



**2022-2023**  
**Student Handbook**

# Table of Contents

<b>Academics</b>	<b>6</b>
Cheating Policy	
Grading Policy	
Homework	
Lockers	
Physical Education	
Promotion of Students	
Report Cards and Progress Reports	
Supply Fees	
Testing	
Textbooks	
<b>Arrival/Dismissal</b>	<b>8</b>
Pre-K	
Kindergarten- Sixth Grade	
Early Dismissals	
Early School Dismissal	
<b>Attendance</b>	<b>10</b>
Excused Absences	
Make Up Work	
Tardiness	
Unexcused Absences	
<b>Cafeteria</b>	<b>12</b>
<b>Cell Phones/Electronic Devices</b>	<b>13</b>
<b>Change of Address</b>	<b>13</b>
<b>Dress Code (Board Policy)</b>	<b>14</b>
<b>Emergency Procedures</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>

<b>Student Conduct</b>	<b>15</b>
<b>Assemblies</b>	
<b>Behavior</b>	
<b>Bus</b>	
<b>K-4</b>	
<b>5-6</b>	
<b>Detention</b>	
<b>Bullying</b>	
<b>Care of School Property</b>	
<b>Hall Courtesy</b>	
<b>Telephone</b>	
<b>Student Health</b>	<b>18</b>
<b>Medication</b>	
<b>Student Withdrawal</b>	<b>19</b>
<b>Substitute Teachers</b>	<b>19</b>
<b>Transportation</b>	<b>19</b>
<b>Visitors</b>	<b>20</b>
<b>Other Board Policies</b>	<b>20</b>
<b>Alcohol / Drugs</b>	
<b>Discrimination</b>	
<b>Handicap Rights</b>	
<b>Head Lice</b>	
<b>Notification of Asbestos</b>	
<b>Putnam County Board of Education Policies</b>	
<b>Searches</b>	
<b>Student Harassment/Discrimination – Grievance Procedures</b>	
<b>Student Concerns and Complaints</b>	
<b>Student Meetings Student Equal Access (Limited Public Forum)</b>	
<b>School Sponsored Events</b>	
<b>Student Records per Family Educational Rights and Privacy Act (FERPA)</b>	
<b>Tobacco</b>	

# Principal's Message

On behalf of Burks Elementary School, I would like to welcome you to the 2022-2023 school year! I'm excited about my second year as the principal at Burks, and I know the school year will be amazing! Burks Elementary School is named in honor of Tennessee State Senator, Tommy Burks. Senator Burks was a long time state representative and senator for the Monterey area. He was also an avid supporter of the public schools in our area.

We are all very excited about the 2022-2023 school year, where classrooms once again will be full with activities and ideas that challenge and inspire our students. Please don't hesitate to let us know if we can be of any assistance. We are here to help you and, most importantly, to help your child be successful!

Remember: You are important, you are valued, and you are loved!

Mrs. Heather Tinch, Principal

## Burks Elementary Belief Statement

Learning is a lifelong process in which all students become unique members of one society.

## Burks Elementary Mission Statement

Learning something new everyday!

## Burks Elementary Behavior Expectations

**B**e Responsible, **E**ngaged, and **S**afe!



**Burks Elementary Faculty/Staff List  
2022-2023**



*Heather Tinch, Principal  
Diana Cook, Assistant Principal*

**Kindergarten 1st Grade**

Haley Davis  
Amelia Guenther  
Brianna Pierce

Tabitha Buttram  
Caitlin Dillon  
Chastity Key  
Kerrie Roberts

**2nd Grade**

Vetta Eads  
Kathy Parr-Beaty  
Christy Tollett

**3rd Grade**

Mikayla Howard  
Kiri Jenkins  
Samantha Phillips

**4th Grade**

Crystal Burris  
Devon Heady  
Hannah Herbert  
Patty Sloan

**5th Grade**

Sandy Harris  
Janet Raines  
Sharol Uribe

**6th Grade**

Suzy Goolsby  
Crystal Harris  
Beth Troyer

**ENCORE**

Dwayne Roberts  
William Gentry  
Marcy Milligan  
Amy Stevens  
Teresa Wells  
John Wright

**ESL**

Amanda Childress  
Ronda Johnson  
Cristal Roberts

**SPED**

Michael Adkins  
Raegan Davis  
Trish Smith

**RTI**

Anna Hitchcock  
Carla Vaughn

**Pre-K**

Jessica Thompson  
Sarah Neff

## Assistants

Paula Bilbrey  
Rebecca Jones  
Lisa Phillips  
Adriana Salinas  
Heather Clouse  
Kim Farley  
Kim Harris  
Gabriela Hernandez  
Allanah Martian  
Tina Rankin

Amy Clark  
Laura Crail  
Chloe Harris

## Office

Lorna Matheney  
Karen Wells  
Maria Wells  
Makenzie Randolph  
Randy Brown, SRO

# \*\*\*\*\* **Academics** \*\*\*\*\*

## **Cheating Policy**

If a student is suspected of cheating, the teacher shall consider an alternative test or measure. Disciplinary action may be required by the administration.

## **Grading Policy**

The Putnam County Board of Education recognizes the need for a varying scale based upon the student's grade level.

Kindergarten students receive a progress report at the end of each nine weeks.

First and Second Grade students receive the following:

E = Excellent    G = Good    S = Satisfactory    N = Needs Improvement

Third through Sixth grade utilize the letter and numerical grading scale

A = 90-100            B = 80-89            C = 70-79            D = 60-69            F = 0-59

## **Homework Policy**

Homework is sometimes necessary but every effort will be made to keep it to a minimum. All assignments are expected to be completed on time.

**NO CLASSROOMS WILL BE UNLOCKED FOR A STUDENT TO RETRIEVE ANY WORK LEFT AT SCHOOL.**

## **Lockers (5<sup>th</sup> and 6<sup>th</sup>)**

Lockers are the property of Burks and may be inspected at any time. Students are required to keep their lockers in good condition at all times. Money or valuables should

not be kept in lockers. Students and parents are responsible for any damage that might occur during the school year. Stickers are prohibited on lockers.

## **PHYSICAL EDUCATION**

Physical education is a required subject in Tennessee; therefore, every student is expected to participate. For your child to actively participate in physical education please note the following:

\*Tennis Shoes must be worn on P.E. days. No sandals, slick-soled shoes, rubber spikes, clogs, boots, heels, or croc-type shoes. These shoes are not safe for activity.

\*Illnesses or injuries that would prevent your child from participating in gym should be explained in a note from you. A doctor's excuse is necessary for any child missing more than three days of gym.

## **Parent/Teacher Conferences**

A designated after school time for parent/teacher conferences is officially scheduled twice each school year, once early in each semester. However, at any time a conference may be scheduled by contacting the teacher. While we welcome visitors to Burks, we do request that you schedule a time to sit down and meet with the teacher(s) rather than coming in for an impromptu meeting. All teachers are available during their designated planning time.

## **Promotion of Students**

The professional staff will place students at the grade level best suited to them academically, socially, and emotionally. Retention may be made when, in the judgment of the teacher, such retention is in the best interest of the student. Decisions to retain are subject to review and approval of the principal after consultation with the teacher.

## **Report Cards and Progress Reports**

Report cards are emailed after each nine-week grading period for those students in grades 1 - 6. Parents may request a paper copy by contacting the student's teacher. Kindergarten report cards will continue to be distributed as paper copies. A progress report is emailed in the middle of each nine weeks. Information concerning grades may

be obtained by contacting the teacher or accessing the student's account on PowerSchool. PowerSchool access information may be obtained from the office.

## **Supply Fees**

At the beginning of each school year the supply fee amount will be provided to the families .

The Putnam County School System defines supply fees as:

1. Fees for activities that occur during regular school hours, including field trips;
2. Fees for activities and supplies required to participate in all courses offered for credit or grades.

School fees shall be waived for students who receive free or reduced-price school lunches. The application form is supplied by the State for determining eligibility for free or reduced-price lunches and must be completed by the parent/guardian yearly. The Department of Education shall be used to verify student eligibility for fee waivers. This application may be completed either on-line or a paper copy can be provided. Written notice of approval or denial of request for fee waivers shall be provided to all parents or guardians.

## **Testing**

Students of Burks Elementary are given a variety of assessments throughout the school year ranging from teacher created tests to state-mandated standardized tests. All students K-6 will be given a Universal Screener from iReady. Students in grades 2-6 will participate in the standardized assessment known as TCAP which is administered near the end of the year. Scores from all testing will be provided to parents in a timely manner.

## **Technology**

Technology is a vital source of information and communication linking school, home, community and the world to our students. While students are expected to utilize technology as a part of the learning experience, it should be understood that any type of misuse of a device will not be tolerated. Any improper usage may result in the loss of technology privileges.

## **Textbooks**

Students are responsible for all textbooks and library books issued or checked out to them. Parents will be required to reimburse the school for any lost or damaged books or equipment.



Prior to receiving textbooks the Putnam County Board of Education requires a textbook form be signed by parents. The form states that the parents will reimburse the school in the event that any books are badly damaged, destroyed or misplaced by the students. A current price list is available in the office.

# \*\*\*\*\* Arrival-Dismissal \*\*\*\*\*

## **PRE-K:**

All general education Pre-K and special education Pre-K students must be walked into the building and signed in with the appropriate teacher. **PRE-K STUDENTS MAY NOT ENTER OR EXIT THE BUILDING WITHOUT PARENTAL SUPERVISION.** For morning dropoff, all students and accompanying adults must enter through the front of the building.

Afternoon pickup each student must be signed out with their teacher at the time of dismissal. Teachers will meet the parents with their child at the designated pickup area of Burks Elementary School.

## **K-6<sup>th</sup> Grade**

*Drop-Off 7:00 - 8:00 a.m.*

Prior to 7:00 a.m. there is no adult supervision.

Parents are asked to please not bring students earlier than 7:00 a.m. Students should not stand in front of the building waiting for the doors to be opened.

All car riders should be dropped off in the front of the building in the designated areas. If a parent wishes to escort their child/children into the building please park in the front lot and enter through the front of the school. Upon entering the building, parents may wait with their student(s) in a designated area.

Instruction begins promptly at 8:00 a.m. Students who eat breakfast at school will need to be dropped off in time for them to eat, no later than 7:40, and still arrive in class before the 8:00 a.m. starting time. Any student remaining in the cafeteria at 7:50 will take their tray to the classroom.

*After 8:00 a.m.*

Students arriving after 8:00 are considered tardy and must be signed into the office. An admit slip is required to enter class. Please park and come into the building with your child to sign him/her in with the front office.

*Afternoon Pick-up*

Parents may walk up and sign their student out on the designated sheet.

The school day ends at 3:00 p.m. Students should be picked up no later than 3:30 p.m. All students that leave school early must be signed out by a parent/guardian. When leaving prior to the end of the school day, a student will be counted as absent and a note will be required the next day the student is in attendance.

## Early Dismissals

To protect our students, they will only be *released to those listed on record in the office*. We reserve the right to verify the identity of any individual who seeks to sign out a child from our school. In cases of child custody issues, the custodial parent must file a copy of signed court documents with the school office. The school will then follow the court order strictly.

## Early School Day Dismissals

From time to time due to inclement weather or other unforeseen factors, the Director of Schools may deem it necessary to dismiss schools prior to 3:00 p.m., the normal ending of the school day. On any such occasion, Burks Elementary will utilize the mode of transportation on record for such events. If these plans change at any time during the school year, please contact the office at 839-7641 or in writing as soon as possible.

# \*\*\*\*\* Attendance \*\*\*\*\*

Attendance is a key factor in the development of student achievement; therefore, students are expected to be present **EACH DAY** that school is in session. Perfect attendance is defined as being present and ON TIME for every period of every school day. Early dismissals DOES affect perfect attendance.

Parents/guardians of students ages 6 through 17 are required by Tennessee State Law (TCA 49-6-3001(c)(1)) to insure their child's regular school attendance. This attendance must be maintained unless an adequate medical excuse is provided to the local school system.

All students PreK - 6th arriving after 8:00 a.m. or dismissing before 3:00 p.m. **MUST** be signed in/out of the Burks office.

All preK students must be signed in and out with their teacher.

## Excused Absences

The school board does understand that there are times when your child must miss school because of illness or unforeseen problems. Principals are given the authority to excuse five absences per semester with a note from the parent or guardian for any of the following reasons:

\*Illness of immediate family

\*Death in the family or death of a close friend

### **\*Religious Observances**

**\*Planned family trips over which the student has no control and is required to accompany the family.**

### **\*Petitioned Court Appearance**

The student must not be charged or found guilty of an illegal activity. The principal may require verification for other court appearances.

**\*Circumstances, which in the judgment of the principal create emergencies over which the student has no control, will be dealt with on an individual basis.**

**\*Doctor and dentist appointments with an assigned slip by the doctor or dentist or it may be faxed to 839-6683 or emailed to matheneyl@pcsstn.com**

After the fifth (5) absence parents will be notified of board policy and a statement from a certified medical care provider will be required stating that the student was too ill to come to school

*A student who receives an excused admit slip must make arrangements with each teacher to make up any missed work the first day he/she returns to school. Following an excused absence the student has five (5) days to make up the work or make arrangements with the teachers for its completion.*

All parent notes should clearly state the student's first and last name, date, reason for absence(s), the parent/guardian's signature along with a working phone number. Absences will remain unexcused until the parent/guardian submits appropriate documentation.

Students missing a full day of school for a brief appointment is discouraged by school administration. A well child check up or teeth cleaning does not constitute a reason for a student to be absent the entire school day.

*All absence notes are subject to verification.*

## **Make Up Work**

If a parent wishes to request makeup work while their child is out sick they should call the office at 839-7641. The work will be ready for pickup in the front office twenty-four hours after the request.

## **Tardiness**

Note that student tardiness is defined as being late to school/class 5 minutes or less. If students are in the building but not in class after the designated time they are considered tardy. Any student that is tardy must report to the office to receive an admit slip to class. *Early dismissal also affects student absence.*

## **Unexcused Absences**

\*Missing class for lack of sufficient reason

\*No note from parent/guardian

\*Out of school suspension

\*Arriving later than 5 minutes to class

\*Circumstances, which in the judgment of the principal; constitutes an unexcused absence.

Any time a student leaves during the school day, that student is considered absent. All students must be signed out from the office by the parent or guardian. If a student leaves school early the previous day, he/she is also required to have a note when returning.

## \*\*\*\*\***Cafeteria**\*\*\*\*\*

Free and reduced price lunches are available for those who qualify. Students have a computerized meal account to which money can be added at any time. Please put the child's name and lunch number on your check or envelope and send it to the cafeteria.

**Student Account Monies:** Deposits can be made into accounts from the convenience of home using either a debit or credit card. Service is provided by School Payment Solutions and will include a fee for transactions. Parents will also be able to view student account activity and monitor account balance at no charge. For information on setting up an online account, please go to the following site:

<http://www.pcsstn.com/departments/foodservice.htm>

If a parent/guardian chooses, they may limit how many “extras” their child purchases by simply notifying the cafeteria in writing or by calling the school and leaving a message for the cafeteria at 839-7641.

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Students are expected to do his/her part by depositing all lunch litter in trash, returning trays and utensils to the window, leaving the table and floor around them clean, and remain seated in the cafeteria after receiving food until time to return the tray.

Students should be sure to purchase all food items when going through the line. Students will not be allowed to return to the serving line for condiments.

Cafeteria expectations are posted throughout the cafeteria. It is expected that students comply with all cafeteria expectations. Assigned seating, detention, cleaning of the cafeteria, and other administrative disciplinary actions may be issued for not following cafeteria expectations.

Parents/guardians only are welcome to come and eat with their children. When arriving at Burks please check in the office, approximately 5 minutes prior to their lunchtime. All visitors will be required to eat breakfast/lunch with their child only at the designated parent tables.

Any student remaining in the cafeteria for breakfast at 7:50 will be required to take their tray to their classroom.

## **\*\* Cell phones and Electronic Devices \*\***

As per Putnam County Board of Education Policy 6.312, Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls.

Such devices include, but are not limited to:

wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players.

However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work.

The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

*Unauthorized use or improper storage of a device may result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.*

**TCA, Title 49, Chapter 2 and Title 49, Chapter 6, relative to student discipline allows a teacher to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student.**

### **EXAMINATION OF CELL PHONES/ELECTRONIC DEVICES**

If the school principal or his/her designee has reasonable suspicion that a cell phone, personal communication device, or camera is used in violation of this policy, the principal and/or his/her designee may review the history of the cell phone with respect to the call list/log; text messages sent; and/or photographs taken.

The principal and/or his/her designee may also review the contents of a cell phone if they have reasonable suspicion to believe that any student's or other individual's safety and/or health are in danger.

### **AGREEMENT TO RULES AND POLICY**

By allowing a student to bring a cell phone, personal communication device, or electronic device to school, the parent and the student voluntarily agree to abide by these disciplinary rules and restrictions and the disciplinary rules established at each school by the principal and/or his/her designee with respect to said items at each individual school. The Putnam County Board of Education, its schools, nor its employees assume no responsibility or liability for the loss of or damage to any

student's personal communication device, or for the unauthorized use of a student's personal communication device.

## **\*\*Change of Address/Phone Number/Name\*\***

**CHANGE OF ADDRESS / PHONE NUMBER:** All parents/guardians should inform the office of address or telephone number changes. These changes affect PowerSchool notifications and the school message identification system.

**CHANGE OF NAME:** All student's documentation (report cards, reports etc.) will be housed under the name on the child's birth certificate. If for any reason a name change occurs please contact the Burks office as soon as possible.

## **\*\*\*\*\* Dress Code (Board Policy) \*\*\*\*\***

Student dress shall be expected to meet community standards of cleanliness, healthfulness and safety and shall not disrupt the educational process.

No student shall be permitted to wear any headgear (cap, hat, etc.) other than for religious or medical reasons during the school day.

The parent and student will be responsible for ensuring that the student is in compliance with all aspects of this code when the student enters the school premises and during the time the student is on school premises during the regular school hours.

No apparel, accessory (i.e. jewelry), or any mode of appearance may display, advertise, or denote any of the following:

Gang affiliation or gang sign(s) or symbol(s)

Alcohol or tobacco products

Profanity or vulgarity

Drugs and/or drug paraphernalia; including any related themes

Sexual theme or symbols

Racist overtures; hate themes or symbols

Themes of death or destruction

Violent, aggressive, or combative themes

Other suggestive or offensive sayings or graphics

Community standards dictate that clothing shall not be obscene or suggestive. *Halter tops, tank tops, or cropped tops that reveal a bare midriff and short skirts or shorts shall not be allowed.*

It shall be the responsibility of the school administration to develop administrative guidelines that provide clarity and uniformity to the application of this policy. As part of

the development of these administrative guidelines, building administrators shall set forth uniform and consistent consequences of dress code violations.

## \*\*\*\*\* Emergency Procedures \*\*\*\*\*

Multiple types of emergency drills are conducted throughout the school year to assist in the safety of our students. Detailed drill information concerning the procedures for fire, bad weather (tornado) and safety (intruder) is provided to each teacher. Classroom teachers go over these procedures with students and keep them posted in classrooms.

## \*\*\*\*\* Field Trips \*\*\*\*\*

Field trips are an extension of the learning environment for Burks students but they are also a privilege. Students are expected to behave in an exemplary manner whenever they are representing our school. *Any student who has been a consistent discipline problem may be excluded from any class trip.* A signed permission slip from a parent or guardian is required for all field trips. Field trips are earned as a grade level activity and may be canceled at any time.

## \*\*\*\*\* Student Conduct \*\*\*\*\*

Problems arise each year because students have items that interfere in some way with school procedure. No toys including fidget spinners will be allowed at school unless it is a special reward day designated by the teacher.

### Assemblies

School spirit and pride are expressed in conduct at assemblies. The behavior of students is important to the success and value of these assemblies. In this regard, students are asked to follow these guidelines: take seats quickly and quietly, be quiet and respectful, remain seated until dismissed, and avoid inappropriate behavior or noises.

### Behavior

Burks students are expected to follow the behavior expectations of Be Responsible, Engaged, and Safe!

### Bus

All students riding the bus are expected to maintain appropriate conduct at all times. Students should sit facing forward, in designated seats, keep hands, feet and arms to

themselves and inside the bus. Inappropriate or foul language is not acceptable. Students will be written up by the bus driver. If/when this occurs the appropriate disciplinary action will be determined by school administration.

## **Kindergarten – Fourth Grades**

Classroom teachers institute a behavior system appropriate for each grade level.

## **Fifth-Sixth Grade**

A check system is used throughout the school year. A classroom clipboard travels with in each group throughout the day. Checks are given for off task, talking, disruptive behavior, horseplay, and disrespectful. Students will be disciplined upon the accumulation of checks in their folder with the following consequences:

1. 5<sup>th</sup> check: Conference with student and lunch detention. Student calls home.
2. 10<sup>th</sup> check: Conference with student, lunch and recess detention. Student calls home.
3. 15<sup>th</sup> check: Conference with the student, lunch, recess and encore detention  
Student calls home.
4. 20<sup>th</sup> check: Conference with student, 2 days of lunch, recess, and encore.  
Student calls home.
5. 25<sup>th</sup> check: 1 day of ISS -The student will spend the day working in the ISS room under the supervision of office staff.
6. 30<sup>th</sup> check: 2 days ISS

All consequences for checks received may be changed based upon school administration discretion.

At the beginning of the semester each student begins with a clean chart.

Upon students receiving twenty conduct infractions, parents will be contacted for a disciplinary hearing on their child's behavior.

Cell phones: See individual section



**Disrespect:** Blatant disrespect for a member of the Burks Faculty and Staff will result in suspension from school and a parent-teacher conference.

**Fighting:** Name calling and fighting are prohibited; they will not be tolerated in any form.

**Horseplay** is defined as picking, shoving, pushing, pinching, tripping, etc. These actions are prohibited on school grounds. Students who engage will face disciplinary action.

**Inappropriate Language:** Inappropriate, profane, or vulgar language will not be tolerated. Students who engage in such language face suspension.

**Vandalism:** Acts of vandalism will be responded to with suspension, the requirement of restitution, and a report to the police department.

## **Detention**

Students who are assigned to detention for disciplinary reasons will not be pulled during academic time unless administration deems this necessary. They will serve their detention or ISS during their free times under the supervision of an administrator or their designee. Rules for detention are as follows: No talking or interaction with other students. Only one student in the restroom at a time. During lunch detention students will eat in a designated area away from their peers. During recess and encore times, students will walk designated paths for that day allowing students to receive the required physical activity. If a student is absent on his/her assigned day, that time will be made up on the next day detention is held.

## **Bullying (District Policy)**

According to Tennessee Code Annotated Section 49-6-1014 and Putnam County School Board Policy 6.304 Burks Elementary School will provide a safe environment for student learning. Bullying is defined as aggressive behavior that involves unwanted, negative actions. It involves a repeated pattern of behavior over a period of time and involves an imbalance of power or strength.

Harassment, intimidation, and/or bullying, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment and will not be tolerated. This policy addresses conduct that takes place on school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind.

Bullying should be *reported immediately to a teacher, counselor, staff member or administration*. An investigation will be conducted. Disciplinary actions include, but are not limited to, parent/child conferences, in-school suspension, out-of-school suspension. Administrators reserve the right to issue discipline according to the severity of the offense.

Not all cases of inappropriate student behavior are bullying however, when an incidence of possible bullying is reported to the administration, an investigation begins. The length of these investigations vary. Due to this variation, the investigation may continue for multiple hours or days.

### Consequences of Bullying

*See Rubric in back of the handbook.*

## Care of School Property

Students are responsible for the proper care of all books, supplies, lockers, and furniture as well as the building itself. It is our duty to keep Burks Elementary School a place which the students, parents, and community can be proud of. We solicit the help of all students in keeping our school clean. Please pick up paper, cans, bottles, or debris and dispose of them properly.

Gum chewing is not permitted anywhere on school grounds!

No food may leave the cafeteria.

## Telephone

Students will not be called out of class to receive phone calls. A faculty or staff member will deliver messages left for the student. Students will not use the office phone for personal calls except in cases of **EXTREME EMERGENCIES** and with staff permission.

## \*\*\*\*\* Student Health \*\*\*\*\*

If your child has a medical condition that might require special action, please contact School Health Services at 526-9777. Examples would be *diabetes, asthma, severe allergies with the need for an EpiPen, seizures, or others*. The School Health Services will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist:

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick or unusual) nasal or eye drainage
- Diarrhea
- Skin rashes or eruptions, such as scabies, chicken pox or impetigo
- Complaints of earache, severe stomach ache, sore throat or severe headache
- Red throat, swollen glands around jaw, ears or neck

- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pains)
- Head or body lice must be treated with appropriate medication before returning to school

**MEDICATION**

Students required to take prescribed medication must have an *Administration of Medication* form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the principal's office by the parent/guardian. (Students do not complete the form or transport medication to school). Medication will be kept and given to the student at the designated time.

The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student's request.

Any changes in medication that is administered at school, requires the completion of a new medication form.

All medications must be picked up at the end of the school year or they will be properly disposed of. The school nurse will not hold medicines until the next year.

\*\*\*\*\* **Student Withdrawals** \*\*\*\*\*

If a student is withdrawing from Burks, the school must be notified by an adult. All textbooks, library books and other materials must be returned to school. Any outstanding cafeteria accounts must be settled. The proper paperwork must be completed.

\*\*\*\*\* **Substitute Teachers** \*\*\*\*\*

Burks Elementary students will treat all substitute teachers with respect. Students are to be considerate in our school. Our aim is for our students to be well mannered, courteous, and cooperative. Students should remember to follow Burk's building level expectations at all times especially when a substitute is in a classroom.

\*\*\*\*\* **Transportation** \*\*\*\*\*

All students are expected to enter the building as soon as they are dropped off or exit the bus.

## **BUS REGULATIONS**

Riding the bus is a privilege. *Improper conduct on the buses will result in that privilege being denied.* Write-ups by a bus driver will result in disciplinary action that school administration deems necessary.

Only regularly scheduled bus students are allowed to ride school buses. The school administration understands that situations arise where students must use an alternate mode of transportation. Please contact Burks as soon as possible with this information.

If it is necessary for a student to ride a bus that is different from the regularly scheduled one, or it is the first time riding the bus, parents are to send a note or contact Burks Elementary School office **before 2:00 p.m. requesting a student be permitted to ride.** A bus note will be issued for the student to give to the bus driver when boarding the bus.

Either car line may be utilized for pickups but no dismissals will occur until the school buses have cleared the building helping to ensure the safety of our students.

## \*\*\*\*\* **Visitors** \*\*\*\*\*

Visitors are always welcomed here at Burks but we ask you to follow building guidelines.

Upon being buzzed into the building, **ALL VISITORS** must present a valid driver's license or other valid identification when reporting to the office in order to receive a visitor's pass.

When leaving the building, return the visitor's pass back to the office when signing out.

While visitors are always welcome, parents may walk their children to the doors, but as a safety precaution, may not walk their children to the classroom. Thank you for your efforts to keep our entire school safe!

**NO VISITORS WILL BE ALLOWED INTO THE BUILDING AFTER OFFICE HOURS.**

**NO VISITORS WILL BE ALLOWED INTO THE BUILDING DURING SAFETY DRILLS.**

## \*\*\*\*\* **Other Board Policies** \*\*\*\*\*

### **Alcohol / Drugs**

The use or possession of intoxicants or illegal drugs on school property or in any vehicle used to transport students to school events is prohibited. Attendance at school events while under the influence of any of these is prohibited. Any person in violation

shall be subject to removal from school property and prosecution in accordance with the provisions of Putnam County School Board Policy.

### **Alcohol**

At the first offense of attending school while intoxicated or while using or possessing an alcoholic beverage on school property, the student shall be suspended by the principal for ten (10) days. If there should be a second offense, the student shall be referred to the superintendent and/or board for expulsion from school for not less than a semester.

### **Discrimination**

In accordance with Title VI the Putnam County School District does not discriminate against any student, employee or applicant based on race, color, national origin or the basis of sex. No student will be denied the benefits of, or excluded from participating in, any activity or program sponsored by the Putnam County Board of Education. No office, officer, or employee of the Putnam County School District shall intimidate, threaten, harass, coerce, discriminate against or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

### **Drugs**

Any student using any illegal drug, non-prescribed narcotic drug, or marijuana or possessing, selling, or transmitting drugs or controlled paraphernalia shall be referred to the superintendent and/or board for expulsion from school for not less than a semester. (Board Policy 6.309)

### **Handicap Rights**

It is the policy of the Putnam County School District not to discriminate on the basis of handicap. The Putnam County School District will not:

1. Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
2. Afford a qualified handicapped person an opportunity to participate in or benefit from any aid, benefit, or service that is not equal to that afforded others.
3. Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided by others.
4. Provide different or separate aid, benefits, or services to handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others.
5. Aid to perpetuate discrimination against a qualified handicapped person by providing significant assistance to any agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient's program.
6. Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.
7. Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving aid, benefit, or service.

**Civil Rights Coordinator  
Tennessee Department of Education  
26th Floor, William Snodgrass Tower  
312 Eighth Avenue North  
Nashville, Tennessee 37243**

## **Head Lice**

According to PCBOE policy 6.4031, no student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has head lice. A letter will be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:

- 1. proof of treatment with a head lice shampoo**
- 2. satisfactory examination by a school health official**

Treatment and prevention procedures will be developed by the director of school/school nurse and distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

## **Notification of Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act (AEHRA), Putnam County School System is required to notify all employees, parents and students of the availability of and location of the AEHRA management plan. Burks Elementary School's plan is located in the principal's office as well as at the School Board. The school system is also required to notify individuals where asbestos remains within buildings. Burks has been identified as asbestos free.

**Putnam County Board of Education Policies**

An in-depth explanation of each Putnam County Board of Education policy may be found on the school system website at pcsstn.com under the School Board tab.

## **Searches**

**Search of Persons and Containers – (a) A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person if such action is reasonable to the principal. (b) All of the following standards of reasonableness shall be met:**

- **A particular student has violated school policy;**
- **The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;**
- **The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;**
- **The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and**
- **The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student, as well as the nature of the infraction alleged to have been committed.**

## **Student Harassment/Discrimination – Grievance Procedures**

**Harassment toward any student will not be tolerated. If a student feels as if he/she has been the recipient of any form of harassment it should be reported to the administration. All circumstances including the nature of the conduct and the context in which the alleged conduct occurred will be investigated.**

**Filing a Complaint: Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information: identity of the alleged victim and person accused; location, date, time, and circumstances surrounding the alleged incident; identity of witnesses; and any other evidence available. Detailed procedures for the investigation and decision and appeal procedures may be obtained from the complaint managers in the school.**

## **Student Concerns and Complaints**

**Conflicts between students such as disagreements, bullying, name-calling, intimidation, or any other potential conflict(s) that could result in a physical confrontation and/or could reasonably be considered to cause emotional distress should be reported to a**

school official immediately. Students are expected to resolve all conflicts in a non-violent, non-threatening, non-demeaning way.

Decisions made by school personnel such as assistant principals, teachers, or teacher assistants which student's believe are unfair or in violation of pertinent policies of the board or individual school rules may be appealed to the principal or a designated representative. Procedures to appeal can be obtained from the principal or counselor.

#### **Student Meetings Student Equal Access (Limited Public Forum)**

According to Putnam County Board policy #4.802 schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

#### **School Sponsored Events**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:



1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, in decent or promotes illegal drug use.

To the extent possible and practical, prior to the events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

#### **Student Records per Family Educational Rights and Privacy Act (FERPA):**

A cumulative record shall be kept for each student enrolled at Burks Elementary School. The folder shall contain a health record, attendance record, and academic record; shall be kept current; and shall accompany the student through his/her school career. Specific requirements of this law can be obtained from the school office.

#### **Tobacco**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

No student shall be allowed to smoke, chew, or possess tobacco or tobacco products on school premises. Tennessee Codes Annotated Section 39-17-1505 (b), (c) states, "Any person who violates this section shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. The citation shall require the person to appear in the Juvenile Court for the county in which the violation is alleged to have occurred. At the time of issuance of the citation, the law enforcement officer or school principal shall seize the tobacco product as contraband. A violation of this section is a civil offense, the penalty for which is a civil penalty of not less than ten dollars, nor more than fifty dollars plus court costs. Upon its determination that the person has violated this section, the Juvenile Court shall determine the amount of the civil penalty and shall order the destruction of the tobacco product. Students violating this policy are also subject to school consequences.

#### **Burks Elementary Handbook Notice**

I have received the Burks Elementary Handbook for this school year. I have read and understand the rules, procedures and attendance laws addressed in the handbook. I have discussed them with my child.

---

**Student Name**

---

**Parent/Guardian Signature    Date**