school in the 1950s! I encourage you to stay tuned to our newsletters highlighting important events and interact with us on the Class Dojo App. If you're attending a school event please say hello and I would be happy to show you around.

Our district goal is that every student grows at least one year in literacy and numeracy as evidenced by student academic data and to narrow achievement gaps by ensuring every student who is identified as "at risk" grows in literacy and numeracy by at least 1.5 years. This can be achieved by key commitments to deep engagement, high expectations, on or above grade level assignments, and strong instruction.

I look forward to partnering with you in your child's educational experience this year. My hope is that each parent will have the opportunity to have a positive experience with their child at school this year. The school day begins at 8:45am and ends at 3:40pm. Our building will open at 8:10am to allow ample time for students to get breakfast. I am happy to announce that all students at Burlington can receive breakfast and lunch at no cost! Our first day begins Thursday, August 15th and the last day of school is May 23rd. Let's make it a great year!

Sincerely,

Andy Gatewood  
Principal

## Table of Contents

<b>Mission and Vision Statement</b>	5
<b>Boone County School Calendar 2024 -2025</b>	7
<b>General Information</b>	7
Registration	7
Student Fees	7
School Hours	8
Morning Arrival/Student Drop-Off	8
Student Sign In/Sign Out(Early Dismissal)	8
Dismissal/Student Pick Up	8
Communication	9
Inclement Weather	9
Visitors and Volunteers	9
Field Trips	10
Birthdays/Celebration/Rewards	10
Eagle Cafe	Error! No bookmark name given.0
Medicine/First Aid Room	Error! No bookmark name given.0
Report Cards	11
Parent Teacher Conferences	11
Lost and Found	11
Withdrawals	11
Animal Policy	11
<b>Attendance</b>	11
Excused Attendance Events	12
Unexcused Attendance Events	12
Tardiness	12
Educational Enhancement Opportunity (EH0)	12
Compulsory Attendance Law	13
<b>Transportation</b>	13
Zonar (Z-Pass System)	13
Bus Conduct	14
<b>Burlington Elementary Student Code of Conduct</b>	14
General Rules	14
Dress Code	14
PBIS	15
Levels of Discipline	16
Due Process Steps	16
Homework Policy	17
<b>Technology</b>	19
<b>Organizations and Services</b>	20
School Based Decision Making Council(SBDM)	20
Parent Teacher Association (PTA)	20
Family Resource Center	20
School Counseling Program	21
School Resource Officer (SRO)	21

Library/Media Center	
Student Pictures	21
Extra-Curricular Activities	21

**Error! No bookmark name given.1**

## **DIRECTORY**

**Error! No bookmark name given.2**

# **Burlington Elementary School**

## **Mission**

The staff of Burlington Elementary School believes that all students can learn at higher levels. In partnership with parents and community, we will promote a higher standard of academic performance and foster positive growth in social/emotional behavior and attitudes of all students. Our goal is to instill a love of learning and a desire to pursue lifelong learning skills in all students.

## **Vision**

If Burlington Elementary School is to obtain its mission, it must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision statements are intended to provide the standards for curriculum, staff, students, climate/culture and parent/community partners that Burlington Elementary School should strive to maintain.

## **Curriculum**

To obtain its mission, our school must provide students with a common core curriculum that ensures students to be college and career ready and equips students to be life-long learners. Our school curriculum will:

- be aligned to clearly stated goals based upon national standards.
- be taught through research based instructional strategies that recognize individual learning styles.
- provide students with a curriculum that is relevant, rigorous, and engaging.
- engage students in the use of 21<sup>st</sup> century skills to ensure that they will be career and college ready.
- be vertically aligned so that teachers see the connection of their grade level curriculum standards to the curriculum that comes both before and after.
- provide opportunities to include the use of emerging technologies that will enhance student learning.
- ensure the academic progress of each student by the use of exit criteria as measured by common assessments with intervention and support for those that require additional assistance.
- will include opportunities for creative expression through the arts and humanities.

## **Staff**

To obtain its mission, our school recognizes that it can only be as good as the personnel that it employs. Therefore, it is committed to recruiting and retaining outstanding educators who can advance the school's vision. In our school, staff members will:

- be guided by shared goals and a common sense of purpose.
- be collaborative minded, life-long learners that will strive to meet the needs of a diverse student population.
- model and teach 21<sup>st</sup> century skills at their personal best in order to help create successful citizens.
- accept leadership opportunities for the "good of the group" and the success of the school.

- exhibit flexible and cooperative leadership, providing support through facilitation and reflection.
- continue to grow as a professional by reflecting and participating with embedded professional development as grade level or as vertical teams.
- function as a professional learning community unified in meeting the needs of all students.

### **Students**

Ultimately, the effectiveness of any school is judged on the basis of the conduct, character, and achievement of its students. In our school, students will:

- be proficient, self-monitoring, self-motivated and prepared to be successful citizens.
- demonstrate 21<sup>st</sup> century skills at their personal best in order to become successful citizens.
- demonstrate good citizenship by following the school wide expectations of: S.O.A.R (Safe, On Task, Accept Responsibility, Respect)
- demonstrate good character by applying the basic values as expressed by the six pillars of character in the framework of Character Counts: trustworthiness, respect, responsibility, fairness, caring and citizenship.
- be given opportunities to achieve/demonstrate learning at all levels.
- be independent, life-long learners who become responsible and productive citizens.
- be engaged in learning activities that enhance social membership including cooperative learning activities.
- be contributors to the school and greater community through service learning.

### **Climate & Culture**

An exemplary school provides a warm, inviting climate that enables students to enjoy their school experience and a culture that values learning by all that results in a shared sense of purpose in the school. In our school its climate and culture will:

- be inclusive, positive, and accepting of the diversity of the school community cultures and ideas to develop a sense of community.
- have a safe nurturing environment with high expectations for all.
- motivate students to be life-long learners.
- provide students with clear expectations, behavior guidelines and procedures with the entire school staff enforcing and positively providing reinforcement for students.
- contain clear and effective communication amongst students, staff, and parents to cultivate a positive culture.
- recognize and celebrate the individual efforts and achievements of its students.

### **Parent and Community Partnerships**

An exemplary school recognizes the importance of establishing effective partnerships with parents and the larger community – businesses, government agencies, residents and other educational institutions. Our school will:

- work in a collaborative effort with parents and community partners to promote higher academic standards for our students in an effort to ensure that they are college and career ready.
- work with parents to encourage them to send their child to school equipped to learn.
- encourage parents to play an active role in the education of their children, monitor their children's academic performance, and work with the teacher to emphasize the importance of education.

- use available resources and work with community partners to assist families with basic needs or assist with removing other barriers to learning that may exist for our families.
- encourage parent involvement with the school through use of volunteers to support learning.
- work with business partners and other agencies in pursuit of additional resources and to provide relevant connections of the academic curriculum to the workplace.
- establish two-way communication that effectively provides information to and seeks feedback from parents.

## **Boone County School Calendar 2024-2025**

<b>August 15</b>	First Day for Students
<b>August 22</b>	First Day of Preschool
<b>September 2</b>	NO SCHOOL-Labor Day
<b>October 4</b>	Teacher Training Day-no school for students
<b>October 7</b>	Teacher Training Day- no school for students
<b>November 4</b>	Teacher Training Day-no school for students
<b>November 5</b>	Election Day-no school for students
<b>November 27-29</b>	Thanksgiving Break
<b>Dec. 23-Jan 3</b>	Winter Break
<b>January 20</b>	MLK Day- no school for students
<b>February 17</b>	Teacher Training Day-no school for students
<b>March 14</b>	Teacher Training Day-no school for students
<b>April 7-11</b>	Spring Break
<b>May 20</b>	Primary Election Day-no school for students
<b>May 22</b>	*Last day for Students–subject to change*

*State testing window will be the last 14 days of school.*

## **General Information**

### **Registration**

To enroll your child for school you will need to do so through the Parent Portal on the Boone County webpage. Once enrolled the following documents will need to be brought into the school:

- a certified, full sized, copy of the child's birth certificate
- child's Social Security card (or you may sign a waiver)
- proof of residence (example: utility bill)

You will also need other documents completed such as KY health exam, eye, and dental exams.

Immunization certificates are mandatory before your child may attend school. The certificate must be completed by a physician or health professional on the KY form and must include the expiration date and the signature of the person certifying the information.

### **Student Fees**

School fees are used for consumable instructional materials such as pencils, crayons, glue and paper. School fees should be paid at the beginning of the school year. *Payment options are*

cash, check (to Burlington Elementary), or online via Infinite Campus Parent Portal. General school fees for this year are:

Preschool:

- No Preschool Fees

Kindergarten and 1<sup>st</sup> Grade:

- \$65 (\$35 Instructional supplies, \$15 Technology, \$10 Workbook and \$ 5 Unified Arts)
- \$19.50 is Reduced fee

2<sup>nd</sup> through 5<sup>th</sup> Grade:

- \$70 (\$35 Instructional supplies, \$15 Technology, \$5 Unified Arts, \$10 Workbook and \$5 Agenda)
- \$21 is Reduced fee

Additional fees:

- Activity Fees: \$20 (Academic Team, Intramural Basketball, Intramural Cheerleading). Reduced fees for these activities are \$6.
- Field trips: varies based on cost (may include admission, transportation, or other costs). Assistance may be available. Contact your child's teacher or our Family Resource Coordinator for information.
- School Property: (lost, damaged library books, chromebooks, etc) these fees may vary.

\*To apply for free or reduced school fees you will need to fill out the Free and Reduced meal application on the Boone County Schools website or [www.myschoolapps.com](http://www.myschoolapps.com)

If a check is returned for any reason, the party will be notified by our secretary for payment. If payment is not made within 10 business days, the account will be turned over to the Boone County Attorney's office for collection.

## School Hours

The school office hours are from 8:00am to 4:30pm during school months.

Kindergarten - 5th Grade: 8:45 am - 3:40 pm.

Morning Preschool: 8:45 am - 12:00 pm

Afternoon Preschool: 12:00 pm - 3:15 pm.

## Morning Arrival/Student Drop-Off

Children transported to school by their parents are to be dropped off in the designated Student Drop-Off area on the south side of the campus (this is the side closest to Route 18). Students being dropped off can enter the building via the South Lobby doors beginning at 8:10 am. After 8:45 am students must enter through the main office (located on the north side of the building).

**Per Boone County Sheriff's Department, at no time should parents park or let students off on Orient Street as this is an unsupervised area and therefore an unsafe procedure.** Parents are not permitted to enter the building to walk students to their classrooms. Children that require assistance will be helped by a staff member. **Parents are not to leave their cars parked in the student drop-off line. The bus circle is closed at all times to automobile traffic. No vehicles should be parked in the North Parking Lot where bus parking spots are located.**

Parents are reminded that it is a violation of state law to pass a stopped bus with its stop sign out and activated. Buses will drop students off in the bus loop at the North Lobby entrance. Students must be in their classroom by the indicated start time or they are tardy. Students arriving after 8:45 am must enter the building through the office and be signed in by a parent/guardian.

## Student Sign In/Sign Out(Early Dismissal)

Students who arrive after 8:45 am must be walked into the office and signed in by a parent/guardian. Students who may need to be signed out early must be signed out by parent/guardian in the main office. Students will not be called to the Office until they have been signed out. **Children will only be released to parents or legal guardians, unless a call or note**



**from the parent has been received.** Any student who arrives late to school or is signed out early is considered tardy and must have a parent note or doctor's note in order for these events to be considered excused. The sign in/sign out sheet is not considered a note of excuse.

\*Photo I.D is required when signing out a student.

\*Parents who repeatedly sign a student out of the building will be asked to complete a transportation form to receive a pick-up number for after-school departure.

### **Dismissal/Student Pick Up**

Parents/guardians may only pick up students in the parent pick-up line once they have been issued a numbered tag. Parents/guardians who already have a pickup number tag will use the same number issued last year. New tags will be distributed at the beginning of the school year. If a parent misplaces a car tag during the year, another tag will be issued upon request to the front office. If your child is being picked up in a manner that is different from their typical dismissal procedure (example - being a parent pick-up instead of riding the bus), the parent/guardian must call the school or provide written notice to the main office. **The office must be notified no later than 3:00pm on the day of the change.** If emailed, the note should be sent to Ms. Schlarman in the main office at [jennifer.schlarman@boone.kyschools.us](mailto:jennifer.schlarman@boone.kyschools.us).

### **Everyday Parent Pick Up**

- The parent pick up line is located outside of the South Lobby doors. Please follow the traffic cone pattern when entering the parent pick up line.
- Please do not enter the parent pick up line until 3:15 pm.
- Parents will not be permitted to walk into the gym to pick up their child for any reason. For the safety of our students, parents, and staff, individuals in cars in the pick-up line should remain in their vehicle in the line at all times.
- Students will be matched to the vehicle by their number, and then dismissed from the gym doors.
- Everyday Pickup parents should be at school for dismissal by 3:40pm.
- Burlington Elementary staff reserves the right to withdraw a student's pickup number if they are no longer being picked up on the consistent schedule that was submitted, or if they are late being picked up more than 3 times.

### **Walkers**

Students may only walk to and/or from school if a safe, designated walking path (i.e. sidewalk) exists between school and their home. Third grade and younger students must be escorted by a parent/guardian, another adult or high school aged student that has been identified on the Alternate Transportation card.

### **Communication**

School information such as newsletters, special announcements, calendar dates, event reminders, student and staff recognition, and other important information will be shared with parents and community via email, social media, Class DOJO, our webpage, and sometimes an automated phone system. To ensure you receive all information, it is vital that the school has current email addresses and phone numbers on file. You can also visit our webpage [www.burlington.boone.kyschools.us](http://www.burlington.boone.kyschools.us). Follow us on Twitter @BES\_Eagles or Facebook at Burlington Elementary PTA.

### **Inclement Weather**

Please **complete and return the Early Dismissal Information Form** so we will know who is picking up and/or where to send your child in case of early dismissal due to weather or emergency.

In cases of bad weather resulting in school delays, closings, or early dismissals, an automated message will be sent out using the Blackboard Notification System. You can also listen to your

radio or TV, or visit the Boone County Schools website ([www.boone.kyschools.us](http://www.boone.kyschools.us)) for school closings and delays. When school is closed all extracurricular activities and community education classes are canceled.

## Visitors and Volunteers

School visitors and volunteers are welcome with prior approval. Visitors must enter through the main entrance doors near the North Lobby and check in at the main office. Visitors must provide a valid photo I.D upon arrival and will be asked to wear a badge for the duration of their visit which must be visible at all times. All visitors must also sign out with the receptionist prior to leaving the school campus. **ALL visitors and volunteers entering the building beyond the office during school hours are required to have an approved background check.** The State of Kentucky charges a \$10.00 fee per background check, which is due from parents/ volunteers at time of processing. Return this form to the school office with exact payment to be processed. This background check will be good for up to 3 years.

## Field trips

We make every effort to ensure that students have educational enhancement opportunities outside of school. Field trips are organized by classroom teachers and are in compliance with policies of the Boone County Board of Education and the SBDM council. In order for a student to participate in a school field trip, the parent or guardian must complete a Field Trip Permission Slip (phone calls and hand-written notes will not be accepted). Field Trip Permission Slips must be turned in by the day before the field trip. **Field trip fees may be paid by check or exact cash amount per individual student. Neither the office nor teachers can make change. Free and Reduced status does not apply to field trip fees.** If a Field Trip is canceled due to unforeseen circumstances (weather, closings, etc.) the full price of the Field Trip will be applied to a future field trip or returned to the parent if specifically requested by the parent to be refunded. All other refunds (illness, family emergency, etc.) will exclude transportation costs.

## Birthdays/Celebrations/Rewards

- Food sent into school for birthdays, celebrations, or rewards must be store bought and individually packaged. Please make sure the ingredients label is included.
- Please do not send balloons or flowers to students - they cannot be sent to the classroom and will not be transported home on the bus.
- School-wide celebrations will include Fall Celebration and Winter Celebration.
- A homeroom parent will be assigned to coordinate the celebrations with the classroom teacher. If interested in being a homeroom parent, please contact your child's teacher.

**\*All Food Items sent into school must be on the Burlington Elementary 2024-2025 Approved Snack List**

## Eagle Cafe

Burlington Elementary will be classified as a CEP school for the 2024-2025 school year. This means all students are eligible for breakfast and lunch FREE OF CHARGE. Additional items however may be purchased, including extra entree items, snacks and drinks. You can conveniently add money to your student's meal account online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or with cash or check in the cafeteria. This service is secure and includes mobile apps. Students will use their Z-pass ID (student ID) to check out at lunch.

It is school policy that **students and parents may not bring fast food items, including drinks, into the cafeteria at lunch time in their original packaging.** These items can be repackaged at home and brought in. Please be advised that the Office staff will not be able to provide alternate packaging. The health department does not allow us to put any items from home in

our refrigerators or freezers (i.e. any items for parties, soft drinks, etc). Students are not allowed to have soft drinks of any type in the cafeteria during the time lunch is being served.

### **Medicine/First Aid Room**

The school shares a full-time nurse with another school and also has a Health Clerk who is trained in CPR and First Aid. The following policies regarding medicine in the First Aid Room shall apply:

1. All medicine administered by the Health Clerk is to be in the medicine bottle given by the pharmacist, stating the name of the medicine, the dosage and time to be given. No substitute container is acceptable.
2. Only one-week supply of medicine is to be kept in the First Aid Room.
3. If a child is on an antibiotic, it is to be administered by the Health Clerk only if it is prescribed four times a day.
4. A Medicine Consent Form must be filled out by parent/guardian and signed by the doctor for any prescription medicine to be taken at school. This is kept on file in the First Aid Room. A new form must be filled out with any changes in the prescription.
5. No over-the-counter medicine (cough syrup, Tylenol, cough drops, etc.) can be given by the Health Clerk without a Medicine Consent Form completed by parent/guardian.

### **Report Cards**

#### **Primary Report Cards**

Primary students will receive a report of their progress three times a year. This report will provide parents/guardians with information regarding their child's progress towards mastering the standards for their grade level, as well as their general growth and development.

#### **Fourth and Fifth Grade Report Cards**

Report cards are issued three times a year. Midterm reports are also issued to 4<sup>th</sup> and 5<sup>th</sup> grade students during each grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange a conference with the student's teacher.

#### **Grades 4 and 5: all grading periods**

- A** 90% - 100%
- B** 80% - 89%
- C** 70% - 79%
- \*I** 69% and Below

\*I = Incomplete.

### **Parent Teacher Conferences**

The school will share specific dates / times for Parent-Teacher Conferences. Parents/guardians will be given an opportunity to schedule a conference on these designated evenings to meet with their child's teacher regarding academic and behavioral performance while at school. Teachers are available for conferences at all times throughout the year by request.

If you are concerned about any aspect of your child's school life, please remember to consult the appropriate teacher first. If you still have a question or concern, then contact a member of the school's administration.

### **Lost and Found**

Over the course of the school year we accumulate many lost items. In order to help us find the owner of lost items, please label your child's coat and other articles of clothing that they take off and may leave laying around. Periodically, lost items that remain unclaimed are donated to a local agency.

### **Withdrawals**

Please notify the school if you are planning to move during the school year. You will need to take a copy of your child's medical records to his/her new school. All school fees, fines and charges should be paid and all school property returned before a student withdraws.

## **Animal Policy**

Dogs and other pets are not permitted in the building at any time. This policy does not apply to service dogs/animals that have been trained to do work or perform tasks for people with disabilities or certified Paws to Read dogs, etc. Any exceptions must be obtained from the principal.

## **Attendance**

School attendance is critical and directly related to student achievement. Attendance is the responsibility of the parent. If a child has a "well appointment", they should come to school prior to or after the appointment so as not to miss more than necessary. **If a student has to be absent from school, the parent or guardian needs to call the school prior to 9:30 a.m. for notification and then follow-up with a parent or doctor's note when the child returns.** The staff will attempt to call families who have not notified the school of a child's absence. The following information will be helpful in deciding whether your child is too sick for school:

- Has an oral temperature of 100.4 or higher—call Health Clerk w/questions.
- Vomits twice or more in a 24 hour period, or has uncontrolled diarrhea.
- Coughs almost constantly.
- Has open sores around their mouth and/or nose.
- Has head lice, nits, or scabies.
- Displays a skin rash or red eye that is not under treatment.

### **Excused Attendance Events**

Excused attendance events including illness, physician visits, funeral/death of immediate family, and court appearances must meet established criteria. To be considered excused, a note containing a valid reason (as determined by the principal or assistant principal and Board policy) must be submitted when the student returns to school. Parent notes for the first **8 events will be excused.** (absent 2 days = 2 of 8 parent notes). After the 8th "excused" event, a signed original doctor's note must be obtained in order for any additional absences to be excused. Any time your child is absent and has seen a doctor you may use a doctor's note instead of a parent note. Doctor notes are subject to verification and must include the dates of absence. Notes will be accepted up to 2 weeks from the event.

### **Unexcused Attendance Events**

Unexcused attendance events include attendance events not accompanied by a note or attendance events not meeting excused guidelines. **Students with a total of three unexcused events are considered truant.** A parent contact (letter) will be required. After the 4<sup>th</sup> unexcused event, the FAST Team (Truancy Intervention) will be notified and will make a home visit. Students who have six unexcused events are considered *Habitual Truants*. It is required by law and Board policy that Habitual Truant students be reported to the Director of Pupil Personnel so that charges can be signed with the County Attorney if there are any further unexcused events.

## **Tardiness**

A student is considered tardy when he/she is not in their classroom by 8:45 am., or is picked up prior to 3:40 pm. Any student who has been tardy without a valid excuse for three events or more can be considered truant per board policy.

## **Educational Enhancement Opportunity (EHO)**

The principal is permitted to give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value (KRS 159.035), Parents must request an Educational Enhancement Opportunity (EHO) Form from the teacher or school office. This form must be completed and sent to the principal for approval prior to the absence. A student receiving an excused absence under the provisions of an EHO shall be considered present in school during the excused absence. A student shall not be eligible to receive an excused absence under the provisions of an EHO for an absence during a school's testing window. Any student that is granted an EHO must complete all of the assignments he/she will be missing in addition to completing a journal of his/her experiences and share it with the class. The journal can include: pictures, brochures, reflections, weather, and historical/scientific information.

**\*Requests for an EHO must be received by the office at least 10 days before the absence. An EHO will not be approved after the absence event.**

\*Vacations, Non-School related sports events, etc. can be EXCUSED absences with a parent note but are not eligible for an EHO.

These procedures are a guide for parents, students and teachers to understand the implications of the state law and attendance. All student attendance is calculated on a minute by minute basis over the course of the instructional day. **All absences and tardies are termed events.**

## **Compulsory Attendance Law**

KRS 159.010, requires parents, guardians or custodians to send their child/children to school except as provided in KRS 159.030. Each parent, guardian, or other person residing in the state and having custody, guardianship, or in charge of any child who has entered the primary school program or any child between the ages of 6 and 18 shall send their child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the Board of Education of the district makes provision for the child to attend.

DEFINITION OF TRUANCY (KRS 159.010): Any child who has been absent from school without a valid excuse for 3 or more days or tardy on 3 or more days is a truant regardless of the number of minutes he/she is tardy.

DEFINITION OF HABITUAL TRUANT (KRS 159.010): Any child who has been found by the court to have been absent from school without valid excuse for 3 or more days during a 1 year period or tardy regardless of the number of minutes for 3 or more days in a 1 year period 2 or more times is a habitual truant.

## **Transportation**

School bus service is available to all students, preschool - 5th grade if you are districted within Burlington Elementary School boundaries. For information or questions regarding bus service contact the Boone County Transportation Department at (859)-586-0878. Please note for various reasons a bus may be late picking up students in the morning or late dropping off students in the afternoon. If a bus is late, you may contact the school office for information.

**\*All Preschool and Kindergarten students must have an adult at the bus stop at the scheduled pick-up/drop-off time to accompany them. If not, the bus driver is not allowed to let them off the bus and will return the student to school.**

## **Zonar (Z-Pass System)**

For the 2024-2025 school year Boone County Transportation department will be using the Zonar Z-Pass System to improve bus rider safety. This GPS technology will help alleviate the problems of unpredictable pick-ups and drop-offs during times of inclement weather, break downs, accidents and bus driver shortages. This new app, that is free to parents, will provide additional safety for our students and give our parents peace of mind. To set up a Zonar account in the App please see the school office for the school code. Each student is given a Z-Pass identification badge that they will scan to board and exit their school bus. If a student forgets or loses their badge you are still permitted to ride the bus. If the badge cannot be located after a few days a new badge will be issued to the student. **Parents who wish to have their child opt out of the Zonar GPS option may do so by contacting the front office.** For complete information, please refer to the Boone County transportation department website <https://www.boone.kyschools.us/transportation-department>.

## **Bus Conduct**

The school bus is considered an extension of the school day and all school/district rules and policies apply to students while riding on the school bus. Students are under the direct supervision of bus drivers and are expected to follow all driver requests and demonstrate safe and appropriate behavior. Riding a Boone County School bus is a privilege contingent upon good behavior. Students who violate the established bus rules and regulations will be reported to the school administration and appropriate disciplinary measures may be taken. Principal or Assistant Principal may exclude a student from transportation services (consistent with Board Policy #06.34) if a student continues to disobey school bus rules and regulations.

## **Burlington Elementary Student Code of Conduct**

Students are expected to follow the Burlington Elementary Student Code of Conduct. All Burlington Elementary classrooms have discipline procedures and consequences posted in the room. These will be used as a guide to assist in directing any behavior/disciplinary measure that may be taken. In an effort to maintain a safe and orderly environment that is conducive to a productive learning community, the following general rules shall apply:

### **General Rules**

1. Follow PBIS **S.O.A.R** expectations
2. Follow Boone County Schools Code of Conduct
3. Follow all classroom rules and procedures.
4. Chewing gum is not permitted, unless specifically identified as part of a student's instructional plan (IEP, Behavior, MTSS Intervention, etc.)
5. Trading or selling of personal property is not permitted.
6. Students are not permitted to use their cell phones during the school day. They must be powered off and remain in the backpack or locker. Students must have permission from their teacher or office staff before they may use the telephone.
7. SMART watches may be worn to school but are not be used as communication devices during the school day.
8. Students are not permitted to bring to school toys, electronic devices such as video gaming devices or any other items that could become a distraction to the educational process as determined by the principal or his/her designee. Teachers or the school administration may on special occasions allow exceptions for educational purposes.
9. Students are to complete all class and homework assignments as assigned by their teachers consistent with the school's Homework Policy.

### **Dress Code**

Students are expected to be dressed appropriately for school and be properly groomed. A properly groomed student is neatly dressed, wearing clean clothing, and has a clean body. We ask that all

apparel be modest and appropriate for elementary aged students. The following shall apply to student dress:

- Shorts of an appropriate length (mid-thigh or longer) may be worn throughout the year at parent discretion. Please be aware of the forecasted weather when sending a child to school in shorts.
- Students are to wear safe, sturdy shoes to school. All footwear **MUST** have a secured back or back strap.

The following items are **not permitted**:

- Flip flops, sliders, clogs or crocs without a heel strap
- Shorts or skirts that are too tight or too short
- Pants that are not the appropriate size
- Shirts that rise above the waistline, exposing bare midriff or back
- Shirts that are see-through
- Tank tops and shirts with spaghetti straps (unless t-shirt is worn underneath or sweater/sweatshirt worn overtop). \*\* Sleeveless shirts (covering out to the edge of the shoulder) are allowed.
- Any clothing oversized or too small, which constitutes a risk of injury or distraction to the educational process
- Any clothing or accessories that promote alcohol, tobacco, an unhealthy lifestyle, and/or other inappropriate pictures or messages for the school atmosphere.
- Headwear may only be worn on designated spirit days, or when approved by admin.

The school administration reserves the right to determine whether student clothing and/or appearance is deemed a health/safety risk or a distraction to the educational process. Upon this determination, the student is subject to disciplinary action and a parent will be required to bring appropriate clothing to school for the child.

## **PBIS**

Burlington Elementary implements PBIS (Positive Behavior Interventions and Supports) to support our student code of conduct. As part of this process, we have adopted and implemented 4 school-wide expectations:

**S**afe

**O**n Task

**A**cept Responsibility

**R**espect

These expectations are for students, staff, parents and other visitors. Students will receive instruction in what each of these expectations should look like in all common areas of the school and reinforcement when demonstrated properly. A matrix of the *Common Area Procedures* is listed below.

**Burlington Elementary SOAR Matrix**  
School-Wide Common Area PBIS Expectations

	<b>Hallway</b>	<b>Restroom</b>	<b>Playground</b>	<b>Cafeteria</b>
<b>S</b> Safe	<ul style="list-style-type: none"> <li>Walk</li> <li>Right Side of the Hallway</li> <li>On the Blue Line</li> <li>Eyes Forward</li> <li>Keep Your Hands &amp; Feet to Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep Water in the Sink</li> <li>Wash Hands</li> <li>Restroom is for Business Only</li> </ul>	<ul style="list-style-type: none"> <li>Keep Your Hands &amp; Feet to Yourself</li> <li>Use Equipment Properly</li> <li>Stay in the Playground Area</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay in Your Seat</li> <li>Keep Feet Under the Table</li> <li>Report Spills</li> <li>Don't Share Food</li> </ul>
<b>O</b> On-Task	<ul style="list-style-type: none"> <li>Go Straight to Your Destination</li> </ul>	<ul style="list-style-type: none"> <li>Go to the Restroom</li> </ul>	<ul style="list-style-type: none"> <li>Playing Safely</li> </ul>	<ul style="list-style-type: none"> <li>Eating YOUR Lunch</li> </ul>
<b>A</b> Accept Responsibility	<ul style="list-style-type: none"> <li>Stay in a Single File Line</li> <li>Stay on the Blue Line</li> <li>Listen to Directions</li> </ul>	<ul style="list-style-type: none"> <li>Turn Water Off at Sink</li> <li>Flush</li> <li>Leave Bathroom Clean</li> </ul>	<ul style="list-style-type: none"> <li>Show Sportsmanship</li> <li>Line Up Quickly</li> <li>Listen to Directions</li> </ul>	<ul style="list-style-type: none"> <li>Clean Up After Yourself</li> <li>Empty Tray and Throw Away Trash</li> <li>Return Tray &amp; Silverware</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Personal Space</li> <li>Keep Hands Off the Wall</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Wait Your Turn</li> <li>Give Privacy</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 3</li> <li>Personal Space</li> <li>Wait Your Turn</li> <li>Share Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 2</li> <li>Personal Space</li> <li>Appropriate Applause</li> </ul>

**Burlington Elementary SOAR Matrix**  
School-Wide Common Area PBIS Expectations

	<b>Cafeteria Serving Line</b>	<b>Bus</b>	<b>Assembly</b>	<b>Field Trip</b>
<b>S</b> Safe	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay In Line Order</li> <li>Keep Your Hands &amp; Feet to Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in Seat</li> <li>Stay Out of Aisle</li> <li>Face Forward</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Use Bleacher Steps</li> <li>Keep Your Hands &amp; Feet to Yourself</li> <li>Sit Properly</li> </ul>	<ul style="list-style-type: none"> <li>Stay with Teacher or Chaperone</li> <li>Keep Your Hands &amp; Feet to Yourself</li> <li>Follow Bus Expectations</li> </ul>
<b>O</b> On-Task	<ul style="list-style-type: none"> <li>Take Tray or Request Food Items</li> </ul>	<ul style="list-style-type: none"> <li>Sitting in Seat</li> <li>Talking Politely</li> </ul>	<ul style="list-style-type: none"> <li>Active Listening</li> <li>Track the Speaker</li> </ul>	<ul style="list-style-type: none"> <li>Focus, Listen, Watch, Learn</li> </ul>
<b>A</b> Accept Responsibility	<ul style="list-style-type: none"> <li>Know Your Lunch Number</li> <li>Keep the Lunch Line Clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow Driver's Directions</li> <li>Keep the Bus Clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow Directions</li> <li>Participating Appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Follow Teacher or Chaperone Directions</li> <li>Keep Track of Your Belongings</li> <li>Follow the Guidelines of Place You are Visiting</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Good Manners (Please, Thank You)</li> <li>Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 2</li> <li>Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Quiet Feet</li> <li>Appropriate Applause</li> <li>Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Use Proper Voice Level</li> <li>Personal Space</li> </ul>

### Levels of Discipline

Burlington Elementary's discipline policy is in compliance with the Boone County Behavior Guidelines. Discipline is always viewed as a way to help a student learn. Consequences are the means by which students are held accountable and given feedback on behavior that



may violate expectations. Consequences are based on the offense and at the discretion of the administrator. Possible consequences may include but are not limited to conferencing with an administrator and/or counselor, parent notification, student conference, written assignment, lunch detention, time out, after school detention, in-school suspension, out of school suspension, and expulsion. Any student receiving a major discipline referral will receive their due process rights.

### **Detention Guidelines**

If an infraction of school rules occurs, disciplinary action will follow and may include detention. Both classroom teachers and administrators may use this disciplinary measure. As we recognize detention may cause transportation problems, the parent or guardian will be contacted to arrange transportation for the child on the day of the assigned detention. Detention occurs from 3:45 to 4:45, parents are expected to pick up their student in the main office by 4:45.

### **Homework Policy**

The staff at Burlington Elementary believes that homework is a valuable aid in helping students make the most of their learning experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive study habits.

#### **General Homework Guidelines:**

1. Homework assignments must support our school's continuous progress curriculum.
2. Homework should follow the suggested time ranges listed below:
  - Primary- may range between fifteen and thirty minutes per day.
  - Fourth grade and fifth grade – may range between forty-five and sixty minutes per day.

Times listed above reflect the total of homework assignments from all teachers that a student may have. Times listed above may vary based upon the individual students. If an individual child is experiencing lengthy evenings of homework, the parent should contact the child's teachers to discuss their concerns. Time spent on extended projects should be based on the total number of days provided to complete the project.

3. Homework will not be assigned on designated school holidays. Every effort will be made not to assign homework on Friday (with the exception of long-term assignments and incomplete class work.)
4. Directions will be explained in class when homework is assigned.
5. Assignments may vary by group or individual to account for differences in learning styles or rates.
6. Homework shall never be given as a whole class punishment and "no homework" will not be used as a whole class reward.
7. Completed homework assignments will be reviewed by the teacher in a timely fashion.
8. Homework during excused absences may be made up in a timely fashion. A 24-hour notice is expected when requesting homework or make-up assignments due to absences or anticipated absences. Due to unanticipated needs of the class and changes that may occur in lesson plans, teachers may not always be able to provide accurate assignments in advance of an absence.
9. Students have the following responsibilities in regards to homework
  - Write down assignments (when appropriate)
  - Be sure all assignments are clear and ask questions when not
  - Set aside a regular time to study
  - Find a quiet, well-lit place to study
10. Parents have the following responsibilities in regards to homework:
  - Set a regular study time each day with a definite beginning and ending time.

- Establish a study area away from household distractions with good light and space for studying.
  - Make sure the child has the materials they need to do assignments.
  - Help the child organize school materials, study notes, assignments, books, and etc.
  - Help the student work to find the answers rather than doing the work just to get it done.
  - Be supportive and give assistance when students get frustrated or discouraged with particularly difficult assignments.
  - Contact the teachers to discuss concerns about the child's progress.
11. Each grade or team level will provide more grade level specific information and policies at the opening of each new school year.
12. At the teachers' discretion, late assignments may be penalized.

### **Non-completion of Homework**

Non-completion of homework is a violation of classroom and school rules and could lead to a student earning an overall grade of Incomplete (69% or below). Failure to complete and punctually return homework will result in interventions. Each grade level team will establish procedures for students to attain Mastery Learning, and therefore improve their grade above an Incomplete. These procedures may include set times weekly for students to *catch-up* on their learning. Continued non-completion of homework may result in the child being assigned in-school or after-school detention, or the loss of the opportunity to participate in special events such as extra-curricular activities. Extra-curricular activities will include, but not be limited to the following: academic team, clubs, cheerleading, chorus, and intramural basketball. Denial of participation in extra-curricular activities will be decided in consultation with the program coordinator.

### **Chronic Non-completion of Homework**

When a child chronically does not complete homework, the teacher will contact the parent, in a timely manner, to inform them of the circumstances and request their assistance. Students that chronically do not complete assignments may be assigned by the principal, assistant principal, or teacher to attend lunch detention. Students will report to the lunch detention location in the cafeteria where they will eat their lunch in isolation and work on their missing work. The assignment to lunch detention may be short term or ongoing, if needed, until the child is more accepting of their responsibility to complete homework assignments. A student with multiple, or lengthy, lunch detention assignments will be referred to our MTSS Team for possible development of additional interventions.

### **Procedures to Address Parental Concerns**

Differences in learning styles, the rate at which a child processes information, the development of fine motor skills and the nature of open-ended assignments, make it impossible to set an exact time limit to how much time a student will spend each evening doing homework. It is the intent of Burlington Elementary School that no child(ren) should have excessive amounts of homework or non-completed class assignments. In the event that a parent has a concern about excessive amounts of homework, non-completed assignments or other homework-related issues; the following procedures will be followed. The concerned parent(s) should conference (phone or face to face) with the child's teacher(s) to determine the reason(s) for the amount of time being spent on homework or non-completed class assignments. Steps should be taken to resolve the concern based upon the needs of the student or groups of students. After conferring with the teacher(s), if the parent's concerns persist, they should contact the principal in order to express their concerns. The principal is to investigate and address the concern(s) in order to resolve the issue. The teacher will be included in any communication between parent and administrator.

## **Technology**

Burlington Elementary provides one-to-one technology for student use which eliminates the need for bringing your own technology to school.

### **District-Owned Devices**

Staff and students may be assigned district-owned mobile devices (laptops/chromebooks) and chargers. These devices may go home as instructional needs require. Staff and students assume financial responsibility for damages incurred outside of normal, responsible use or theft of district property. Per 08.2323 in Board Policy, individuals shall reimburse the Board for repair or replacement of district property lost, stolen, damaged or vandalized while under their care. Repair/replacement costs will be quoted by the appropriate vendor for pricing.

### **Devices used on Boone County School District property, the Boone County School District reserves the right to:**

- Monitor all activity.
- Deny access to any device that may be deemed harmful to the network or the instructional environment.
- Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy (AUP).
- Log network use.
- Deem what is appropriate use.
- Collect and examine any Bring Your Own Technology (BYOT) device that is suspected of causing problems that violate either a school rule or law of the state of Kentucky.
- Remove the user's access to the network and suspend rights to use BYOT devices on Boone County School District property.
- Determine where and when BYOT devices may connect to the Boone County Schools wireless network.
- Boone County Schools will not provide repairs, installations/downloads, or technical support for BYOT devices. If a BYOT device interferes with the district network in any way, the device will be banned from the network.
- Boone County Schools is not responsible for theft or damage of BYOT devices.
- Boone County Schools will not be responsible for charges incurred on personal 3G/4G plans. Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans.

## **Organizations and Services**

### **School Based Decision Making Council (SBDM)**

Council members for 2024-2025 are:

Andy Gatewood, Principal/Chairperson  
Ann Flesch, Teacher Representative  
Tyne Nieman, Teacher Representative  
Patty Kaylor, Teacher Representative  
Lisa Randall, Parent Representative  
Emily Myers, Parent Representative  
Blaise Mazikou, Minority Parent Representative

The Council meets each month to discuss and formulate school policy and make decisions, which involve school programs. Parents are encouraged to attend meetings and get involved in School Based Decision Making Committees. Council meetings are open to the public and the dates and times of the meetings will be posted in the main lobby of the school and on the school webpage. Meetings are held in the school library or conference room.

### **Parent Teacher Association (PTA)**

Our PTA gives parents and teachers the opportunity to work together to enrich the school community. Please visit our PTA information table at the Back to School Night for more information. Follow the Burlington Elementary PTA on Facebook for more information or how to get involved!

### **Family Resource Youth Service Center**

The Family Resource Center (FRYSC) is located on site and is a service available to all enrolled students and their families. The FRYSC has an advisory council composed of school personnel, parents/guardians and community representatives. The intent of the FRYSC is to enhance our students' abilities to succeed in school by assisting students and families in meeting some of their needs. The assistance will be provided through community service programs at the center or by linking families to agencies in our community. The FRYSC can aide families in areas such as referrals to day care/preschool services, healthcare needs, crisis situations, referrals to family or individual counseling, expectant families, adult learning, home visits to assist families in assisting their needs, workshops for parents, groups for children, school supplies and basic needs. In an attempt to uphold confidentiality the FRYSC has a separate phone line. If you have any questions or are in need of anything, please call Jen Hater (859)334-4447.

### **School Counseling Program**

The counseling program at Burlington Elementary is available to help students, parents and teachers develop positive learning experiences. Our counselors will meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by students, teachers, or parents. Burlington Elementary also collaborates with outside agencies, for more information please contact the school counselor.

### **School Resource Officer (SRO)**

We have a full time SRO who is responsible for establishing a safe, healthy, and secure environment on campus by establishing a rapport with students, faculty and parents. He assists in the development and implementation of the school crisis plan as well as traffic safety, security measures, conflict resolution and behavior skills.

### **Library/Media Center**

One of the goals of the media program at Burlington Elementary is to support and enrich the school curriculum. Library books are to be returned promptly and in good condition. Students who have overdue books will be unable to check-out until they are returned. It is the responsibility of the student to pay for the replacement of lost or damaged books. Checkout privileges will be revoked until payment is made. All books need to be turned in two weeks prior to the end of the year and/or paid for if the books were lost or damaged.

### **Student Pictures**

Student pictures are taken twice a year, in the fall and the spring. All pictures are pre-paid. Parents are under no obligation to order/purchase pictures. All pictures are purchased through our school photos vendor, Lifetouch Photos.

### **Extra-Curricular Activities**

Each year the School Based Decision Making (SBDM) council determines which extra-curricular activities will be offered and provides input as to the grade levels that will be permitted to participate. The purpose of extra-curricular activities will be to enhance students' elementary experience and to help them develop as a whole person. Participation will be open to all students that meet the grade level requirement. Activity fees may apply.

**School fees must be paid in order to participate.** To fully participate, students must demonstrate appropriate *responsibility* for their attendance, behavior and work completion. Failure to do so may result in the student temporarily losing the privilege to participate. Continued lack of responsibility may lead to dismissal from activity.

## **DIRECTORY**

Boone County Board of Education	(859) 283-1003
Burlington Elementary School	(859) 334-4440
FAX	(859) 334-4446
Family Resource Center	(859) 334-4447
School Cafeteria	(859) 334-4448

### **School Office Staff**

Andy Gatewood .....	Principal
Erik Larson.....	Assistant Principal
Lisa Freking.....	Assistant Principal
Bethany Smiley.....	School Counselor
Jaime Brunswick.....	School Counselor
Karen Dewar.....	Special Education Clerk
Jennifer Hater .....	FRC Coordinator
Kim Zeis .....	Secretary
Jennifer Schlarman .....	Attendance Clerk/Staff Support
Rebecca Silva .....	Front Office Staff Support
Melanie Cottrell .....	Health Clerk
Stacey Weber .....	School Nurse
Mary Cox .....	Lunchroom Manager
Roger Nelms.....	School Resource Officer