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General School Information

Buri Buri Elementary School
325 Del Monte Avenue
South San Francisco, CA 94080
650-877-8776
Fax: 650-583-5021
http://buri.ssfusd.ca.schoolloop.com/

South San Francisco Unified School District

Principal: Cregg Ramich
Administrative Assistant: Vera Pedroza
Office Assistants: Pamela Sharp
Diane Gretter

Superintendent: Shawnterra Moore, EDD
398 B Street
South San Francisco, CA 94080
650-877-8700

SCHEDULE



First Day of School:

Wednesday, August 14, 2019

Instruction begins promptly at 8:25 am

Daily Schedule

Grade	School Day	Recess	Lunch
K & TK	8:25 – 1:30	9:40-10:00 or 10:10-10:30	11:10 – 11:50
1	8:25 – 2:40	9:30 – 9:50	11:35 – 12:15
2	8:25 – 2:40	10:00 – 10:20	12:00 – 12:40
3	8:25 – 2:40	10:00 – 10:20	12:00 – 12:40
4	8:25 – 2:40	10:30 – 10:50	12:35 – 1:15
5	8:25 – 2:40	10:30 – 10:50	12:35 – 1:15

Student Arrival

Arrival time at school is between 8:10 - 8:25 a.m. Instruction begins at 8:25 a.m.

- Students who arrive after 8:25 a.m. are considered tardy and must check-in in the office
- Please do not allow your child to arrive at school prior to 8:10 a.m. There is no campus supervision for children before that time.
- Classrooms open at 8:15 am.

Teacher Planning Day Schedule

Teachers meet on Wednesdays for curriculum planning. Students begin school at 8:25 a.m. and are dismissed at **1:40 p.m.** Teacher Planning Day Wednesdays begin on Sept.4, 2019 and continue until May 20, 2020.

Minimum Day Schedule

The following days are minimum days where students are dismissed at **12:55 p.m.**

Sept 30, Oct. 1, 2, 3, and 4
December 19
March 2, 3, 4, 5, and 6
May 27 and May 28

Conferences

Two weeks each year are set aside for parent conferences:

Fall: Sept 30, Oct. 1, 2, 3, and 4
Spring: March 2, 3, 4, 5, and 6

Dismissal during these weeks is at 12:55 p.m. each day. Ongoing communication with the classroom teacher is encouraged. Meetings should be scheduled in advance by making an appointment with the teacher for a mutually convenient time.

Attendance

Absences



Parents: Please limit your students' absences and prioritize on-time arrival. Not only is it important for your child to be in school for all instruction, you are helping your student develop good habits for life!

Please keep us informed of absences by reporting them as soon as possible.
Call: 650-877-8776 ext. 3003 to leave a message with the following information:

- Student's full name
- Teacher, Room Number
- Dates
- Reason for absence
    - If illness, please state the nature of the illness.

Please also verify all absences in writing with a letter stating the above information. Please submit the written excuse on the day the child returns to school. If the school is not notified of an absence, a call is made to the families of absent children. Occasionally students arrive after the attendance has been sent to the office. In this case you may receive a call even though your child is at school. Please do not be alarmed. We try to avoid this kind of situation, but it does sometimes happen. In order to avoid this situation, it is necessary for all tardy students to check-in in the office to obtain a tardy pass. We appreciate your understanding and cooperation.

Late Arrival

Please make every effort to have your student arrive on time consistently.

Students who arrive after 8:25 am are considered tardy and must report to the office upon arrival with their parent/guardian or a written excuse.

Excessive tardies and tardies of greater than 30 minutes will trigger a district truancy letter outlining California Education Code related to timely school attendance.

Early Departure

Parents: Please make every effort to schedule medical, dental and other appointments outside of school hours. Students must be in school for the full day!

When a child needs to leave school early, a signed note from the parent to the teacher is required.

- Unless it is an emergency, please do not call the school and request your child be dismissed early.
- To ensure the best education possible, students will not be called out from class until a parent/guardian is at school.
- To avoid delay, send a note to your child's teacher at the beginning of the school day.

<u>Children will only be released to adults listed on the emergency form or by written permission from the parent.</u>

- When a child is to be picked up by a parent or another adult (listed on the emergency card) during school hours, it is necessary for that adult to come to the office, present identification, pick up the child at the office, and sign the log in the office.
- Students <u>will not</u> be dismissed from the classroom.

Student Health

Medication

If your child needs to take medication at school, please contact the school office for a copy of the district policy regarding medication and the administration of medication. The form must be completed by your child's physician. Students may have medication only when in compliance with district policies.

Emergency Form

An emergency form will be sent home in the first Hip Pocket mailing. Please complete the emergency form in its entirety and have your child return it to his/her teacher on the next school day.

- Parents are required to inform the office of any change in address or telephone number during the school year.

- List the names of at least two people who live nearby whom we may contact in case of an emergency.

- If your child should become ill at school we will phone you so you can come to school to pick him/her up. No child may be dismissed from school unless accompanied by an adult listed on the emergency form.

School Visitation

Visitors on Campus

All visitors (including classroom and field trip volunteers) must register at the office and receive a pass for all classroom visitations.

- If your child has forgotten something, please bring it to the office. Please attempt to limit this practice as much as possible.

Closed Campus

Buri Buri has a closed campus policy. Students are not permitted to leave school grounds during school hours unless a parent or guardian comes to the office to sign the child out.

Messages to Students

It is very disruptive to the learning process to interrupt the teacher and students to relay messages. Children should be told in the morning if they are going home with someone different than usual. Exceptions will be made in emergencies.

Field Trips

Field Trips

Field Trips are paid in large part by fundraising, community partnerships, and support from the PTA. The classroom teacher will notify you when field trips are planned. Good student behavior is expected at all times. When classroom and playground behaviors indicate the need for additional support, the teacher may request an adult family member's presence on the trip to ensure positive behavior.

Walking Field Trip Authorization

Under the provisions of the California state school law, teachers may take pupils on field trips in order to enrich their educational experiences. Field trips are taken only under the direct supervision of the classroom teacher who informs the parents/guardians of

such plans in writing. The teacher takes all precautions to ensure that each child will be as safe as he/she is when at school and on the playground. Safety also requires that students demonstrate responsible behavior and adherence to rules at school in order to participate on field trips.

For each field trip taken by bus, BART, or car, your child will bring home a separate permission slip that must be signed by you in order to participate.

For field trips that involve walking from school to neighboring businesses or parks, you may sign the permission form included in your student's first day packet. Children unable to participate on a field trip will be provided appropriate academic instruction in a classroom at school

Student Nutrition

Buri Buri Cafeteria Manager: Lisa Haver

Cafeteria lunches will be available beginning August 14th.

Contact Information

For all questions related to lunch account balances or Free/Reduced Lunch applications, please contact

Nutrition Services: 650-877-8716

Payment

The full cost of the lunch is **$2.80,** including milk. The price of lunch is subject to change.

- You may use the lunch box in the office to prepay in cash only.
- You may use a credit card to prepay for lunches using the *Titan School Solutions®*, which can be found on Buri Buri's website.
- If your student(s) had a balance on their lunch account, positive or negative, it carried over to this year. Please remember to pay for your student's negative balance from last year.

Free/Reduced Lunch

- Free and Reduced lunch prices will be given to students who qualify.
- Families may apply for free or reduced lunch for their student(s) online or using the paper application mailed home from the district
    - Online Meal Applications can be found at: ***www.ssfusd.org***

Bringing Lunch From Home

- Milk will be available for those who bring bag lunches from home for 55 cents.
- Students are not permitted to bring canned carbonated drinks to school for lunch (canned fruit juice is permitted).
- Please do not send any beverages in glass bottles to school with your child
- Because of allergies, students are not allowed to share food with one another.

- Please limit the practice of bringing students' lunches to the office as it can be disruptive to the office and to classes. When it is necessary, we recommend attempting to follow district nutrition standards. Consuming unhealthy fast food at lunch can have a negative effect on student learning.

Class Parties

- Grade level teams determine rules for their classes regarding whether or not class parties are allowed.
- All foods and beverages available on campus shall come from reliable food distribution services; foods made at home may not be served or sold to students in order to prevent food borne illness in schools (by Health Department Regulations).
- Food offered to students during class parties, incentives, or as rewards, must meet nutrition standards that are aligned with California Department of Education regulations.
- Remember, all foods and beverages brought to school for parties must first be approved by the Principal's office. Anyone delivering items for a school or classroom party must first stop by the office.

School Climate

School-Wide Expectations

Four expectations are the basis for all school rules and must be followed at all times:

Be Safe
Be Caring
Be Respectful
Be Responsible

Safety

- All children are to go directly home after school is dismissed unless they are detained for academic assistance or disciplinary reasons.
    - Students are subject to all school rules at school, and on the way to and from school.
- Please wait off campus until the dismissal bell rings for student pick up.
- Students are not to play on the playground or play on equipment before or after school hours.
- **Dangerous objects are not allowed on school grounds.** Possession of lighters, 'pop-pop' fireworks, BB guns or imitation toy guns, any kind of knife or any tool with a blade will result in discipline outlined by California Education Code which can include suspension or expulsion.
- Harassment, bullying or cyberbullying is not tolerated on any SSFUSD school campus. Students and/or staff are expected to immediately report incidents to the teacher or principal. Reports will be investigated.

Traffic Safety

Please observe the following guidelines when dropping off and picking up children. We have a very large student population and traffic will be very congested in the morning drop-off and afternoon pick-up. Please give yourself ample time in the morning and after school to park or drive through the drop-off lane.

1. The lane in front of the office on Del Monte is for **drop off and pick up only. No parking is allowed.**
2. When using the drop off lane, please pull over to the right and as far forward as possible before your student exits the car.
3. Only right hand turns are allowed exiting the drop off lane.
4. Please **do not double park at any time or block driveways.**
5. Please **do not make illegal U-Turns in the street.**
6. Please use the crosswalk with your child.
    a. Please do not walk or run between cars and please do not allow your child to do so.
7. Please respect the crossing guard who is charged with protecting our students.

Dress Code

The following school dress code has been adopted from the South San Francisco Unified School District Governing Board policies. Please review the dress code with your child and sign the School Policies Signature Form.

1. Buri Buri School, along with the Governing Board, believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

2. When gangs constitute a danger to students, the principal or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

3. Shoes must be worn at all times. Flip-flops or backless shoes are not acceptable. Roller skates or shoes with rollers are not allowed.

4. Clothing, jewelry and other accessories shall be free of writing, pictures or any other insignia which:

    a. Are crude, vulgar, profane or sexually suggestive, or

    b. Advocate racial, ethnic or religious prejudice or the use of alcohol, other drugs or violence, or

    c. Are demeaning or disparaging to others.

5. Hats, caps and other head coverings shall not be worn inside school buildings, but

may be worn during recess.

6. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

8. Glasses, other than prescription, shall not be worn inside or outside school buildings.

Cell Phones & Electronics

- Students may carry cell phones with them at school, but they must be turned off and put away at all times during school hours.
    - If there is an emergency, please contact the office.
- The possession of iPods, electronics, toys, trading cards or any play equipment from home is not permitted on campus.

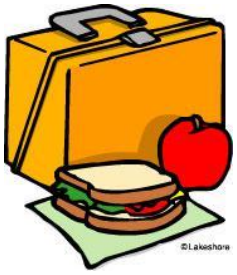
Playground Rules



Please review our Playground Rules with your child and sign the School Policies Signature Form.

1. Students will obey the directions of playground supervisors promptly and with courtesy.
2. Students are not allowed to tackle one another or engage in “rough play” or “play fighting.”
3. Students will follow all the safety rules while using the playground equipment. All playground equipment-- including slides, jump ropes, rings and climbing structures – will be used properly.
    - Students are not to climb on fences or to walk on top of playground equipment.
4. Students are not to leave the playground without written permission. Oral permission is needed to leave to use the restrooms.
    - Students are not to play or loiter in the restrooms or hallways.
5. Students are prohibited from using profane and vulgar language or gestures.
6. No food, including gum or candy, is allowed on the playground.
7. Students will walk quietly, holding balls and other equipment, in the hallways.
8. Toys, cards (baseball, Pokemon, etc.), iPods, electronic devices, roller blades or other personal items are not allowed at school. Teachers may allow specific playground equipment from home such as balls during their supervised recess duty. Individual teachers may also allow students to bring objects from home for classroom sharing.
9. Lining up
    - Students are to line up immediately when the bell rings.
    - No one is to go to the bathroom or get a drink of water after the bell has rung.
    - All students are to line up quietly in an organized fashion.

- Students are not to bounce the ball while in line or while passing through the halls.



Cafeteria Rules

Students are expected to behave in an appropriate manner in the cafeteria as well as elsewhere on campus.

- Students must follow all directions of noon supervisors and the cafeteria manager at all times. Students should use manners when making requests of cafeteria staff.
- Students may have quiet conversation with their neighbors during lunch.
- No shouting between tables is allowed.
- Students must have permission to leave seats for any reason.
- Students must walk at all times in the cafeteria (no running).
- Students must clean up after themselves.

Lost and Found

Please mark clearly your child's lunch box, coats, sweatshirts, and rain gear so that they can be identified when lost. Lost and found coat baskets are located in the cafeteria.

Parental Involvement

Parent Volunteers

Buri Buri appreciates and depends on parent volunteers for many enriching activities. In order to ensure student health and safety, the South San Francisco Unified School District requires that all volunteers undergo an application and screening process. This policy applies to all volunteers including field trip drivers. One time visitors or guests who come to the school for a one-time event are exempted from the application process.

Volunteer applicants must submit:

- A completed application
- Results of a recent, negative TB test or risk assessment form completed by physician
- A valid photo ID

Additionally, Level IV volunteers must submit to a criminal background check conducted by SSFUSD. This background check requires fingerprinting. This applies to field trip drivers and other regular volunteers who may work with children and may be unsupervised by district staff.

Please pick up a volunteer application or make any inquiries you have regarding this process in the Buri Buri Main Office.

PTA

Buri Buri's Parent Teacher Association is made up of a dedicated group of parents, teachers, and administrators who work together to help the school in many worthwhile activities. The PTA holds community events throughout the school year at little or no cost to families. Additionally, the PTA organizes fundraisers that support the school in a number of important ways. Unit meetings are held on the first Thursday of the month.

School Site Council

Three parents are elected to serve a two-year term on the School Site Council. These parents work with school personnel to advise the school on issues related to State and Federal project funds and programs that serve student groups.

English Learner Advisory Committee (ELAC)

Parents of English Language Learners are encouraged to attend and participate in meetings of the English Learner Advisory Committee. This group meets to discuss issues related to the English Language Development Program and school matters in general.

Communication

Wednesday Hip Pocket

Please review the forms you receive from your child today, sign and return the School Policies Signature Form and emergency forms (Blue and Yellow) to your student's teacher. In an effort to save time and trees, all future communications from school, including the Buri Buri Newsletter, will be via Peach Jar. If you wish to receive these communications please complete the form enclosed with your student's assignment letter or visit the link below to sign up. Hip Pocket Mail will only include flyers and information from outside sources. Hip Pocket Mail will continue to be sent home on Wednesday, as needed. https://app.peachjar.com/flyers/all/schools/58657

Website

The school website (http://buri.ssfusd.ca.schoolloop.com/) is updated regularly. Upcoming events, calendars and useful links can be found on the website. Please check the website regularly or search on it to find information you might need.

Class Assignment Requests

The school is unable to accommodate specific teacher requests or class change requests. Thank you for understanding.

Phone Numbers

LOCATION	PHONE NUMBER
Buri Buri Office	650-877-8776
Buri Buri FAX	650-583-5021
South San Francisco Unified School District	650-877-8700
SSFUSD Nutrition Services	650-877-8716
Ryan Sebers, SSFUSD Student Services	650-877-8744
Measure J Bond Office	650-246-5977
Pupil Personnel/Special Education Services	650-877-8720