



2211 West 1000 South
Rexburg, Idaho 83440
(208) 359-3332 FAX (208) 359-3359

Parent and Student Handbook

PLEASE SAVE THIS HANDBOOK FOR THE YEAR

AND

ENCOURAGE YOUR CHILD TO BRING
NOTES HOME TO YOU SO THAT WE CAN COMMUNICATE
CHANGES IN AND ADDITIONS TO THIS HANDBOOK.

Please put your student's name on book bags, backpacks, coats, jackets, etc., so they can be returned to the student if they are lost and get turned into the lost and found box.

Please call us if there is ever a question about anything at school (208-359-3332). If you hear something that doesn't seem to make sense, there is usually an explanation, and if not, we should know about it.

Thank you for your support. We consider it an honor and privilege to be able to work with you and your children.

N O T E S :

TABLE OF CONTENTS

FACULTY, STAFF, CALENDARS, AND GENERAL INFORMATION:

Faculty and Staff for 2019/2020 & Phone Extensions 4
Room Locations (map)..... 5
Madison School District Calendar (copy)..... 6
General Information 7

BEHAVIOR AND EXPECTATIONS:

Mission 8
Guiding Principles 8
Responsibility and Problem Solving 8
Safety Rules and Guidelines 9
Student Conduct Rules and Guidelines 9
Discipline Policy 10

EXTENDED CURRICULUM:

Physical Education Program 11
Vocal Music Instruction 11

SCHOOL SERVICES AND REQUIREMENTS:

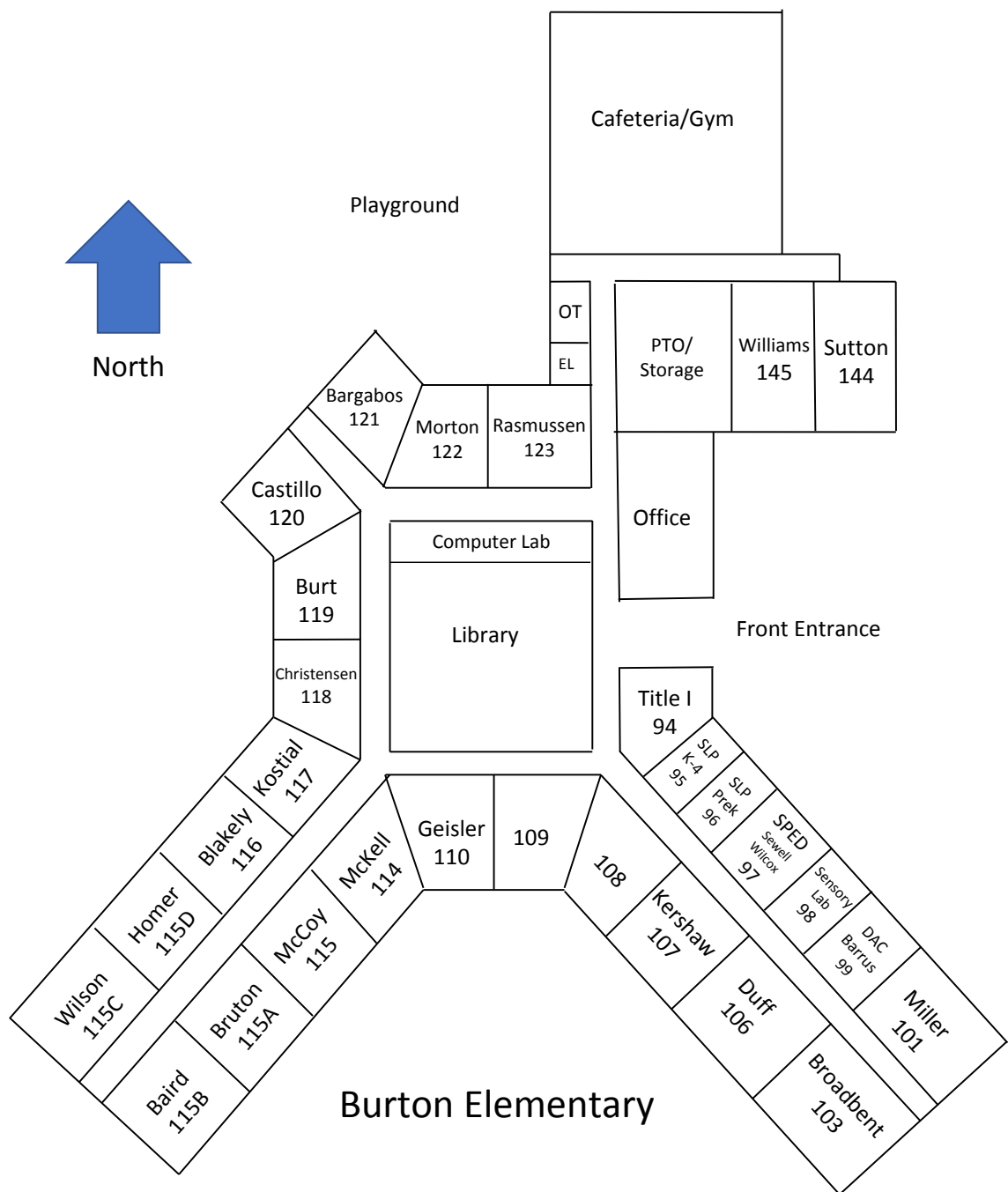
Conferences 11
Copies of Certified Birth Certificate Information 11
Drug-Free Workplace..... 11
Emergency Closure Procedure 12
Grades and Report Cards..... 13
Immunization Records 13
Insurance and Student Injuries 14
Legal Matters and Child Custody..... 14
Library Books..... 14
School Pictures 14
School Records..... 14
Tests 14

SPECIAL PROGRAMS, SERVICES AND REQUIREMENTS:

Special Education Program 15
Title I..... 15
Accelerated Reading Program..... 15
Speech/Language Therapy and Hearing Screening 15
Vision Screening 16
Positive Character Development..... 16
Psychological Testing & Administration 16
Gifted and Talented Program 16
Developmentally Appropriate Classroom (DAC)..... 16
Burton School-Home Compact 16
Burton Parent Involvement Plan 17

BURTON FACULTY AND STAFF – 2019/2020

Name	Position	Room	Extension
OFFICE			208-359-3332
LeFevre, Landon	Principal	131	1230
Butikofer, Brenda	Asst. Principal	133	1236
Stears, Denise	Secretary	129	1200
FAX #	208-359-3359		
TEACHERS			
Sutton, Susan	Kindergarten	144	1244
Williams, Candi	Kindergarten	145	1245
Geisler, Raquel	First	110	1210
McCoy, Amy	First	115	1215
Geisler, McKell	First	114	1214
Blakely, Shayla	First	116	1216
Kostial, Carrie	First	117	1217
Bruton, Samantha	Second	115A	1232
Baird, Sally	Second	115B	1235
Wilson, Anna	Second	115C	1209
Homer, Sarah	Second	115D	1224
Christensen, Rachel	Third	118	1218
Burt, Darla	Third	119	1219
Castillo, Lauren	Third	120	1220
Bargabos, Jill	Fourth	121	1221
Morton, Megan	Fourth	122	1222
Rasmussen, Beth	Fourth	123	1223
SPECIAL EDUCATION (Title I and ELL)			
Barrus, Lindsey	SPED Teacher (DAC)	99	1225
Wilcox, Haley	SPED Teacher	97	1229
Sewell, Candace	SPED Teacher	97	1233
Young, Elsha	SLP-Kindergarten-4	95	1206
PRE-SCHOOL			
Broadbent, Elissa	Office	103	1203/1227
Kershaw, Kim	Office	107	1207/1234
Duff, Sandra	Office	106	1204/1226
Miller, Amber	Preschool	101	1213
Fabanich, Correne	Speech-Preschool	96	1205
STAFF			
Stoddard, DeeAnn	Library	111	1211
Bonnie Conway	ELL	139	1237
LUNCH STAFF			
Peterson, Jana	Food Service		1249
PTO			
PTO President	Kelly Jenkins		



Burton Elementary
Madison School District 321
2019-2020 SCHOOL CALENDAR

AUGUST							JANUARY									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	1	New Years Day								
4	5	6	7	8	9	10	6	First Day of Preschool		1	2	3	4			
11	12	13	14	15	16	17	15-16	Parent-Teacher Conferences (Grades K-12)								
18	19	20	21	22	23	24	17	Inservice Day		20	21	22	23	24	25	
25	26	27	28	29	30	31	20	Human Rights Day		26	27	28	29	30	31	
SEPTEMBER							FEBRUARY									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6	7	2	3	4	5	6	7	8			
8	9	10	11	12	13	14	9	10	11	12	13	14	15			
15	16	17	18	19	20	21	16	17	18	19	20	21	22			
22	23	24	25	26	27	28	23	24	25	26	27	28	29			
29	30															
OCTOBER							MARCH									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
6	7	8	9	10	11	12	1	2	3	4	5	6	7			
13	14	15	16	17	18	19	8	9	10	11	12	13	14			
20	21	22	23	24	25	26	15	16	17	18	19	20	21			
27	28	29	30	31			22	23	24	25	26	27	28			
							29	30	31							
NOVEMBER							APRIL									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
3	4	5	6	7	8	9	3-6	Spring Break			1	2	3	4		
10	11	12	13	14	15	16	5	6	7	8	9	10	11			
17	18	19	20	21	22	23	12	13	14	15	16	17	18			
24	25	26	27	28	29	30	19	20	21	22	23	24	25			
							26	27	28	29	30					
DECEMBER							MAY / JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6	7	8	Last Day of Preschool					1	2		
8	9	10	11	12	13	14	22	Last Day of School		3	4	5	6	7	8	9
15	16	17	18	19	20	21	25	Memorial Day		10	11	12	13	14	15	16
22	23	24	25	26	27	28	6/1	Summer School Begins		17	18	19	20	21	22	23
29	30	31								24	25	26	27	28	29	30
										31	1	2	3	4	5	6

K-6 Summer School in session June 1 - June 25

- First/Last Day of School or Trimester
- Parent-Teacher Conferences
- Teacher Inservice/Work Days (No school for students)
- No School

5 additional teacher work days are imbedded in the calendar (Aug 21, 23/Jan 2, 3/April 13)
2 weeks at the end of the school year are allotted to hold kindergarten transition meetings.

General Information – 2019/2020

1. Classes begin on Wednesday, August 21st.
2. Back-to-School Night is Thursday, August 22nd at 6:00 pm.
3. **Bell Schedule:**
Grades 1-4 Monday to Thursday 8:00-2:25.
Grades 1-4 Friday 8:00-1:25 (early-out)
Tardy bell rings at 8:05 am

Kindergarten AM Monday to Thursday 8:00-10:55

Kindergarten PM Monday to Thursday 11:35-2:25

Kindergarten AM Friday 8:00 am - 10:25 am (early-out)

Kindergarten PM Friday 11:05 am - 1:25 pm (early-out)

4. **If your student is absent, please call our office rather than the teacher at 359-3332 before 9:00 to excuse them and to make requests to pick up work that will be missed.** You may also e-mail Mrs. Stears (Administrative Assistant/Secretary) at stearsd@msd321.com. If a student becomes ill during the day and must be taken home (or needs to leave for other reasons—doctor, dentist, etc.), the person picking them up must sign them out at the office. If it is a person other than the parent/guardian, the parent should call and let us know who will be picking the student up.
5. If you come to visit the school for any reason, you will need to sign-in at the office and get a **VISITOR'S PASS** before entering the halls or going on the playground. Please make sure you return the pass when you leave.
6. Recess and lunch times vary according to grade level. Grades 1-2 have a morning recess from 9:45-10:00 and 3-4 grades have recess from 10:00-10:15. Kindergarten recess is variable depending on the daily schedule. Grades 1-2 have lunch from 11:35-12:15 and Grades 3-4 have lunch from 12:00-12:40.
7. Lunches are \$2.50 per day for children and adult lunches can be purchased for \$3.50. Milk can be purchased separately for 40 cents. If parents are coming for school lunch, please have your child ask his/her teacher to add you to the lunch count that is taken by 9:00 so that a lunch can be ordered for you. If you need to contact our School Lunch Supervisor, please call 359-3317 or 359-3325, Extension #1432. **ALSO—We encourage you to complete an application for free or reduced lunch whether you choose to take advantage of this service or not. Availability of Title I funding for students is based on the percentage of students who qualify for free and reduced lunch.** The MySchoolBucks.com Program is used in the Madison School District. This program allows you to log-on at home check lunch account balances and make online payments with a debit or credit card. Checks and cash are always accepted as well.
8. All Burton Elementary School students, except those that live in the Summerfield Subdivision, ride the school bus to and from school. However, kindergarten students may ride the bus TO school for morning kindergarten or FROM school for afternoon kindergarten. Mid-day transportation is no longer available. Contact our Transportation Supervisor at 359-3300, Ext. #3421 or #3422 with specific questions and information on bus routes as the school does not have this information.
9. Do not hesitate to ask questions of the teacher or express your concerns to him/her. Close cooperation between the school and home is vital to your child's success in school.
10. Our office has an "open door" policy and we invite you to call or come in. We want to know how you like our school and welcome your comments. Our phone number is 359-3332 for the secretary and if you need to contact the principal, Mr. LeFevre, his extension is #1230.
11. We encourage the use of book bags or backpacks by all of our students to carry books, papers, notes, etc., between home and school. **Please put student names on all backpacks, coats, jackets, etc. so that if they are misplaced, we can return them to the student.** Our "Lost and

Found” fills to the brim at least twice each year and has to be given to charity because students do not claim lost items.

12. Burton Elementary School assesses a \$28.00 fee from parents to help provide each student with school supplies and to help pay for activities and field trips. Please do not send your student to school with supplies.
13. If you want to access information about your student’s classroom assignments or grades after your child’s first couple of weeks in attendance, you can get information on our district web site at msd321.com and then select the “Parents” link and then select the “PowerSchool” link. You will then enter your student’s ID number and password. If you do not know their ID number or password, please contact our office at 208-359-3332.

PLEASE IMPRESS UPON YOUR CHILD THAT IT IS IMPORTANT TO TAKE HOME THE NOTES FROM SCHOOL SO THAT YOU WILL BE AWARE OF CALENDAR ADDITIONS AND CHANGES AND OTHER IMPORTANT MATTERS.

*It is the policy of Madison School District #321 not to discriminate on the basis of age, race, color, religion, national origin, sex or disability.

BEHAVIOR & EXPECTATIONS

Mission:

Burton Elementary will ensure a quality education by focusing on academic success, instilling a love for learning, and preparing all students as productive citizens.

Guiding Principles:

- Education is the foundation for success.
- Effective teaching is essential.
- All students are valued and deserve opportunities to learn.
- All students have a unique capacity to learn.
- We will instill personal responsibility in the students as a primary factor in academic success.
- We will provide a safe, respectful, and caring learning environment.
- We believe education is a collaborative effort involving the school, home, and community.
- We believe in nurturing the whole child.

Responsibility and Problem Solving: Parents are responsible for the home environment which establishes a student’s basic physical, mental and emotional makeup. Students are responsible for their actions and/or behavior at school. Teachers and staff are responsible for their performance, actions and attitudes as they effect students and others. The principal is responsible for everything that happens within the school.

Problems should not be allowed to exist or perpetuate, although a “wait and see” strategy may sometimes be appropriate. Should parents have a question or concerns regarding any classroom occurrence they should make an appointment to see the teacher to discuss the matter. This will usually be a very positive experience. If, after the parents have met with the teacher, there are still unresolved issues then the parents may wish to discuss the matter with the principal. The principal will be happy to discuss with children or parents any general concerns or answer questions of a general nature. We welcome your suggestions.

Teachers will contact parents and request appointments with them when they feel there is a need. We feel that there should be a spirit of partnership between the home and school and believe that the more open and cooperative this partnership is, the greater will be the benefit to the student.

Safety Rules and Guidelines: Chose the safest route to and from school or the bus stop.

- ❖ **BIKES** - Be sure to walk bikes across streets. Lock them up. DO NOT ride bikes on school property.
- ❖ **SIDEWALKS** – They’re the safest place to walk. Bikes should be walked on sidewalks if pedestrians are present.
- ❖ **CROSSWALKS** – Cross here. Look left, look right, then look left again. WALK – DON’T RUN. Make sure to use the orange safety flags to draw attention to yourself when crossing the street.
- ❖ **BUS STOPS** – Stay off the street and keep close to the bus stop area.
- ❖ **STRANGERS** – Do not talk to or go with strangers and do not approach their vehicles.
- ❖ **PARENTS** – *Please help your child follow these rules.* Anyone wishing to pick-up children from school must park cars in the parking lot and enter through the front doors of the school. Any daycare or transportation driver must also follow these procedures every day.

Student Conduct Rules and Guidelines:

1. Burton Elementary has three simple rules. We are: Respectful, Responsible, and Ready.
2. We work with students to understand the meaning of these words and how they apply to school. We encourage parents to become familiar with the three R’s and reinforce them at home.
3. ***Come dressed for the weather in Idaho.*** Wear coats, hats, gloves and boots as needed. The adults on duty will determine whether or not the weather allows children to go outside. Usually students will be taken outside to play. Our policy is that all children will play outside if the weather permits. If you child is too sick to go outside and play, then they should stay home. As a safety measure during warmer weather, short-shorts (shorter than 2 inches above the knee) and tank tops should not be worn to school. Scraped knees, elbows, etc., tend to be more serious and frequent if students do not wear appropriate clothing and footwear. “Flip-Flops” and most sandals are also not appropriate because they are unsafe. Feet slide in and out of them and they fall off feet or come apart, which is a real hazard when students are running and playing on the playground. They are also a source for spreading germs if students take them off. Also, students should not wear shoes with wheels/rollers in them. If this is their only pair of shoes, wheels/rollers must be taken out.
4. **Come to school on time.** Consistent tardiness hampers a student’s academic achievement. Tardy students need to check-in with the office so their attendance can be changed in Power School. Additionally, students should not arrive more than 15 minutes before school starts. If it is necessary to come earlier, you should plan to wait in the vestibule by the front office until an adult excuses students to go to class.
5. Adults will be on duty 5 minutes before school starts and during recess times. After school you need to go directly home and not return to the playground until later, and only then with your parent’s permission.
6. If you become ill during the day and are unable to continue to work in school, the parent/guardian will be called to take you home. The person who picks you up must sign you out in the office. If the person is someone other than the parent, the parent needs to call and let us know who will be picking you up.
7. Children who eat lunch at school are not permitted to leave the school grounds at noon recess.
8. A phone is located in each classroom. You may obtain permission from your teacher to use it when necessary. *You will not be permitted to call about playing with friends after school.* This

should be arranged for at home before coming to school. ***Please use the phone for important matters only.***

9. The school secretary will administer prescription medication upon receipt of a *signed note* from the doctor and if the medication is sent to school in an *original prescription container*. It is the responsibility of the student to come to the office when it is time to take the medication. No student will be given pain relieving compounds, or any over-the-counter medications by any staff member.

*In case of an injury, minimal first-aid will be administered, and parents contacted if the injury seems serious. If a family member or contact person cannot be located and moving the child could be dangerous, or if immediate assistance is required, an ambulance will be called, and the parents billed by the ambulance company .

10. Bullying – Bullying occurs when one or more students repeatedly hurts another student through words or actions. In bullying incidents, there is an imbalance of real or perceived power, such that the victim has a hard time defending him/herself against the tormentors. State law and Madison School District board policy prohibit any form of racial or ethnic harassment by any student or staff member which is meant to demean, degrade, embarrass or cause humiliation to any student or staff member. Any student found in violation of this policy may be suspended. Consequences for staff members are defined by existing school board policy for similar offenses.

11. Teachers or aides who witness infractions of school rules may reprimand and/or remove students from play.

12. Students who are absent will be expected to make up all significant work. Usually parents call for missed work to be picked up or brought home by another student just as soon as the child is well enough to complete it.

13. Recess is a time for students to use the restrooms and to exercise and socialize. Unless they have temporary health problems, they should be encouraged to go out each day and dress for the weather. Because of obvious health issues, students should not stay in restrooms longer than necessary or during recess. If a student is too ill to go outside for recess, then they are too ill to be in school.

Discipline Policy: The underlying principles of the discipline policy are:

“Every student has a right to feel safe, to feel respected, to learn at an appropriate level, to have clean and comfortable school facilities and to have their physical, emotional, social and educational needs met. Any behavior that interferes with another student’s or a teacher’s rights is not acceptable. It is important to treat all students fairly and with respect.”

It is our policy that students be held accountable for their own behavior. If a student demonstrates inappropriate behavior, he/she and a teacher or principal will:

- 1) Discuss with the student what their behavior was and why it was inappropriate.
- 2) Discuss what other choices a student could have made.
- 3) Discuss with the student what the consequences will be if the student chooses to continue inappropriate behaviors.
- 4) Notify a parent if the student exhibits a pattern of misbehavior, if the misbehavior is serious, or if it is felt a parent can help us understand the student’s misbehavior.

EXTENDED CURRICULUM

Physical Education (P.E.) instruction is offered for 45 minutes weekly through a District P.E. Specialist and/or individual school instructor each week. Some classes have additional Physical Education activities as well.

Vocal Music Instruction is available in the classroom once a month through a District Coordinator. The classroom teachers often welcome parent volunteers to help with regular music instruction. If you are interested in helping with this program, please contact your child's teacher.

SCHOOL SERVICES & REQUIREMENTS

Conferences: Parent/Teacher Conferences will be held at the middle of the first and second trimesters to discuss your child's progress in school. The staff is available to meet with parents on an individual basis on these dates. Appointments are made through your child's teacher. You will be notified of these times one week prior to the conference. With approximately 300 families at Burton, scheduling becomes very complicated. We ask that you make every effort to attend your conference at the appointed time. Should the need arise for a conference at any time during the year; please don't hesitate to contact your child's teacher for an appointment.

Copies of Certified Birth Certificates are to be on file at the school for each student. A primary purpose is to prevent registration of students who are not living with their legal parent or guardian. *We are required by law to have a certified birth certificate on file within 30 days of enrollment.* If you need to obtain an IDAHO BIRTH CERTIFICATE, a form to fill out and send in is available in our office or you may write to or call:

Bureau of Vital Statistics
State Department of Health & Welfare
P.O. Box 83720 (450 W. State Street)
Boise, Idaho 83720-0036
1-208-334-5988

When writing, please enclose the following: Full name of child, sex, parents' full names, mother's maiden name, month/day/year of child's birth, place of birth, hospital, city, county, state, the purpose for obtaining this birth certificate and your relationship to the child. You will also need to enclose a \$13.00 check or money order made out to Bureau of Vital Statistics along with a *signed* request and photocopy of your driver's license.

If your child was born in another state, you will need to obtain a certified birth certificate from that state's Bureau of Vital Statistics, usually located in the capital city of that state.

Drug-Free Workplace: In compliance with the Drug-Free Workplace Act of 1988, the Board of Trustees of Madison School District #321 makes notification to all district employees of the following:

1. The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on school premises or as part of any school activity.
2. Employees found in violation of the above stated prohibition will be reported to law enforcement authorities. Employment with Madison School District #321 for such employee could be terminated following appropriate due process procedures.
3. All employees of Madison School District #321 understand that, as a condition of employment, they will:
 - a. Abide by the prohibitions as stated above.
 - b. Notify the Board of Trustees of Madison School District #321 of any criminal drug or alcohol statute conviction for a violation occurring in the workplace or at a school-related activity no later than five (5) days after such conviction.

Information is available for any employee concerning drug counseling or drug rehabilitation as well as information on area assistance programs. For more information, contact the Madison School District #321 office at 208-359-3300.

Emergency Closure Procedures: Provision has been made in state attendance regulations for two kinds of emergency closures:

1. Emergency closure due to facility failure
2. Emergency closure due to weather.

****Parents are now contacted as soon as possible through our Connect-Ed telephoning and e-mail system when emergency closures occur. For this reason, it is imperative that parents keep their telephone numbers and e-mail addresses updated in our Power School system. Call the school immediately when changes are made.**

In the case of emergency closure due to facility failure, advance notice will be given whenever possible using the media outlets listed on the next page. If such a failure occurs during the school day requiring school closure before the end of the regular day, appropriate media outlets will be notified as soon as possible so parents will be able to respond accordingly.

In the case of emergency closure due to weather, the following should be carefully noted:

1. Parents should make advance arrangements for their children to cover two eventualities:
 - a. School being canceled before the school day begins because of existing weather conditions;
 - b. School being canceled at some point during the school day because of worsening weather conditions.
2. At no point will the school administration attempt to substitute their own safety judgments for those of the parents. There may be times when, in the best judgment of the administration, school for the great majority of students is possible. With this determination, buses will run their regularly assigned routes. Nonetheless, if any parents determine to the contrary for their own children and choose not to send their children to school, the school should be notified so the absence can be recorded appropriately.
3. If school is not officially canceled, all buses will run all regular routes. Conditions in some parts of the school district may cause delays, however. If a bus is running substantially late, please do not call the district office or the school. Late buses will stop at all regular stops. Have students watch for the bus from a safe, comfortable place and proceed to the stop as soon as the bus comes into view.
4. All buses are radio equipped and are in constant contact with the central office. School transportation officials work closely with county road personnel whenever there is a question about road conditions or transportation safety issues.

The following weather conditions could result in the canceling of school:

1. Cold greater than 20 degrees below zero, as determined at several points in the district.
2. Blowing or drifting snow that could prevent buses from successfully completing the normal pick-up or delivery of students or increase the likelihood that a bus might become stranded.

An early morning cancellation will be announced as early as possible with a target time of no later than 6:30 a.m. The prevailing weather conditions may make a cancellation announcement later than 6:30 a.m. possible. We solicit the understanding and patience of our patrons under such circumstances.

Cancellation of school will be communicated through the following media outlets by 6:30 a.m. If no announcement is made through these outlets, school is officially in session for the day and buses will run. We encourage our patrons to rely on one of these media outlets for their emergency closure information and that they not find it necessary to call the district office or the schools directly. Also, the Madison School District homepage indicates whether schools are operating under normal conditions. Please check www.msd321.k12.id.us for details.

Television Outlets: KIDK TV, Channel 3; KIFI TV, Channel 8; KPVI TV, Channel 6.

Local Radio Stations in Rexburg and Idaho Falls

Please have a pre-arranged plan for your children to follow in the event that school is dismissed early for some reason. *It is not feasible to have them call you from school for instructions* because of the considerable delay that would be encountered and the lack of adequate phone lines. We would suggest that you ask your children to call you as soon as they reach home (or wherever you tell them to go) and that you have a plan for siblings to meet at a certain location so that they can all go to the designated place together.

Grades and Report Cards: The elementary schools are operating on a trimester system similar to that of the secondary schools in our district. Parents are invited to meet with the teachers in Parent/Teacher Conferences in October and January to review progress. Report cards will be sent home within one week after the end of each trimester. Grades for the report cards are based on student performance and the teacher will be happy to explain this to you. Except in unusual circumstances, the student's grades reflect achievement in learning the concepts taught. Parents need to take into account the motivation and ability of their child as well as his/her work habits, self-esteem and social adjustment before bringing pressure to bear on the child to earn higher grades. The teacher may be able to help you in making this assessment. Close collaboration between the parents, students, and the teacher will often result in improved performance. Assistance to students at home is critical to their success.

Immunization Records must be maintained by the school on each student. The state requires a report from each school on the status of each student in regard to minimum immunizations. Please keep your child's record current by notifying the school when new shots are received. If you are unable to have your child immunized for religious, medical or personal reasons, it is necessary that we have you sign an EXEMPT form at our school to be put in your child's file. Your family physician will also need to sign the form if exemption is for medical reasons. *This exempt form or proof of adequate immunization against eight childhood diseases must be on file with the school before a child may attend school.* In the case of an epidemic, students who are not adequately immunized, for whatever reason, must be excluded from school until the epidemic is over. These rules in regard to immunization are based on Idaho laws which have recently been reviewed and updated. Immunization requirements for attendance at school are:

- 5 Doses of DTP, DT or Td vaccine. The last dose (booster) should be on or after the fourth birthday.
- 3 Doses of Oral Polio Vaccine (OPV) or 4 doses of Inactivated (Injectable) Polio Vaccine (IPV)
The last dose (booster) should be on or after the fourth birthday.
- 2 Doses of Measles, Rubella & Mumps (MMR). The last dose (booster) should be on or after the fourth birthday.
- 3 Doses of Hepatitis B, Influenza (*as of Fall, 1997*)
- 2 Doses of Hepatitis A, (*as of Fall, 2011*)
- 2 Doses of Varicella (Chicken Pox), (*as of Fall, 2011*)

Insurance and Student Injuries: Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical

expenses that may arise should their child be injured at school. ***The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.*** The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year (at registration) to parents who are interested and are available at the school office. **Parents**, please be prepared to pay for your child's possible medical expenses.

Legal Matters and Child Custody. In order to protect the students of Burton Elementary School, parents who are divorced or who are legally separated, must provide up-to-date divorce papers with custody agreements signed by a judge to the school principal upon registration. Custody agreements will be adhered to and verbal changes will not be accepted. Anytime a change is made to custody agreements the school must be given a copy within 24 hours of the change so that the parent with full legal custody can have physical access to the student. It is the parent's responsibility to notify the school if such legal matters exist. The school is not responsible for releasing students to the incorrect parent, if proper legal papers have not been given to the school.

Library Books: We are pleased to have our school library available to the students. We encourage you to help your student feel a sense of responsibility to care for the books and return them on time. *Replacement cost* will be charged for lost or damaged books.

School Pictures are taken twice each. Individual pictures are taken in the fall and class groups in the spring. In addition, the P.T.O. frequently has a project for selling pictures. Purchase of these pictures is always optional, but individual pictures are taken of all students for our school records.

School Records: Our office maintains a file on each student as well as records in the "Power School" system from information you filled out at registration. Please let us know of any changes so that we will be able to locate you in emergencies or for other reasons. **Current telephone numbers are critical**. Your child's records are open to you.

You have the right to question any materials or information and recommend removal. Any custody issues must be declared in writing and the school can only be bound by legal custody documents (i.e. divorce decrees, custody orders, and restraining orders).

Tests: All students will be taking tests of an academic nature as part of their regular classroom experience. They sometimes need help in seeing tests in their proper perspective. Some children become excessively anxious while others have difficulty in understanding the importance of doing a good job on tests and fail to see that one very poor test score can seriously damage their chances for a good grade. Standardized tests and direct writing and math assessments will be administered at some grade levels as required by State and District directives. Other tests may also be given to your child. Screening tests in Speech and Hearing are done at some grade levels and you may request them at other times. With your permission, psychological and academic tests of other kinds may also be given. Vision screenings may also be done. You are encouraged to follow-up screenings of hearing, vision, etc., with a full-scale assessment with your private practitioner if problems are indicated.

SPECIAL PROGRAMS, SERVICES AND REQUIREMENTS

Special Education Program: This program directed by a certificated Special Education teacher, along with several instructional assistants, who instruct individuals and small groups within the regular classroom. This assistance is offered to students needing special help in reading, writing, and/or math for 30-60 minutes per day. Enrollment is the result of the Response-to-Intervention process and requires parent-signed permission. Student test scores, as well as other federally mandated criteria, are the basis of admission into the Special Education Program.

Title I assistance in reading and math is offered to any student requiring extra help. Students work individually or in small groups, often using the materials from the regular classroom. Our goal in both the Special Education and the Title I Programs is to provide whatever assistance is needed to help the child be able to work independently as soon as possible. Services are usually provided within the regular classroom. Burton Elementary has a school-wide Title I program. The number of students qualifying for free and reduced lunch determines funding for this program; however, the program serves all students in need regardless of socio-economic status. Please fill out a free and reduced lunch form to help us increase funding in this valuable program.

Accelerated Reading (AR) for Grades 1-4 is a computer assisted reading program. With Accelerated Reading, the teachers help students set goals, read books on specified levels, take a short test to determine comprehension on the books and earn points. We have an Accelerated Reading party each trimester for students who have met their goals. It's a fun program that encourages children to read.

Speech/Language Therapy and Hearing Screening is available. Hearing screenings are done periodically (although not annually) for each child. You may request a screening if you feel it advisable. A specialist employed by the district provides speech and language therapy. She works with students here at the school and is also assigned to several other schools. **Speech therapy** is teaching and training a child correct placement of articulators such as the tongue and lips properly to produce speech sounds correctly in all positions of words in conversation within all environments. **Language therapy** involves working with children in both receptive comprehension skills (following directions, understanding vocabulary, answering questions) and expressive language skills (using age appropriate vocabulary and concepts, formulating sentences, asking questions, verbal organizational skills and pragmatic skills) that will enable the child to achieve success within the general education classroom.

A child can qualify for just speech or language therapy or they can qualify in both areas at the same time. To qualify for speech or language intervention, a speech language pathologist will give a child standardized assessments. Likewise, a non-standardized observation/checklist usually completed by the parent or general education teacher, is also used to help with the evaluation. A student must score at or below the 7th **percentile** in either speech or language skills to qualify for intervention. Services are provided individually and /or in small groups outside the classroom by the SLP and/or Speech Para. Students and parents are responsible for completing and returning speech or language practice sheets, which will help expedite and aid the child in mastering and generalizing of targeted skills outside the classroom.

Vision Screening is offered to students of most grades by local optometrists and the local Lion's Club. The Lion's Club also offers financial assistance for the purchase of eye glasses through special arrangements with parents. Call Garth Flamm at 356-7910 for Lion's Club information.

Positive Character Development is offered through good manners and citizenship activities. Their purpose is to develop good work and social habits within the students. Burton Elementary School practices Positive Behavior Interventions and Supports through the 3 R's – Respectful, Responsible, and Ready. Teachers use the 3 R's to set appropriate expectations for behavior both in and out of school.

Psychological testing and administration of other types of individual evaluations is available where deemed advisable by the school's Pre-Referral Team and with parent-signed consent. Interpretation of the tests and limited psychological counseling are also available. The psychologist assists the classroom teachers, so they can work in such a way as to meet the needs of particular students and also helps parents in a similar manner. Our psychologist generally works with students

and parents here at school. The services of a counselor are also available on a limited basis. This person works with families and school personnel to help students succeed at school.

Gifted and Talented Program is offered to students who qualify. A district instructor tests students who are recommended for this program to see if they qualify. Students who qualify for the program are taken out of the regular classroom for several hours during the week to participate in this program. All first graders in the Madison School District will receive a gifted and talented screener in the spring of each year. Depending on results from the screener, additional testing may be required for identification. For qualification guidelines or questions, contact the district instructor through our Special Services Department at 359-3315.

Developmentally Appropriate Classroom (DAC): Starting in the fall of 2012 Burton Elementary School will begin a new Developmentally Appropriate Classroom for students with severe or multiple disabilities. The DAC students will be included in the regular education classroom as much as possible and take part in many of our school activities. Our regular student population will benefit greatly as they learn tolerance for differences. Our new student population will enjoy a brand-new state of the art facility with multiple spaces for specialized services.

Burton Elementary School - School-Home Compact - (Revised – 2/2016)

Madison School District and Burton Elementary School value the involvement of parents and other community members in identifying and planning for effective educational opportunities for our children. Burton Elementary School has developed a School-Home Compact that reflects the school and the home's shared responsibilities for educating our children and assisting them in reaching high academic standards. The compact also defines student/child responsibilities in reaching high academic standards.

Belief Statement:

Every student has the right to have their school, their parents and their community working together to meet the individual student's physical, emotional, social, and educational needs.

Home Responsibilities (as pertaining to this compact):

- Ensure that your child attends school regularly, on time, having had a good breakfast, and dressed appropriately.
- Establish a time for homework, be available for assistance, and review schoolwork and progress regularly.
- Encourage your child to read at home.
- Talk with your child and encourage positive attitudes about school and support the school in developing positive behaviors.
- Develop a working relationship with your child's teachers and willingly consult with them as needed.
- Find ways to volunteer time and/or be involved in your child's class, PTO, etc.

School (& Teacher) Responsibilities:

- Demonstrate professional behavior and a positive attitude.
- Show respect for each child and family, respect cultural and linguistic differences, and communicate respectfully.
- Seek ways to involve the home in the school program.
- Provide an environment conducive to learning, where each child feels safe, without worry or fear.
- Provide students with regular leadership opportunities to foster personal growth.
- Provide a broad, balanced curriculum for key knowledge and skills including creativity and critical thinking.

- Provide caring, effective instruction where each child has sufficient support to reach his/her academic potential.
- Have curriculum and instruction match the needs of the students, which is clearly defined and communicated to parents.
- Have written policies and curriculum objectives that are available for parents' review.
- Monitor each child's progress and achievement, providing clear evaluation and feedback.
- Provide meaningful and appropriate homework activities.
- Have a sufficient staff of trained, certified teachers and personnel to facilitate individualized attention to students' needs.

Student (Child) Responsibilities:

- Demonstrate a positive attitude and show respect for the school, teacher, classmates, all adults in the school, and self.
- Respect the right of others to learn without distraction and disruption.
- Obey the school and bus rules.
- Come prepared with completed homework and required supplies.
- Be an important and responsible link in the home-school communication channel.

Burton Elementary ~ Parent Involvement Plan: The purpose of the Parent Involvement Plan is to increase meaningful parental involvement that is designed to enhance school-home partnerships and improve student learning. The Parent Involvement Plan includes:

- 1) Power School: An online software package available through the internet that allows parents access to school grades, behavioral concerns, and communication with teachers and administrators.
- 2) MySchoolBucks.com: A school lunch program that provides information about our nutritious lunch program and gives parents an opportunity to pay for lunches online.
- 3) Home/School Compact: A document developed through the School-wide Improvement Team.
- 4) Parent Participation on Teams: Parents participate on the school improvement team as well as the school-wide improvement team.
- 5) Parent Conferences: Burton Elementary averages over 98% attendance by parents at the two formally scheduled conferences during the year.
- 6) Back-To-School Night: Parents heavily attend this night because it gives them an opportunity to meet the teachers and get a "feel" for activities planned for the year.
- 7) ESL Support Personnel: The district provides a well-trained team of support personnel who are very effective in communicating with parents of children with ESL issues.
- 8) Language Translation: The Principal and/or other district and school personnel are capable of translating information into Spanish, which greatly facilitates the communication process.
- 9) Parent Teacher Organization: The PTO meets monthly to discuss issues and make plans.
- 10) Monthly Newsletter: A monthly newsletter has been developed to increase communication with parents. The monthly newsletter will include information from the PTO, upcoming activities, curriculum, school safety, school successes and parenting helps. The monthly PTO newsletter typically goes out on the first Friday of each month.
- 11) Parent Classes: The district presently conducts and makes available to parents of Burton Elementary classes designed to increase parenting skills.
- 12) Classroom Volunteers: Many of our teachers utilize parent volunteers on a daily basis to assist with teaching center, intervention programs, classroom organization, and field trips. Teachers will have a sign-up sheet encouraging parent volunteers at Back-to-School Night. If parents don't have an opportunity on that night to sign-up please contact your child's teacher to ask about volunteer opportunities. Also, if you have younger children at home and are unable to volunteer within the classroom, please talk to your child's teacher about other projects that could assist the class that can be completed from home.
- 13) School Web Page: Burton Elementary has completely redesigned its web page to accommodate parent communication. Each grade has an active grade-level webpage.

- 14) Parent Involvement Money: Use some of the parent involvement money to provide a “We Read Together” book series that can be checked out in the library.
- 15) Parent Support Groups: Work with the school district to provide parent support groups. (Learning disabilities, speech and language, autism, parenting skills, ADD/ADHD, gifted and talented, etc.)
- 16) Connect Ed: Use the Connect Ed telephoning/e-mailing system to inform parents of activities and emergencies.