

# Burleigh Elementary Handbook



*Burleigh  
Where Everyone  
Belongs ... Believes ... Becomes  
2017 ~ 2018*

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## VISION FOR THE SCHOOL DISTRICT OF ELMBROOK AND BURLEIGH SCHOOL

The future of the School District of Elmbrook is to be an exemplary district with an uncompromising commitment to achieve powerful results for all students.

Students are confident, inquisitive, principled and respectful. All students are actively engaged, share in the responsibility for their own learning and attain high standards. Personal and interpersonal growth, leadership and service are valued and fostered. Each student graduates prepared for success.

All staff collaborates to deliver exceptionally strong, balanced programming through relevant, dynamic instruction focused on student learning. We demonstrate our commitment to continuous improvement through research, ongoing professional development and use of best practice. We work relentlessly to develop meaningful connections with every student to ensure success.

Families and community participate in the life of the schools and partner with the district to support the commitments, mission and vision. The district values the strong partnership, effectively communicates and safeguards the community's investment.

The culture of the School District of Elmbrook is built on a commitment to excellence and continuous improvement. Together we celebrate success. The Burleigh School Community is committed to providing the best possible education for all children.

***We are:***

- Committed to providing a strong academic foundation.
- Dedicated to meeting every student's intellectual, social and emotional needs.

***We value:***

- Individual differences and abilities.
- Happiness and success for every child.
- Open communication and collaboration within the Burleigh School Community.
- Student involvement and ownership in their learning.

***We will:***

- Provide a safe, caring and supportive environment.
- Strive for each student to reach his/her fullest potential through meaningful curriculum, high standards and student goal setting.
- Continue to implement innovative and research-based instruction to maximize student achievement.
- Inspire students to ask questions, investigate the world around them and become lifelong learners.

***We support:***

The Mission of the School District of Elmbrook to educate and inspire every student to think, to learn, and to succeed.

## BURLEIGH LEADERSHIP TEAM

The Burleigh Leadership Team is a shared decision making team which provides support to the school through curriculum, school initiatives, grade level concerns and classroom needs. Members of the team communicate with and bring input from parents, staff and students. The Leadership Team is also the sounding board for student clubs and groups that are a part of Burleigh Elementary School. Agenda items for this group can be submitted to any Burleigh Leadership Team member.

## 2017-2018 ALL SCHOOL THEME: BURLEIGH WHERE EVERYONE BELONGS - BELIEVES - BECOMES

Each year, Burleigh Elementary School selects a theme that becomes the focus of study in our integrated thematic environment. This year's theme is "**Burleigh - Where Everyone Belongs, Believes, Becomes.**" The theme will focus on a sense of belonging and the acceptance of others.

## STUDENT CONDUCT – POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

The Burleigh school community believes in teaching students to be life-long learners and problem solvers. Our school has a behavior management system which includes the principles of a positive behavior intervention program, called PBIS. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. We have developed expectations for behavior in all settings throughout the school. The ultimate goal is to have children take responsibility for their own actions and behaviors. Throughout the year, staff will review these behavior expectations, help children reflect on behaviors, determine best choices and apply this problem solving process to future situations

In most situations, we feel that children have the right to make a mistake and correct it before we institute consequences. However, when consequences are placed on a child, they are designed to extinguish inappropriate behaviors in a way that children will be able to understand their mistakes and make better choices in the future. These consequences vary, depending on: 1) the number of times which the child has not followed the expectations, 2) the severity of the actions, and 3) the developmental level of the child. Possible consequences include (but are not limited to) detentions, time-outs, call to parent, letter home, in-school suspensions, out-of-school suspensions and bus suspensions. In some cases, the severity of the actions leads us to make a parent contact immediately. Parent communication may be more frequent when the needs of the child make it necessary.

Behavior management, for the most part, begins in the classroom. The teacher will work with children to modify their inappropriate behavior. If the inappropriate behaviors continue or increase in severity, teachers will refer the children to the associate principal or principal for assistance. Bus and some playground issues, will also be handled by the associate principal. Para-professionals will continue to be in place during the lunch/recess hour to be an immediate contact for children when problems arise.

Through this process, Burleigh Elementary School has seen great results with students growing and learning to be responsible community members.

The driving force behind the school-wide expectations you see below is the result of a need identified by the Burleigh community for consistency in all common areas. The purpose of these expectations is to proactively provide a safe and non-threatening environment by letting our 700+ students know what is expected of them when they are in areas of the school other than their classroom. Please keep these on hand. **Teachers will work throughout the year to implement and reinforce the expectations with our students. We recommend that your review bus, recess, and cafeteria behavioral expectations with your child(ren) prior to the start of the school year.**

### Burleigh Elementary School-Wide Expectations Be a Burleigh STAR!

	Classroom	Hallway	Recess Areas	Cafe	Bus	Bathroom	Bus Lines
<b>We are safe.</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Use materials and equipment as tools not toys.</li> <li>Stay in your personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Have stopping points.</li> <li>Stay in line with the class.</li> <li>Walk on the right side.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment the right way.</li> <li>Tell an adult if you cannot solve a problem.</li> <li>Wear tennis shoes on the woodchips.</li> <li>Dress appropriately for the weather.</li> <li>Have fun!</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until you are dismissed.</li> <li>Walk at all times.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Sit on your bottom facing forward.</li> <li>Save food, toys/electronics and instruments for home.</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands.</li> <li>Tell an adult if there is a problem.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your bus line, facing forward</li> <li>Walk at all times in a single file line</li> <li>Keep food, toys and electronics in backpack.</li> </ul>
<b>We work together as a team.</b>	<ul style="list-style-type: none"> <li>Follow classroom routines.</li> <li>Give your best effort.</li> <li>Include others.</li> </ul>	<ul style="list-style-type: none"> <li>Line up and be ready.</li> <li>Stay on task when working.</li> </ul>	<ul style="list-style-type: none"> <li>Include others.</li> <li>Solve problems peacefully.</li> <li>Follow posted game rules.</li> </ul>	<ul style="list-style-type: none"> <li>Only eat your own food.</li> <li>Be friendly.</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your reserved seat.</li> </ul>	<ul style="list-style-type: none"> <li>Keep bathroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>Kindergarten students stand at the front of the line and load bus first</li> </ul>
<b>We are respectful.</b>	<ul style="list-style-type: none"> <li>Use level 0, 1 or 2 voice.</li> <li>Listen to and follow directions the first time.</li> <li>Listen to others.</li> </ul>	<ul style="list-style-type: none"> <li>Use level 1 voice.</li> <li>Keep hands and feet to yourself.</li> <li>Close locker quietly.</li> <li>Keep locker and area clean.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 0 voice when the lining up.</li> <li>Return equipment after use.</li> <li>Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 2 voice.</li> <li>Practice good manners.</li> <li>Take lunch choice selected in the morning.</li> <li>Clean up after yourself.</li> <li>Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 1 or 2 voice.</li> <li>Use kind words.</li> <li>Listen to the driver.</li> <li>Take care of the bus.</li> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use level 1 or 2 voice.</li> <li>Respect privacy for self and others.</li> <li>Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>Use a level 1 or 2 voice.</li> <li>Use kind words.</li> <li>Keep hands and feet to yourself</li> <li>Listen to the bus supervisors.</li> </ul>

Voice levels: 0=Silent 1=Whisper 2=Indoor 3=Outside

Each and every day we stress the following with students;

- ✓ We respect ourselves, others and everything around us.
- ✓ We work together and are a team.
- ✓ We have fun, are safe, and stay focused.
- ✓ We always do our best.

It is on these principles that our Burleigh Stars program is based.

#### **The STAR Expectations**

We are safe.

We work together as a team.

We are respectful.

Students who are 'caught being good' are recognized by getting a STAR certificate. Students can earn STAR certificates anywhere in the building and from any Burleigh staff member. STAR certificates are sent home with students so that parents can see the positive impact their child is having on the school! Additionally, five students per week will be randomly drawn and receive a STAR shout-out after the Pledge of Allegiance.

As with consequences, STAR certificates are documented, and resulting data is analyzed. This data is used to determine where our strengths lie and to ensure expectations are clear. In order to showcase the great behaviors we are seeing at school, the stars are hung on the wall in the classrooms. Come take a look!

Individual classrooms set goals that focus on positive behavior. Once a class meets its established goals, the class is recognized. This recognition/celebration is pre-determined by the group when the goal is set.

Students also work on exhibiting positive behavior on the bus and at parent pick-up lines. When supervisors notice positive behavior, students were given a yellow ticket. These tickets are displayed on our bus bulletin board. We hold quarterly assemblies to celebrate our efforts of being STAR students on the bus.

#### **BUILDING SECURITY PLAN**

##### Exterior Entrance

All exterior doors will be locked during the school day.

##### Front Entrance/Office Entrance

All visitors need to come into the office and get a visitor badge. All visitors should park in the main parking lot to the north of the school. Visitors will press the button next the front office door to request entrance to the school. Office personnel will release the door lock to allow visitors to enter the building.

### Items Being Brought to School

Items that need to be taken to the classroom should be dropped off in the office.

### Volunteers

All volunteers should wear a volunteer badge when inside the building. These badges will be kept in the office. All volunteers should park in the north parking lot.

### Strangers Around School

All staff members have been instructed to introduce themselves to anyone not wearing a visitor/volunteer badge and request that he or she return to the front office for a badge.

### Staff Badges

Burleigh school personnel wear badges that clearly identify them as employees of the school. Staff members have a key card to allow entrance to the building.

### Playground Emergencies

Each playground supervisor carries a radio so they may have instant communication with the office and the health room. Classroom teachers will also use radios when on playground duty during recess times

### Exterior Threat/Danger Outside the Building

A building-wide plan of action has been written and reviewed with staff and students.

### Interior Threat/Danger Within the Building

A building code and plan of action has been created and reviewed with staff and students.

### Evacuation

In the event the building would need to be evacuated (including a bomb threat) an agreement has been reached with the Victory Church.

### Fire and Tornado Emergency Procedures

A building-wide plan has been created and practiced with staff and students.

### Unusual Circumstances/Emergency Situations

The Brookfield Police may be contacted if there is the possibility of inappropriate behavior that interferes with a safe and orderly environment for staff and/or students.

### Crisis Plan

Burleigh's building-wide Crisis Plan was coordinated through a district-wide administrative effort in conjunction with the City of Brookfield and Elm Grove Fire & Police Departments. The plan addresses multiple concerns and crisis. Staff members are alerted as to the nature of the crisis and the plan of action. The goal is to keep the children in safe areas away from immediate danger.

If we do have a crisis, please **do not call** the school. Our first priority will be to initiate the Crisis Plan and get everyone in a safe area. If you are notified that your child may be picked up from school or another location, you must check your child out with your child's teacher or the staff member in charge. Each child must be accounted for during the crisis and as we are releasing students.

## BURLEIGH PTO

Burleigh has a PTO that supports the school program and students in a number of special activities and programs. These services are encouraged and valued by our school. All parents are welcome and encouraged to participate.

Our PTO Officers for 2017-2018 are:

President: Cameran Schneider

Secretary: Kelly Kons

Treasurer: Nancy Kennedy

## LOCKERS

Lockers are for storing school books/supplies, outerwear and lunches during the school day. A few personal items (pictures, mirrors, etc.) will be allowed inside the locker door or walls. No lotions or glass objects are to be brought to school and stored in lockers. Locks are not to be utilized at the elementary level.

## BIRTHDAY CELEBRATION POLICY

### Birthday Treats

Students who choose to do so may celebrate their birthdays by bringing treats to school to share with classmates. Parents electing to send treats for birthday celebrations must adhere to the following Burleigh policies, which are intended to balance the celebration of each Burleigh student and the need for continuity of schedules and instruction in classrooms. Burleigh has over 700 students, so we celebrate a lot of birthdays throughout the year!

- ✓ Birthday treats must be easy and quick to share and to eat. For example, cakes that need to be cut and served and ice cream that needs to be kept cold and scooped are not to be sent.
- ✓ Birthday treats may only be shared during class time with students who are in your child's classroom, not with friends or teachers in other classrooms. Children will not be permitted to travel the halls delivering treats to friends during the school day.
- ✓ Birthday lunch celebrations for students (e.g., pizza parties, sub sandwich parties) are not permitted anywhere in the school, including the classrooms and the cafeteria. This policy applies to large and small groups of students.
- ✓ Birthday treats should not contain foods to which classmate(s) are allergic.

- ✓ Parents are expected to provide napkins and plates with their treats as necessary. Classroom teachers do not keep supplies for birthday treats.

### Party Invitations

Parents and children are expected to respect the following Burleigh policies when inviting friends and classmates to birthday celebrations:

- ✓ Invitations may be brought to school and distributed to friends at school ONLY if:
- ✓ The entire classroom is being invited to the party;
- ✓ All of the girls in the classroom are being invited to the party; or
- ✓ All of the boys in the classroom are being invited to the party.

Invitations may NOT be brought to school and distributed to friends if your child is selectively inviting members of his/her class and/or other friends in the school. In these circumstances, you should mail or otherwise invite friends outside of the school day.

Exceptions to these policies will not be permitted, so it is very important you and your child make choices accordingly when planning birthday treats and inviting fellow students to birthday parties.

### FAB – FINE ARTS AT BURLEIGH

Burleigh implements a fine arts partnership program utilizing resources in our area, including the Sharon Lynne Wilson Center. This fee covers performances presented by the Milwaukee Symphony Orchestra, in-school presentations, programs at the Wilson Center and an all-school Family Night event. FAB fees are included in registration fees for students in grades Kindergarten, 1, 2, 3, 4 & 5.

### LOST AND FOUND

Our school has a lost and found box that is located in the hallway near the recess doors. If a student has lost a clothing article, we suggest looking the lost and found box. At times students find valuables (jewelry, money, etc) and turn them into the office. Uncollected clothing items will be given to Goodwill.

### SCHOOL DAY SCHEDULE

	START TIME	DISMISSAL
Kindergarten through Fifth Grade	8:40 a.m.	3:43 p.m.
Early Release (Every Thursday During School Year)	8:40 a.m.	2:46 p.m.

All students are expected to be in their classrooms by 8:50 a.m. or they will be marked tardy. Students not riding the bus should arrive between 8:40 a.m. and 8:45 a.m. Parents should enroll their children in the YMCA Before School Program if they need to be at school prior to 8:40 a.m.

Children are expected to go directly home after school unless they are participating in a special activity or are under a teacher's supervision. We ask that you communicate with your child and send a note to your child's teacher if it is necessary for them to go somewhere other than home after school.

#### TRANSPORTATION TO AND FROM SCHOOL

All resident students are assigned to a bus route. At the elementary level up to three students are assigned to each seat. Please help your child understand the importance of good manners and safety en route to the bus, school, and home again. Please refer to district guidelines in this handbook, review these with your child(ren) prior to the first bus ride and periodically throughout the year.

Depending on the route, it may be possible to arrange for your child to ride a different bus for a specific reason. The classroom teacher must have a dated written parental request at least by the morning of the request. Your child must give the approved request to the bus driver upon entering the bus. Permission for groups of children to ride a specific bus route will not be possible. If you have a concern about busing, please call Go RiteWay Bus Company, 414-249-5048, email them at [elmbrook@goriteway.com](mailto:elmbrook@goriteway.com) or contact the school office, 262-781-5280.

If you choose to have your child walk or ride their bike to school, select the safest and most protected route, choosing crossings carefully. Remind your child to look both ways before crossing, as Burleigh Place can be a very busy street. If you allow your students to ride a bicycle to school, he/she should park them in bicycle racks for the day. No bike riding during the school day is permitted. If you allow your child to walk or ride to/from school, a permission note is required. If your child will be walking or riding a bike to school the entire school year a permanent note in the office is permissible.

#### DISMISSAL

*We strongly encourage students to take the bus.* Please know that traffic congestion before and after school is a huge issue because of the location and limited road access to our large elementary school. When picking up your student, please enter our parking lot through the west entrance. Students will enter cars from the passenger side of the car, then proceed out of the parking lot to the east exit. **Patience is an absolute requirement for the safety of all our students.** Parents must pay attention while in line, so please, **no cell phone use.** Also, please note that before and after school safety supervisors will be monitoring drop off and pick up. At times they may seem gruff, but please remember that the safety of our students is our number one concern. Avoid the fuss.....let them ride the bus!!!

If you need to come into the building, please park in the lot and enter through the office door. This is the **ONLY** entrance that adults are allowed to enter. **Absolutely No Parking** is allowed at the curb. Please sign in at the office and receive your visitor's badge. After picking up your child at the classroom, you will need to exit the building through the office, sign out and return your visitor's badge.

Dismissal time is very hectic for our teachers as they prepare our children to go home. Students are dismissed at 3:43 pm. Visitors will not be allowed to classrooms for pick-up until 3:40 pm. So that teachers may focus on our students, anyone arriving prior to 3:40 pm will be asked to wait in the office until 3:40 pm.

At the end of the school day each child is expected to go home on his/her assigned bus. If there is a change to that plan, please notify us in the following ways;

1. If there is a permanent change to your child's schedule, please write a note to the office detailing the after school plan and we will share it with pertinent staff.
2. If there is a daily or short-term change to the regular schedule, please write a note to the classroom teacher. Teachers have their own voice mail account. During the school day you may call the main office number and request to be put into your teacher's voice mail. (Teachers will pick up their voice mail messages daily.)
3. If there is a last minute change to your child's schedule, please speak with an office assistant at 781-5280.

#### **BEFORE AND AFTER SCHOOL PROGRAM**

YMCA School Age Child Care will be available at Burleigh for the 2017-2018 school year. This is an on-site before and after school program for children ages 5-12. For more information, please call the YMCA School Age Department for the West Suburban YMCA at 414-454-4625 or by email at [wsschoolage@gucymca.org](mailto:wsschoolage@gucymca.org).

#### **STUDENT EARLY EXIT/RE-ENTERING**

Parents should report to the office and sign out their child. The office will call into the classroom for the student to come to the office to meet the parent or guardian. Upon returning to school, the child will check in with the office. Also, a note from the parent to the teacher is recommended.

#### **SCHOOL SPIRIT DAYS**

One way Burleigh students show school spirit is by wearing school colors or participating in special spirit days. School spirit days are planned by the Student Council, STAR Ambassadors and/or PTO. We encourage everyone to join in! Our school colors are purple and gold. Our mascot is the Burleigh Viking.

#### **PTO BOOKSTORE**

The PTO sponsors a school supply store located outside the Health Room. The store is open every day, 8:40-8:50 am. The store is staffed by 5th graders under the supervision of parent volunteers.

#### **SCHOOL PICTURES**

Pictures will be taken during our Meet & Greet day, August 30th, for added convenience to our parents. Photographers will be on site from 3:00 – 6:00 P.M. All pictures are pre-order. An order form will be mailed to your home, included in the on-line registration information and available for pick up that afternoon. Please fill this out and hand it to the photographer. If your child is not available to have their picture taken on registration day, our photographer will be taking make up pictures in the morning on Wednesday, September 13<sup>th</sup>. Memory Books will be offered for sale in January.

## VIDEOTAPING OF STUDENTS

Videotaping by parents/guardians of their own child(ren) is permitted at all-school and grade level programs and events. In all other situations pre-authorization by the child's teacher is required when parents/guardians desire to videotape their child during normal school hours, to minimize disruption of the educational process and to avoid conflicts with confidentiality of students.

## STUDENT-INITIATED FUNDRAISING POLICY

Burleigh recognizes the value of service projects and fundraising. To this end, Burleigh Elementary School has identified organizations, such as Children's Hospital of Wisconsin and Ronald McDonald House Charities, which it supports formally through school-organized and -sponsored fundraising activities.

The purpose of this policy is to address fundraising and service project efforts that are initiated by individual students who are seeking school-wide or class-wide participation. While Burleigh applauds the individual efforts of students, the school must recognize a balance that prevents individual student service/fundraising initiatives from directing staff resources and time and classroom learning away from curricular objectives.

Students who are organizing a fundraising and/or service activity that would involve Burleigh staff and/or students and/or take place at Burleigh Elementary School must complete the **Student Service and Fundraising Request Form**.

The following criteria will be considered by Burleigh's Administrative Team when evaluating the project for approval:

- Whether the proposed project supports and/or benefits an organization/charity that is presently identified by Burleigh as a target organization/charity
- Whether the proposed project directly benefits Burleigh Elementary School
- Whether the proposed project has a curricular connection and benefit to students of the class/school
- Whether and how the project will impact class learning time and objectives
- Whether there is a Burleigh staff member who is available and willing to supervise the project through completion