

Burleson Elementary

“Home of the Vikings”



**4400 Blanco Ave.
El Paso, Texas 79905
(915) 236-8300
Fax (915) 533-0967**

Parent Information Handbook

**Safety is our Priority
Teaching is our Mission**

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Welcome

The administration, faculty, and staff would like to welcome you to Burleson Elementary School. The information in this handbook has been prepared to help students succeed at Burleson. Our support staff, counselor, teachers, and administrators work to provide a challenging and stimulating learning environment to promote student achievement and build student character. **It is our goal to help all children succeed.** We know that students will be most successful when parents are involved in their child's education. We encourage a partnership between home and school to provide a positive educational experience for you and your child. To accomplish this goal we ask that you keep lines of communication open with your child's teacher. Our school phone number is (915) 236-8300.

Every Child, Every Day, Creating Success in Every Way!

Jesse Medina, M. Ed.
Principal
Burleson Elementary

About Burleson Elementary

- The school first opened on January 22, 1923.
- 1953 a new Burleson Elementary School was built at 4400 Blanco Ave.
- The school was named after General Edward Burleson, who succeeded Stephen F. Austin as commander of the Texas Army.
- General Burleson was born in North Carolina in 1798. He and his family moved to Virginia, where he was elected Lieutenant of Colonel of the militia. In 1831 he settled in Texas near Bastrop on the Colorado River. General. Burleson was made second in command to Stephen F. Austin when the Texas revolution broke out. He first commanded the forces that participated in the taking of San Antonio in 1835. Then he commanded the first regiment of volunteers at the [Battle of San Jacinto](#). After Texas won independence, Burleson was appointed Brigadier General in charge of the limited forces of the Republic of Texas. He was very active from 1838 through 1841 in the challenging task of protecting the frontier from Mexican and Indian depredations.

Mission Statement

It is our belief that in order to achieve our vision, we provide a nurturing environment in which students feel safe and comfortable to work collaboratively, think independently and critically, and problem solve through the use of technology in the 21st century. We work together to promote a love for learning and serving the community. We involve parents/guardians working hand-in -hand with them to unfold students' potential.

Vision

Our vision at Burleson Elementary School is a community where students are empowered to become college ready and achieve their full social potential. They will become contributing members of an ever-changing society by learning to be responsible, life-long learners.

Core Beliefs

Success for All Students
Trust and Respect
Uncomprising Advocacy for Students
Development of Life Long Learners
Equal Access to a Quality and Rigorous Education
No Excuses
Teaching with High Expectations
Safe and Optimal Learning Environment

Mascot

Vikings

Colors

Purple and Dark Green

Uniform Policy

- Solid-colored polo (dark green or purple)
- Pants, skirt, jumpers or knee-length shorts (khaki colored)
- Belt with pants or shorts (**must be worn and is required**)
- Tennis shoes are the best for uniform footwear and for Physical Education participation
- For students' safety, shoes must cover the whole foot. Slip-on shoes, flip-flops and sandals **are not permitted!**
- **College Fridays:** It is allowed to wear blue jeans with a t-shirt from any university or college (on Fridays only). If they don't have a university t-shirt, they must wear the regular school uniform.
- We highly encourage uniforms to be purchased at Walmart or Old Navy. Mex-Tex is a good place to find the purple polo shirt if not available at these stores.
- During cold weather, students may wear a long sleeve shirt under the uniform shirt. White is preferred.

Dress Code and Grooming

The school district expects students to come to school in clothes that are clean and that will not be a health or safety threat to students or others. The district prohibits any clothing or grooming that, in the principal's/designees' judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

If a student's clothing, dress, or appearance is determined by the faculty, staff, or school administrator to be unacceptable, the parent will be called to bring a change of clothing. Students who continue to violate the dress code may be placed in in-school suspension until students are in compliance.

School Hours

Personnel:

School Office Staff	7:30 a.m. to 4:00 p.m.
Librarian	7:45 a.m. to 3:45 p.m.
Nurse	7:45 am - 1:00 pm, 1:45 pm - 3:30 pm
Teachers	8:00 a.m. to 4:00 p.m.

Students:

Morning Pre-Kinder	7:55 a.m. to 10:55 a.m.
Afternoon Pre-Kinder	12:20 p.m. to 3:20 p.m.
Grades K-5	8:15 a.m. to 3:25 p.m.

Administration

Jesus Medina	Principal
Yesenia Mancha	Assistant Principal

Staff

Patricia Herrera	Counselor
Zaareth Piña	Family Intervention Specialist
Jacqueline Lasher	Nurse
Crystal Acosta	Librarian
Lupe King	Cafeteria Manager
Norma Rodela	Nutrition/Parent Engagement
Rosemary Molina	Secretary to Principal/Office Manager
Mayra Flores	PEIMS Clerk
Andres Alvarez	LPAC Clerk
Esther Perez	Assistant Clerk
Margarita Perez	Playground Monitor
Javier Cardiel	Head Custodian
Victor Jordan	Assistant Custodian
Carmen Ramirez	Custodian
Maria Rosales	Custodian

Instructional Team

Juan Carlos Gomez	Active Learning Leader
Josue Palomino	Active Learning Leader
Carmen Murillo	DRD Tutor
Elizabeth Zamora	Orchestra Teacher
Amy Freitas	Art Teacher

Special Education Team

Guadalupe Ortiz
Linda Gomez
Cynthia Laroche
Rebecca Hamilton

Diagnostician
Speech Language Pathologist
Special Education Teacher
Special Education Teacher

Physical Education Team

Rose Lewis
Tommy Vaca
Alicia Hernandez

Physical Education Teacher
Physical Education Teacher
Adaptive Physical Education Teacher

Attendance Regulations

As a Texas Public School, Burleson Elementary School falls under the regulations of the state of Texas. Student attendance is one of the areas that the school is held accountable for by the state. The state standard is **97% attendance** in order for a school to be considered for “Commended” status under the accountability system.

Because of the accountability system and because we receive funding based on student attendance, it is imperative that each student be present every school day. Absences will be excused only in case of illness or emergency. Leave or vacation time cannot be classified as an emergency. If questions arise regarding an absence, the school administration will determine whether or not the absence is excused.

If your son/daughter will be absent from school, **you must call the school office no later than 9:30 a.m. on the day of the absence.** If we do not hear from you regarding the absence, we must investigate the absence by phone or through a home visit by our Truancy Officer. If you follow the above procedures, we will not have to inconvenience you with a follow-up investigation and our personnel will have more time to pursue more productive activities for our students.

EXCUSED ABSENCES—Temporary absences will be excused if they result from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or extenuating circumstances acceptable by the principal. Absences due to observance of specific religious holy days which are not school holidays shall be excused by the principal upon receipt of advance written notice from the parent or guardian. School assignments must be made up in the same number of days that the student was absent. **An absence of three (3) or more days will require a note from the doctor.**

UNEXCUSED ABSENCES—Please contact our PEIMS clerk immediately for absences that do not fall into the above categories. Unexcused absences may result in a court summons in accordance to our school district procedures.

- Two unexcused absences will result in a court warning.
- An additional unexcused absence will result in court action.

Thank you for your understanding and cooperation in the area of attendance.

Tardy Procedure

The following procedures must be followed:

- Any student who is tardy must report immediately to the office. If the student is an early primary child, the parent must escort him/her to the front office and sign him/her in.
- The student will be given a tardy pass and then may report to class.
- Morning Pre-Kinder students are tardy at 8:00 a.m. Afternoon Pre-Kinder students are tardy at 12:15 p.m.
- K-5 students are tardy at 8:15 a.m.
- A record of student's tardies will be kept by administration. If a student receives more than 3 tardies per grading period, parents will be notified by phone.

Arrival (Before School)

For safety reasons, **students may not arrive at school before 7:30 a.m.** The playground monitor is not on duty until this time.

- Students in PK-2nd grade will report to the cafeteria.
- Students in 3rd-5th grade will report to the front blacktop and field everyday unless directed to do otherwise.
- Students are not allowed in the hallways before school, unless they have a tutoring pass.
- Students must be courteous and follow rules enforced by our Safety Patrol.
- Any student who leaves the campus without permission has violated the District Code of Conduct. More importantly, they are placing themselves in a dangerous situation.
- Talk to your child to see if they understand our rules and your expectations for their safety.

Dropping Off Your Children

Parking is limited and parents are encouraged to walk their children to and from school. Parents may drop off their children on the sidewalk on Tobin or Hernandez Street. Drive slowly and be watchful at all times. *All children should exit on the right side of the vehicle.* If your child must exit on the left side, please get out of your vehicle and assist them. Instruct your child to immediately enter the school. Student drop off should be quick. Never leave your vehicle parked in an unauthorized area, only in designated parking areas if you need to enter the building. Other parents are dropping off and picking up their children as well.

Bicycles

Students riding their bikes to school must lock their bicycle to the rack provided in front of the school. The school is not responsible for lost or stolen bicycles. Students may not ride their bikes on the school sidewalk. For your child's safety, all students riding a bicycle should wear a helmet. Skateboards are not allowed as they cannot be secured.

Parking

There are two designated parking spots for visitors in our parking lot. Parents may park on the sides of Tobin Ln or Hernandez St. For the safety of our children, parents, and employees, please **DO NOT** drive through the faculty parking area. This area **IS NOT** to be used by parents to drop off children. Parking in the Bus Zone is strictly prohibited. El Paso ISD Police Department will cite individuals who fail to obey traffic laws.

Dismissal (After School)

DISMISSAL OF STUDENTS—Parents must wait outside by the front blacktop. Students will be escorted out of the building at 3:15 p.m. and will line up on the blacktop according to their class. Students/parents must notify the teacher before they leave.

DISMISSAL OF STUDENTS IN A CLASSROOM WITH OUTSIDE DOOR—Parents may pick up their children at the outside door. Please wait away from the door and windows to avoid disruptions before the end of school. Once the teacher opens the door, parent may come to the door and ask for their child.

It is important that ALL parents make arrangements with the teacher on who will be picking up their child on a regular basis (Parent, grandparent, daycare...).

All parents must fill out a Parent Authorization Form. This form designates who is authorized to pick up your child when you are unable to do so. The Parent Authorization Form is given during registration.

It is important that all students who walk home or ride their bike home leave the campus immediately. Students may not ride their bicycles on the school sidewalk. For their safety, all students riding bikes **MUST** wear a helmet.

Parents must talk to their child about walking home, potential dangers of talking to strangers, bicycle safety, and other pertinent matters.

The school is against students in PreKinder, Kinder, 1st, 2nd, and 3rd grade leaving on their own.

All students must leave school grounds once they are dismissed. The school **IS NOT** responsible for students remaining on the grounds after dismissal. Please ensure your child is picked up on time. If you are persistently late picking up your child, law enforcement may be notified.

During **inclement weather** days dismissal procedures will change, especially if it rains. All students will remain indoors until parents arrive.

The dismissal process is a busy one for all of us and it requires patience and courtesy.

Early Release

Students miss instructional time and learning if they are pulled out before the instructional day is over. This is strongly discouraged and will be monitored. We understand, however, that there are times when emergencies occur or when medical or dental appointments cannot be otherwise scheduled. Please try and make your appointments as late in the day as possible. When it is time for your child to leave school, please come to the office to sign him/her out. Please do not call the school and ask that your child be waiting for you in the front office. A student cannot be called out of class until they are signed out. In all cases of early release (students leaving before the end of the school day), the child must report to the office before they leave school grounds.

For the safety of our children, under no circumstances are visitors/parents to walk through the school building and/or classrooms unannounced. All visitors must sign in, state the nature of their visit, and obtain a Visitor Pass. It is required to present an identification card.

Student Withdrawals

When it becomes necessary to withdraw your child/children from school, please notify the school office **three working days** before the withdrawal date. This time is necessary to process paperwork and make certain that the student has cleared with all programs in the school (classroom, textbooks, library, lunch program, special programs, etc.). Teachers need time to make certain that all academic records are in proper order. Please provide the office with the city and state and, if possible, the name of the school where your child will be attending. Parents that are certain they will be leaving El Paso should notify the school sooner than the three working days.

Campus Security

Providing your children with a Safe and Secure Learning Environment is a top priority of the Burleson staff. In order to provide these conditions for your child, we ask your cooperation in our efforts. It is imperative that we work together in this endeavor. We ask that all parents and guests at Burleson Elementary follow these basic rules while on the campus:

1. Upon entering the building, proceed to the office, state the purpose of your visit, sign in, and pick-up a visitor pass. **YOU MUST HAVE IDENTIFICATION IN ORDER TO RECEIVE A VISITOR PASS.**
2. **Passes are needed for all activities on the campus when school is in session.** For the safety and security of students and staff no one is allowed in the school building without a visitor pass once the instructional day has begun.
3. Parents are required to sign their child out in the school office. Parents may not pick up their child at the classroom. The office staff will call your child out and direct the teacher to send them to the office. This helps reduce interruptions to the instructional program and ensures your child is released to the proper person.
4. Parents may not sign in and obtain a visitor pass to their child's classroom without prior approval from their child's teacher or school administrator.

We will attempt to screen all individuals as they enter the school premises. We ask your help in this process by alerting our staff if you see anyone in the halls who is not properly identified. Your child is very important to us!

Safety

Safety is an extremely important aspect of the daily routine of attending school. It is very important that the home and school work together to ensure the safety of all children as they go about the business of learning. **Talk to your child/children about school safety.** The faculty and staff of Burleson Elementary will keep parents informed concerning issues of safety and work with the community to establish procedures to make the school as safe as possible.

Traveling To and From School:

Students who walk to school should:

1. Walk on the sidewalk (not in the street or landscapes).
2. Use the crosswalks.
3. Follow directions given by adult monitors or patrols.

Students who ride bicycles to school should:

1. Follow all traffic regulations that apply to bicycles.
2. Wear a helmet.
3. Follow directions given by adults or patrols.
4. Walk with their bicycles on the school sidewalk to the bicycle rack located in front of the school.
5. Lock bicycle on the bicycle rack.

Never Talk or Stop for strangers!

Playground:

1. Do not throw rocks!!! Rocks are not to be picked up, kicked, or touched in any way.
2. Obey all adults monitoring and supervising.
3. Respect the right of others. Keep your hands, feet, and hurtful comments to yourself.
4. Follow safety procedures when using playground equipment.
5. Stay within the playground boundaries.
6. Follow all School Rules and Student Expectations.

Hallways and Sidewalks:

Students should remember that hallways and sidewalks are there for the purpose of allowing people to move from one location to another. This movement should take place in a manner that will not create a safety hazard for others. The following rules apply when moving through the halls or down the sidewalks at Burleson Elementary.

1. Walk at all times in the hallways or on the sidewalk.
2. Move down the right side of the hallway or sidewalk.
3. Stay on the sidewalk and do not walk on landscape.
4. All students must carry a pass when they leave their classroom during instructional time.

School Nurse

Our school nurse is on duty Monday–Friday, 7:45 a.m.–3:30 p.m. to attend to children who become ill or injured. If your child is ill, it is wise to keep him/her at home until he/she is feeling well enough to attend class. Please inform the office, the nurse, or the teacher if your child is experiencing a health problem that may affect their participation in school. Students may be excused from P.E. due to illness for up to three days with a parent’s note. Excuses from P.E. longer than three days must come from the student’s doctor. Please be sure that the emergency card is turned in and updated so you can be reached if your child has an emergency.

Due to budget constraints, when the school nurse is absent, the school may or may not have a substitute nurse on duty.

Medications

The school nurse must be aware of all medications a student is taking at school. The nurse will dispense medication once all administration requirements are met. A brief summary follows:

- All medications, including prescribed (i.e. short term antibiotics, year around anticonvulsants) and over-the-counter (i.e. Tylenol, cough syrup, Neosporin, calamine lotion, etc.) must be accompanied by a written doctor’s order and a signed parent consent form before medication can be administered at school . These authorizations must be obtained for each medication and renewed annually.
- All medication must be brought in the original container with the pharmacy label.
- The medication must be prescribed by a physician from the United States.

EXCEPTIONS: A student may be allowed to carry an inhaler, epinephrine, insulin pump or glucagon if the nurse has written order by the student’s physician and parent.

Emergency Numbers

It is critical that all telephone and contact numbers be on file in the event of an emergency. In the event your child becomes ill or is injured at school it will facilitate the process of reaching you immediately. **Notify the school of any change of address or telephone number.**

Accidents

Burleson Elementary or the El Paso Independent School District may not be held liable for any accidents that occur on school grounds before, during, or after school hours. Under State Laws, school districts are not liable for accidents which occur in schools. Parents are responsible to provide the appropriate medical protection for their children.

In an effort to aid parents/guardians when accidents occur, EPISD has procured an accident insurance policy that is available for parents to purchase. This insurance is optional and provided as a service to parents/guardians. Please contact the school office for more information.

Counseling Program

The counseling program at Burleson is designed to help all children as they grow and develop. A student may request a private conference by giving his/her name to their teacher. Parents may call the counselor or may schedule an appointment through the school office. If needed, the student may be referred to an outside counseling agency. Counseling sessions often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, getting along with brothers and sisters, and improving behavior at school. Additional types of services and counseling may include:

- Loss of loved one
- Conflict Resolution
- Character Education
- College Readiness
- Anti-bullying support
- Sadness
- Anxiety
- Support for the homeless
- Divorce/separation of parents

Special Education

The goal of Special Education is to meet the needs of students. Another important goal is to move them up to the academic level of their peers when at all possible. It is crucial that parents work with their children and their child's teacher to ensure great results. High expectations, monitoring student behavior and effort, and attending all parent meetings (ARD's) will move us closer to our desired goal.

Physical Education

Physical education is a required subject as part of the school curriculum for all elementary students in grades K-5. It is necessary to notify our PE teachers should your child have temporary physical restrictions. Students needing to be excused from PE for more than three days require written notice from a physician. An excuse from participation does not excuse a student from completing modified assignments, written assignments, or written skills tests. Checking with the PE teacher on your child's progress is encouraged.

Discipline Plan

The vision of Burleson Elementary School is for all children to comply with student expectations and established school rules. Through the supportive efforts of parents and family members all faculty, staff, and administration will follow the EPISD Student Code of Conduct to promote an optimal learning environment that is nurturing and safe.

1. Campus-Wide Discipline Plan
2. Classroom Discipline Plan
3. Anti-Bullying Plan

Our Discipline Plan is supported by the El Paso Independent School District Student Code of Conduct. The Student Code of Conduct meets state law requirements.

Each teacher will send home a *Classroom Discipline Plan* for their classroom. Each plan will inform parents of the classroom rules, consequences, and rewards for good behavior. The Student Code of Conduct and the Student Handbook is available online:

https://www.episd.org/departments/student_parent_services/. These documents are on the right side of this site.

In addition, students will also receive a copy of Student Expectations for Burleson Elementary. These are rules and procedures that are endorsed by the district and all staff members on our campus. It is imperative that you review these student expectations entitled Campus-Wide Discipline Plan and return the Acknowledgement Form.

The school counselor will review the Anti-bullying Plan with students. We ask that you talk to your children about bullying and provide them with some ways to resolve it.

The school will share strategies on ways to extinguish this inappropriate and unacceptable behavior.

Bullying

We want Burleson to be a bully-free zone! We take the safety of the students seriously, and it is my personal goal to create positive and respectful relationships among the students. If you know of any incidents of bullying, please do not hesitate to report it to the school.

Bullying Definition

Bullying is *unwanted, aggressive* behavior among school aged children that involves a real or perceived *power imbalance*. The behavior is *repeated*, or has the *potential to be repeated*, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.¹

What can parents do if their child is being bullied?

- Never approach the bully's parents, as this is a job for either the school, or the police (if outside of school). Parents often can get offended when they hear bad things about their child, and it needs to take place in a neutral environment. And going to their home could be considered trespassing and you could be arrested. And if the offending children come from backgrounds of abuse, a physical altercation could take place.

If you find that your child has been bullied:

- Find out pertinent and detailed information about what the bullies are doing, dates, times, places, actions, etc. Document everything.
- Find out any threats that have been made toward your child, and if it pertains to outside of school; contact the police.
- Contact the school during hours of operation and make an appointment with the principal for a face to face meeting.
- Outline the details, not in an angry rant, but as if you were telling a friend what occurred.
- Obtain a copy of the school's anti-bullying policy to determine if the bully violated a school policy.
- When you meet with the school principal, tell your child's story and ask for help.
- Relate the facts and leave your emotions out of it. If you feel the bully has violated the school's anti-bullying policy, bring this up calmly into the conversation.
- Ask what you can do together to stop the bullying.
- Follow up with your child to see if the bullying stops, and follow up with the principal.

In addition to the school counselor and teachers, parents can talk to their children about the following tips:

What can you do "in the moment" someone is bullying you?²

- 1) Ignore the bully.
- 2) Don't cry, get angry, or show that you're upset. That's the bully's goal.
- 3) Respond to the bully evenly and firmly.
- 4) If you can, turn a comment into a joke.
- 5) Turn and walk away, or run if you have to. Go to a place where an adult is present.
- 6) Remember that you are not the one with the problem. It's the bully who has the problem.
- 7) If you're being called names or teased, try "The Fog Tank." Imagine that you're inside a huge fish tank filled with white fog. Then, imagine that the insults are swallowed up by the fog before they reach you. Nothing touches you. Practice by thinking of the worst things a bully can say to you, then letting the fog eat them up.

If you are being bullied:³

- 1) Know that it is not your fault.
- 2) Tell an adult right away.
- 3) Ask for help.
- 4) Don't try to get even with the bully. The problem may get worse, and you may get hurt or punished.
- 5) Develop a plan with an adult so you feel safe.
- 6) Do not get discouraged if things don't change immediately, it might take time.

Prevent future bullying:^{2,4}

- 1) Don't walk alone. Stay with your friends or adults.
- 2) Avoid places where bullying happens.
- 3) Don't bring expensive things or money to school.
- 4) Label your belongings with permanent marker in case they get stolen.
- 5) Avoid unsupervised areas of the school and situations where you are by yourself.

- 6) Act confident.
- 7) Brainstorm bully comebacks ahead of time, and practice them in the mirror.
- 8) Have respect for everyone.
- 9) Engage in fun and healthy activities.
- 10) Encourage other students to be brave and speak out against bullying.
- 11) Offer to be friends with students who are bullied. You can make a difference.

If you see bullying: ³

- 1) Ask the kid who is bullying to stop.
- 2) Do not join the bully.
- 3) Help get them away from the situation.
- 4) Tell an adult.
- 5) Let them know that no one deserves to be bullied.
- 6) Ask others to stand against bullying.

Bus Conduct

Bus transportation is a privilege. Misconduct will not be tolerated. Bus riders are expected to:

1. Be courteous to fellow students and to the driver and monitor.
2. Stay in their seats while the bus is in motion.
3. Refrain from throwing anything out of the windows.
4. Refrain from eating or drinking on the bus.
5. Follow additional rules set by the bus driver.

Failure to follow rules of safety may result in removal of bus riding privileges.

Inclement Weather

On inclement weather days (rain, extreme cold, blowing dust, etc.), students will report to and remain in a designated area (primarily the gym or the cafeteria). Students will also remain indoors during lunch and P.E. if the weather is bad.

Parents are asked to make arrangements with their children so that each child will know exactly what they are expected to do in the event the weather is bad at dismissal time. More than likely, the school staff will expect the parents of primary students to come into the building and pick up your child/children from the classroom. Students in second through fifth grade will remain indoors until parents or daycare providers arrive. Your cooperation in this matter is greatly appreciated.

Severe Weather

School will be in session unless the weather makes it dangerous for school buses to run. Local radio stations and television will announce the school district's decision to suspend or cancel school.

Library

The school library is a pleasant place to read or study. It is open daily from 7:45 a.m. to 3:45 p.m. We welcome all to share in the joy of reading.

Check out policy: Books are checked out for two weeks and may be renewed for two additional weeks. Students in grade 1 are allowed to check out one book with their class; grade 2 students are allowed two books; and grades 3 are allowed three books. Students in grades 4-5 are allowed to check out 4 books. Pre-kinder and Kinder students will not check out books with their classes. However, parents may bring their children before or after school to check out up to four library books. Parents of students at any grade level are welcome to come to the library with their child and check out library books.

Lost or damaged library books: If library books are lost or damaged students are responsible for paying for the book before they can check out other library books. Students cannot be cleared from the school until all outstanding library balances have been paid.

Overdue Policy: Students who have not returned their library book by the due date will be placed on an overdue list. Overdue notices will be sent to the student's teacher throughout the year. The library does not collect overdue fines, we ask students to return library books in a timely manner so that they may be able to check out more books. Students will not be permitted to check out additional library books if they have overdue books.

Textbooks

The state of Texas and the El Paso Independent School District provide textbooks and workbooks for all students free of charge. However, damage to or the loss of these materials is the responsibility of the student to whom they are issued regardless if students lend their books out to their peers. Full payment is required for lost books or for books too damaged for continued use prior to issuance of replacement books.

Grades

Grades are EARNED by the student and not GIVEN by the teacher. Contact your child's teacher as often as necessary to keep informed of your child's progress. Familiarize yourself with the grading scale and requirements for academic achievements.

Parent Portal

The Parent Portal provides parents with online access to information on their EPISD-enrolled students. Parents will be able to view their child's attendance, classroom assignments, and grades. Parents may register for the parent portal in the front office. Please bring photo identification. Parents may also register and access the portal by visiting the website at:

- http://www.episd.org/community/parent_portal_instructions_eng.php

School Website

Parents and students may stay informed about what is happening in our campus by visiting the Burlison Elementary website, which provides access to contact information, latest news, upcoming events, photo galleries, teacher websites, things to know and web links. The web address is <http://burlison.episd.org/>

Conferences

Communication between home and school is a key ingredient for the success of a child in his/her education. We encourage you to keep in touch with your child's teacher and other support staff.

If you wish to have a conference with your child's teacher, you may schedule an appointment by calling the office or by sending a note to your child's teacher. Teachers have a regularly scheduled conference period. All conferences should be scheduled for that time. If you have a conflict and need to conference with a teacher at a different time, you will need to talk with the teacher and work out a possible alternate time. Some conferences may be conducted successfully by telephone.

The El Paso Independent School District holds two (2) Parent-Teacher Conferences a year to issue Report Cards and discuss academic progress.

(see school calendar at <http://www.episd.org/schools/docs/cal/2016-2017calendar.pdf>)

Please make plans to attend. On these days, students will be released at 12:15 p.m. Conferences will be held between 1:00 to 6:00 p.m.

Report Cards

Report Cards are issued every nine weeks (see school calendar).

<http://www.episd.org/schools/docs/cal/2016-2017calendar.pdf>. An interim report (progress reports) will be sent to parents at the end of the 4th week of each grading period or at any time during the grading period if the grade falls below 70.

Honor Roll

The A Honor Roll is for students who make all A's in academics and all O's or S's in conduct and effort. The A/B Honor Roll is for students receiving A's and/or B's in academics and all O's and S's in conduct and effort. Honor Roll is only for grades 2-5.

Assemblies

Students' behavior is expected to be refined and courteous during school assemblies. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Assembly etiquette will be reviewed prior to an event.

School Supplies

A supply list will be available from the teacher or office. Each student should come to school with the necessary school supplies. Please talk to the teacher or counselor if you cannot afford the required supplies.

Homework

Each student and their parent/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom. Homework and classroom (class work) assignments are entirely different. At times students will be expected to finish class work at home which is not necessarily homework in addition to homework. The teacher will provide the instruction (directions) on what students are expected to do. Students are strongly encouraged to ask questions and seek clarification on all assignments.

Parents can establish a learning environment in the home by:

- Showing a positive attitude towards education.
- Taking an interest in your child's school work.
- Establishing good study conditions.
- Monitoring your child's study habits.
- Exercising patience as you encourage your child.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an extension of that classroom instruction. The following are examples of homework assignments given to students at Burleson Elementary:

1. Independent practice of newly learned skills.
2. Expansion activities beyond the subject matter presented in the classroom.
3. Introduction of new materials, such as the reading of a chapter in the text with a stated purpose of reading.
4. Independent student projects, approved by the teacher.

Each classroom teacher will be providing their parents with homework expectations for their classroom.

Make-Up Work

It is the responsibility of the student (or the parent in the case of the younger students) to ask for make-up work following an absence. Request for assignments and/or tests should be made on the day the student returns to school. Work should be completed within the same number of days as the absence. For long absences the teacher will adjust the time. Work not made up within the required time may receive a grade of zero.

Breakfast and Lunch Program

Adequate nutrition is essential for optimal learning, which is why we work hard to provide our students with excellent service at our cafeteria. It is important that you become familiar with our system.

Burleson Elementary participates in the Community Eligibility Provision, which means breakfast and lunch are provided to all the students free of charge. Breakfast is served from 8:00-8:15 a.m. It is the responsibility of the parent to provide the student breakfast if he or she arrives to school after 8:00 a.m.

Our cafeteria may be extremely busy. Adequate accommodation for parents may not be available. Your assistance and patience can help us overcome some of the challenges we experience with so many students. Thank you for your cooperation in helping us. We are always in need of volunteers to help our students during the lunch period. Full or partial help is greatly appreciated. Lunch services are provided between 11:00 a.m. – 12:45 p.m.

We ask that you keep a watchful eye on all toddlers that come with you and redirect them when necessary to avoid injuries or disruption to the school day.

Parents are welcome to eat with their children during our Parental Involvement events. Adult lunches and children not attending Burleson are priced “A LA CARTE.”

Menus and more information about Food and Nutrition Services can be accessed at: http://www.episd.org/departments/food_services/. A copy of the school menu for each month will be sent home a few days before that month begins. Copies of the calendar may also be picked up from the front office.

Students in grades K-5 are allotted a 30 minute lunch period (recess included). Lunch times will be available with your child’s teacher.

Pre-K students may eat lunch if parents choose for them to do so. Morning classes will be served at 11:00 a.m. (parents must pick up their children immediately after they have completed lunch). Parents must wait outside the cafeteria for the student to complete their meal. Afternoon classes will be served at 11:45 a.m. Please do not bring your child before 11:45 a.m.

The lunch program is operated under guidelines from the federal government. Therefore, we cannot sell soda or candy to elementary school students during the lunch time.

Applications for the free/reduced price meal program must be submitted and processed each year. Free and reduced lunch applications will be distributed at registration or by homeroom teachers.

Due to the large number of students who must be served, proper decorum is expected. Students must follow cafeteria rules. Students are to remain in the cafeteria until they have finished eating and released by an adult monitor. Students are not allowed to go into areas where classes are being held.

Cafeteria Rules

The cafeteria serves several purposes at Burluson School. It is where meals are served, meetings take place, (PTA, assemblies, science fair, spelling bees, etc.) and classes are held. Because of the size of the facility and the number of students that may be present at any one time, it is imperative that all cafeteria rules and procedures be followed.

Be Respectful

Use your manners
Inside voices
Maintain personal space

Be Responsible

Follow directions
Pick up after yourself

Be Safe

Sit down correctly
Walk
Maintain line order

Policies

- Parents/volunteers must obtain a Visitors pass from the office.
- In promoting independence, students must select items from the menu.
- In promoting independence, parents should not spoon feed their children.
- In promoting independence, parents should not carry their child's tray.
- Parents are expected to comply with Cafeteria Rules and Procedures.
- Parents are not to eat or feed siblings from their children's plate.
- Parents may not enter into the serving line to assist their children with food selection.
- Children who are not enrolled in school must be monitored closely by parents.
- Strollers in the cafeteria may block passageways and create possible hazards.
- Monitors will enforce rules and policies.
- Monitors will encourage your child to eat and use good table manners.
- Monitors may assist younger children as needed (opening milk cartons, etc.).

In this system, federal regulations state that a child may choose as few as three of the five items served. The student must be allowed to make their own decisions, not the teacher, the cafeteria worker, or the parent. Students quickly learn the procedures for selecting their food. The cashier must assure each child has taken at least three (3) different food components and will remind the child if they have not.

Foods of Minimal Nutritional Value (FMNV's) are only allowed on the following days:

December 23, 2016
February 14, 2017
June 6, 2017

Winter Break
Valentine's Day
Last day of school

Parents, please be aware that the cafeteria must enforce strict rules and guidelines. Your cooperation is greatly appreciated. Our cafeteria must follow District and the Texas Public School Nutrition Policy.

FOOD MAY NOT BE TAKEN OUT OF THE CAFETERIA!

Birthdays

Acknowledgements sponsored by parents are limited to cupcakes only as they are easier to distribute. Cupcakes will only be distributed to students at dismissal time in accordance with FMNV regulations/requirements. **Please do not bring balloons, cakes, ice cream, party favors, etc.**

Parties

Two parties are allowed during the school year. The first one is the day before Winter break and the second one is the last day of school.

Telephones

Students are not permitted to use the office or classroom phone except in an emergency and with staff permission. Please discuss after-school plans with your children before they arrive to school. Classes cannot be interrupted for non-emergency messages.

Students are not permitted to possess cell phones or other electronic devices unless prior permission has been obtained. Without such permission, teachers and staff may collect the items and turn them into school administration.

Lost and Found

Articles found in and around the school must be turned in to the office where the owner may claim their property by identifying it. Articles of clothing are kept in the cafeteria near the stage. Valuables such as watches, cell phones, keys, glasses, etc., will be kept in the school office. Items not claimed by the end of the school year will be donated to charity.

Your child's full name should be written on all removable clothing, such as jackets, coats, sweaters, caps, hats, etc. Do not forget to label backpacks and lunch bags. The faculty and staff, and administration suggest that you periodically visit our lost and found area. Important note: Don't forget that all parents must report to the office.

Parent/Teacher Association

Parent/Teacher Association (PTA) is a great way to become part of the school community and assist teachers and parents meet the needs of all students. We invite all parents to become members and active participants of the Burleson Elementary PTA. Notices of programs will be sent home, and every change in the schedule will be announced.

Volunteers in Public Schools

Volunteers in Public Schools (VIPS) is designed for parents, the community, & businesses to participate in the educational process of schools. Please contact our VIP's coordinator Mr. Alvarez, if you are interested in volunteering. Volunteers must complete an application, attain principal's approval, and clear a background check before they can begin volunteering at school. Volunteers must embrace the mission and priorities of the school.

Pledge to U.S. and Texas Flags & a Moment of Silence

The State Mandate requires students to daily recite the pledge to the United States and Texas Flags, respectively. Students and staff are also required to observe a moment of silence each morning. If you do not wish for your child/children to participate you must make your request in writing. Written request may be given to the teacher or submitted directly to the office.

And finally, if you have a concern.....

If there is a problem please contact the school to resolve it. Every effort should be made to resolve the problem with the teacher first. School administration is available to meet and discuss your concern if you feel that the problem was not resolved at the teacher level.

Communication is critical and the opportunity you give the teachers, staff, and school administration to address your concern is appreciated.

Please contact the office immediately if you do not find information you may have questions about in this Parent Information Handbook, as other parents may be searching for the same information as well. If this is the case, we will gladly update our Parent Handbook.

Again, we welcome you and hope you will visit *your school* and your child's teacher. We hope that through the efforts of the school and you, the parents of our students, this year will be a GREAT one!