

Edmund A. Burns Elementary School

~ Parent/Student Handbook ~
2017-2018



“Empowering every student for success in a safe,
engaging environment.”

A Message from the Principal

INSERT MESSAGE FROM PRINCIPAL HERE

About CCSD

Charleston County School District (CCSD) is the second largest school system in South Carolina representing a unique blend of urban, suburban, and rural schools that span 1,000 square miles of coastal lands. CCSD serves more than 49,000 students in 86 schools and several specialized programs. CCSD offers a diverse, expanding portfolio of options—including neighborhood, charter, magnet, IB (international baccalaureate), and Montessori



schools—and is divided into elementary and early, middle, and secondary Learning Communities, each led by an associate superintendent. With approximately 6,500 employees district-wide, CCSD is the fourth largest employer in the region.

Our Mission

The mission of CCSD, a dynamic system of challenging educational choices, is to increase student achievement overall and close the achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

Our Vision

Every child will graduate from CCSD with the critical skills and knowledge necessary to succeed in college and the 21st Century global workforce.

Charleston County School District Contact Information

Dr. Gerrita Postlewait, Superintendent
Charleston County School District Offices
75 Calhoun Street, Charleston, SC 29401
Phone: (843) 937-6300

Edmund A. Burns Contact Information

Administrative Staff

Burns Elementary School @ McNair
3795 Spruill Avenue, North Charleston, SC 29405

Mr. John Cobb, Principal
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Bobbie Grant, Assistant Principal
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Marvin Taylor, Assistant Principal
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Email: marvin_taylor@charleston.k12.sc.us

Office Staff

Mrs. Lillie Knight, Student Data Clerk
Phone: (843) 745-7113
Email: lillie_knight@charleston.k12.sc.us

Ms. Tameka Lemon, Bookkeeper/Secretary
Phone: (843) 745 - 1953
Email: Tameka_lemon@charleston.k12.sc.us

Family Support Staff

Mrs. Patti Clerc, Parent Educator
Phone: (843) 745-1912
Email: patricia_clerc@charleston.k12.sc.us

Mrs. Susan Sacco, Communities in Schools
Phone: (843) 745-1912
Email: susan_sacco@charleston.k12.sc.us

Animals

Animals of any kind are not permitted on school grounds or in the school building. This includes after school hours as well.

Arrival and Dismissal

Your help is needed and appreciated for us to have a smooth and safe arrival and dismissal. **Students' safety is our main concern.** Please remember to be respectful to all staff whom are assisting with the safety of your child at these busy times.

Morning Drop Off:

1. Scholars may begin arriving at 7:00 a.m. to school. There is **NO SUPERVISION** of scholars on school grounds prior to 7:00 a.m.

2. In the mornings, car riders should be released in the back of the building. Cars will pull all the way forward in a single file line, staying to the right side, stacking cars as closely and as safely as possible. Children will NOT exit their cars until they are in the drop-off area where staff members are on duty. Parents do not need to get out of the car. Staff members will be along the curb to help scholars in or out of the vehicles. Please follow the traffic signs that are posted and directed by staff members. Please stay in the line, even after your child is safely in your car. The cars will be loaded and directed to the exit in the line.
3. When arriving prior to the 7:25 am tardy bell, if you would like to walk your child in, you **MUST** park only in designated parking spaces for visitors. Parents will be allowed to walk their child in for the first week of school. After the first week, all adults will be required to sign in at the front office of the school to receive a visitor's pass. After the first week of school, **ONLY CHILD DEVELOPMENT STUDENTS** will be permitted to be walked to their classroom and parents must obtain a visitor's pass each time. This must occur before the 7:25 am tardy bell.
4. Any student arriving at 7:25 am or later **MUST** be walked to the front office to be signed in. You will be called for an immediate conference with Administration for violating this policy. Please park your car in a designated parking space for Visitors.
5. Bus riders are released and picked up in the front of the school. The bus loop is staffed in both the morning and afternoon. All bus riders are required to exit the bus in single file where dropped off.
6. There is to be **NO** dropping off of children in the front of the school on Spruill Ave or the side of the school; all car drop offs must occur at the back of the school.
7. Due to the zoning of Burns Elementary and the far distance to the Burns @ McNair Campus, there will be no "walkers" permitted this school year.

Afternoon Pick Up:

1. Dismissal will begin at 2:25 pm. **Parents will not be permitted to check scholars out of school after 2:00 pm** during our dismissal process. This part of the instructional day is too busy with end-of-day activities and instructions for the next day. Your cooperation with this request is appreciated.
2. At the end of the day, children must remain in the specified pick-up area where there is staff supervision. **Car riders will exit through door #2 in the back of the building.** Cars will pull all the way forward in front of the building in a single file line, staying to the right, stacking the cars as closely and as safely as possible. You will not be permitted to exit your car. Your child will be brought to you by a staff member and they will open the back passenger seat that is closest to the sidewalk and help load and secure your child into the car.
3. Parents are asked to place their car rider sign in the front windshield each day so that staff can see it clearly. We will call out the scholar's name and number (over a walkie talkie) as cars pull up. Children will NOT be permitted to leave the building and enter their cars until called and escorted by a staff member, beginning at 2:25 p.m.

4. Please do NOT get out of your car while in the car line. If you need to talk with your child's teacher or come into the building please park in a designated parking space and enter the main entrance after 2:25 pm.

Assessments

Each year the South Carolina State Department of Education and the Charleston County School District administer specific standardized assessments. Child Development classes are screened using the DIAL and myIGDI's assessments in the fall, winter and spring. First through fifth grades will participate in MAP (Measures of Academic Progress) for reading, math, and language three times a year. Students in grade three will take the SC READY Assessment in Math, Reading and Writing in May. Grades four and five will take the PASS Assessment, the State's assessment in the spring, once in March (writing) and also in May (reading, math, science, & social studies). Parents/Guardians will be kept informed of their child's progress and of the test dates and the best ways to help your child prepare for these important assessments. Parents are invited to schedule a conference with their child's teacher or the principal to interpret the results of all assessment scores.

Attendance

Regular attendance is **essential** to a scholar's success in school and is required by South Carolina law.

- An **excused absence** is defined as:
 - Illness of the student
 - Medical or dental appointment
 - Court appearance or court ordered activity
 - Death in the immediate family
 - Observance of a religious holiday
 - Activities approved by the administrative team
 - Extenuating circumstances as determined by the principal
- A note from the parent concerning each absence is required within three days or it will result in an unexcused absence.
- Ten or more unexcused absences may result in a child being retained. When visiting a doctor, make sure you get a doctor's excuse.
- After **five tardies and/or three absences** without excuses, parents will be notified to attend a truancy conference at school to create an action plan to decrease further tardies and/or absences.
- Scholars are marked tardy if they arrive after 7:25 a.m., and absent if they attend less than ½ day of school which is 3 ½ hours. A half day constitutes arrival after 10:55 am or leaving school before 10:55 am.

Awards

Awards ceremonies recognize scholars for their efforts and achievements. Awards ceremonies will be held at the end of each semester. We encourage parents to attend these ceremonies to support and celebrate your child's success. Honor Roll scholars will also be recognized on bulletin board displays quarterly.

Bringing Things to School

Any item not related to, or contributing to, the instructional program of the classroom, or an item that is a distracting influence, is prohibited. The only time scholars should bring toys/games to school is when the teacher instructs them to do so, for instructional purposes. Teachers will provide this request in writing to parents. Any items taken from a child must be picked up by a parent in the school office.

Bus Transportation

Durham School Services provides bus transportation to scholars living within the school attendance zone.

- Parents are responsible for their child's safety to, from and at the bus stop. All scholars are asked to be at the bus stop ten minutes before the scheduled pick-up time. Drivers are only allowed to make stops listed on the route sheets. Parents or scholars may not request drivers to pick-up or drop-off at unauthorized stops. Please be sure that you and your child know your bus stop before the school year begins.
- When requesting a bus pick-up for a special needs scholar, parents/guardians must go to the school to complete the required paperwork.
- Parents need to be at home to greet scholars in CD-1st grade in order for the bus driver to let them off the bus.

Bus Expectations

Durham School Services is a private firm that operates the Charleston County School District's Bus System. Rules and policies on the buses are necessary to ensure each child's safety. The order maintained on the bus is a huge responsibility for the driver and therefore the driver is required to report any disorderly bus conduct to the school administration immediately. Very clear expectations allow the students to know the consequences for the failure to follow school bus rules.

If your child is not dropped off at his or her stop, or if you have any concerns about bus transportation, please follow these steps.

1. Contact friends or family members who possibly could have made alternative plans for your child but may have failed to communicate with you.
2. Call Burns Elementary at (843) 745 - 7113. School offices have full coverage that extends before and after the school day, and staff members are prepared to answer your call. The school will be able to communicate with the staff members on bus duty that day
3. If you do not get through or have further questions, call your area's "bus supervisor." These are Durham School Services staff members who are on call to hear your concerns. Supervisors can quickly communicate with their drivers by the parent or guardian calling (843) 745-7084.

Call the Durham Bus Services Company central office at (843) 725-3160. This number is covered from 8:30-5:00 p.m.

Call the CCSD Transportation Office at (843) 566-8142 or (843) 566-8169.

Bus Discipline Policy

Durham Bus Services and the bus drivers have the responsibility to provide your family with safe and timely transportation to and from school. Therefore, it is extremely important for students to show behavior that allows the bus driver to provide his/her service in a safe manner.

Students should follow the expectations outlined in the Student Code of Conduct in order to show our 3 R's expectations on the bus and at the bus stops. Transportation to and from school is a service delivered to your family; therefore, it is the expectation for all students to practice 3 R's behaviors. In order to maintain safety on the bus, service will be denied to students that cause a danger to the safety of others by acting in ways that distract the bus driver or show disrespect to others or bus property. Inappropriate behaviors include those behaviors present at the bus stop too.

Riding the bus is a privilege. In order to ensure the safety of all scholars, the following rules have been established and must be adhered to by ALL scholars at all times:

1. Keep hands, feet, and objects to yourself. (No Fighting)
2. Place your book bag in your lap.
3. Do not write on or damage seats, window, or bus equipment.
4. Sit in assigned seat, remain seated, and follow the bus driver's directions.
5. Profane or obscene language, gestures, or loud noises are not permitted.
6. Read silently or review silently what you have learned in class.
7. Littering & throwing items out of the window is against the law. If this happens, bus privileges may be lost for the remainder of the year.
8. No food or drinks are permitted on the bus.



Consequences for violating bus rules:

1st offense: Verbal warning will be given to both student and family.

2nd offense: Written warning will be given and must be signed by a parent.

3rd offense: Parent conference

4th offense: Parent contacted and scholar is suspended from the bus for one day or more.

5th offense: Parent notified and scholar is suspended from the bus for two days or more.

6th offense: Parent notified and scholar is suspended from the bus for three days or more.

7th offense: Parent notified and scholar is suspended from the bus for five days.

8th offense: Bus riding privileges denied for the remainder of the year.

*Each time a student is suspended from the bus it is the responsibility of the parent to provide transportation for the student to get to and from school.

Changing Buses

STUDENTS WILL NOT BE PERMITTED TO RIDE ANY BUS OTHER THAN HIS/HER REGULAR BUS WITHOUT A NOTE SIGNED BY A PARENT AND WRITTEN APPROVAL BY

THE PRINCIPAL OR ASSISTANT PRINCIPALS. APPROVAL MUST BE OBTAINED EACH TIME YOU ARE REQUESTING A BUS CHANGE.

Students may also lose bus riding privileges for the year by demonstrating behavior that is extremely dangerous to others on the bus or in the public. To report problems at the bus stop, please contact the North Charleston Police department. To report problems with the route or the bus driver contact the school's Assistant Principals at (843) 746-2210 or Durham Bus Services at (843) 745-7083.

**** Hotline for Durham Bus Services: (843) 725-3170 ****

Cash or Money Orders

Burns is unable to accept checks. Cash or Money Orders are acceptable.

Change of Address

The school's office must have a current address and working telephone numbers of THREE parents/guardians/emergency contacts at all times. Please notify the school immediately when moving, changing telephone numbers, or place of employment. Please contact the school's data clerk to make changes. It is preferred that you please send those changes into school in writing.

Class Parties

Teachers are permitted to have class parties two (2) times during the year – at the end of the first semester, prior to the winter break and at the end of the school year. Parents may be asked to assist with these celebrations. Birthday parties for scholars are not permitted. *Scholars may celebrate birthdays with refreshments at lunch.* Family members or guardians are not permitted to bring balloons or other gifts during the school day. **When refreshments are provided for the class, the item must be store purchased and in a container that the seal has not been opened, and there must be enough of the item(s) to share with all students in the class.**

Clinic

A registered nurse or LPN is on duty throughout the week during school hours. Every parent/guardian must complete an emergency card with at least **three** valid telephone numbers.

- In case of an injury, the school's nurse, or a member of the staff who is trained in first aid, will render first aid and notify parents if necessary.
- All medication must be registered with the school's clinic or office. Law requires a physician's authorization form to be on file in the clinic before we can give medicine to your child. Scholars should not bring their personal non-prescribed medicine to school. If unauthorized medication is brought to school, it will be taken by the nurse and will only be released to a parent.
- In the event that we are unable to contact the parent for a sick child, the person listed on the child's emergency card will be notified. We will not release a child to anyone not listed on his/her emergency card, unless we are notified

by the parent or guardian. Parents are required to make certain that information on the emergency card is completed and kept up to date. When you are called to pick up your sick child, our expectation is that you (or the emergency contact) will arrive in no more than forty minutes from the time of the call.

Daily Parent Expectations & Communication

Parents will be expected to review and sign your child's **Daily Communication Folder** each night. All Burns scholars in grades CD through 5 will be learning organizational skills through the use of Daily Communication Folders. These folders will be used for communicating our academic focus, PBIS daily points for behavior, homework, reading logs, graded work, parental notices, weekly and or monthly reports, etc. The folders will also serve as a vehicle for short, basic communication between teachers and parents. Please use this as an opportunity to ask your child about their day and have them show you work that they brought home, discuss their points for the day and work together to set goals for the following day. Please remember to empty your child's folder each night of papers that are to remain at home. **This form of daily communication has proven extremely helpful in increasing communication between home and school. Please remember to sign the point sheet and reading log on a daily basis.**

Please discuss, review, and support school expectations with your child. Model appropriate behavior and use respectful language at the school. Keep most responsibility with your child but accept final responsibility for your child's actions. We can all work together to make sure that our scholars behave respectfully, responsibly and reliably both at school and at home. This will increase their success at school and decrease your stress at home!

Daily Schedule

7:00 a.m.	Scholars Arrive & Breakfast Begins
7:28 a.m.	Tardy Bell Rings. All scholars arriving late must be walked to the main office by their parent and signed in. Morning Music and Announcements
7:30 a.m.	Instruction begins
2:00 p.m.	No transportation changes as of this time.
2:25 p.m.	Dismissal procedures begin
2:50 p.m.	Dismissal complete



Discipline

Research shows that is very important to have a comprehensive, universal discipline policy at school to ensure the safety of all students and staff and to provide an environment conducive for learning. Children feel secure and safe when they know what is expected and when it is continually reinforced in a positive way. Classroom rules and school wide expectations are developed using the **Positive Behavior Interventions and Supports (PBIS)** Framework.

- AN ENVIRONMENT FREE OF DISRUPTION IS ESSENTIAL TO YOUR CHILD'S EDUCATIONAL SUCCESS!
- Scholars will earn points daily. Check with your child to see how many points they are earning each day and how they were earned. Scholars and parents should plan to attend an orientation session that will provide further details.
- PBIS helps both staff and scholars to be effective and safe at school. You can see the framework being used in “real time” through things like our school vision, our school expectations, the scholar point system, monthly and weekly rewards, and even through documents like this handbook! Our PBIS framework makes sure that we are making data based decisions and keeping academic achievement our highest priority at Burns.
- Fighting, physical violence, and bullying are strictly forbidden at Burns. Fighting and other major referrals will result in an automatic classroom removal followed by a mandatory parent conference (suspension will be determined by administration). Parents and scholars will be required to attend a re-admittance meeting following any off campus suspension prior to the scholar returning to school.

A copy of the 3 R's discipline plan will be sent home the first week of school for parents and students to review, sign and return to school to be kept in each student's file.

Emergency Closings and Delayed Openings

- If it is necessary to **close the school** because of adverse weather or other emergency conditions, the information will be broadcasted by local radio and television stations. The school is informed by a phone network established for emergencies by the Charleston County School District. The decision to dismiss scholars will be made by the school district. If you wish to come for your child under these circumstances, we urge you to use extreme caution, as traffic conditions can be hazardous in the vicinity of the school. Please remember that we have a large number of students and each student will need to be signed out individually if you choose to do so.
- If an occasion arises for school to **dismiss early**, be sure your child is properly instructed in advance as to where to go in an event that you are unable to be at home. Parents are encouraged not to call the school under these conditions to ask questions, as telephone lines must be kept open to receive instructions.

- A **delayed opening** is when all schools, area offices, and district offices will operate on a delay. School and offices will open later than normal. Buses will run later than normal and scholars should not be dropped off before school opens.
- CCSD's School Messenger system is used to communicate via email and phone. It is of the utmost importance that we have current contact info for you in order for you to receive these messages. Please be sure there is always room in your voice mailbox for us to leave a message.

Exceptional Children Services

The mission of Exceptional Children Services (ECS) is to provide our students with a continuum of high quality education and related services that meets their unique needs and ensures that they gain the knowledge, skills and abilities necessary to go to college, pursue 21st Century careers and become independent and productive citizens. The vision of the Exceptional Children Services is that all students receive a full continuum of services and a rigorous, high quality education that prepares them for success in college, careers, community life, and independent living. Therefore, in CCSD and at Burns Elementary, we believe all students must: have access to equal and appropriate educational opportunities in safe, orderly general education settings in schools as close to home as possible; be considered as general education students first; be welcomed as unique individuals and integrated into the school community; and, be provided high quality, rigorous and relevant instruction. ECS supports the Burns Elementary by: facilitating training on legal policies, procedures, programs, and practices for the education of exceptional children ; offering extra supports, shared resources, parent training, and community outreach for exceptional children and their families; and, providing direct and explicit instructional assistance on research-based programs and strategies for teachers of exceptional children.

Family Events

The relationship between home and school is of the utmost importance to the success of all students. There will be many family events held throughout the school year at Burns. (Please be sure to check monthly newsletter).

Guidance

At Burns, we take very seriously the opportunity to encourage learning and to nurture a healthy self-concept in each and every child. It is our intent to be a partner with every parent in our joint effort to help every child grow academically, physically, socially, and emotionally. Our guidance program is a fundamental part of this effort and will include classroom lessons, individual and small group counseling.

Homework Policy

Homework and/or class work assignments are CCSD policy and should reinforce skills studied during the day or study unit. All teachers will assign required homework Monday through Thursday to ensure academic success. In addition, all scholars will be reading every night. Please encourage your child to read every day and document/sign for books read on their reading log. It is helpful if the scholar has a set

time and place to study. It is very important to their success in school and life-long learning.

Grade	Required Homework Time (Per Night)	Required Reading Time (Per Night)
CD	10 minutes	15 minutes
1	15 minutes	20 minutes
2	15 minutes	20 minutes
3	20 minutes	30 minutes
4	25 minutes	30 minutes
5	30 minutes	30 minutes

Immunizations and Vaccinations

State law requires that every child who is admitted to a public school have a complete South Carolina immunization on file. Failure to do so will result in exclusion from school.

Lost and Found

The school has a lost and found in the Clinic. Items found will remain until claimed by their owners. After 90 days, clothing items will be donated to a local charity. Items of value such as watches, rings, house keys, and eyeglasses are to be turned in to the office staff and will be secured in the office. Parents, please put your child's name on all clothing, lunch boxes, book bags, and eyeglass cases! Items with names can be returned immediately. Valuable jewelry, watches and other objects should not be worn to school. BURNS ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.

Meal Program

Breakfast and lunch are served daily at Burns. Menus will be sent home in your child's folder.

Parent Conferences

We encourage you to build a positive relationship with your child's teacher. Conferences with your child's teacher should be held before school, during planning time, or after school. Conferences will not be allowed during classroom instructional time. All conferences **MUST** be scheduled in advance with your child's teacher. Parent conferences (in person) are mandatory to receive your child's report card each grading period.

Promotion Standards

Grades 1 and 2

To be promoted, the scholar must:

1. Demonstrate satisfactory on the South Carolina Standards as measured by formal and informal assessments.

2. Earn a minimum passing grade for the year in Reading/Language Arts and Mathematics
3. Meet SC attendance requirements.

Grades 3-5

To be promoted, the scholar must:

1. Demonstrate satisfactory performance on the South Carolina Standards as measured by formal and informal assessments
2. Earn a minimum passing grade of 70 for the year in Reading, Language Arts, Math, Science, and Social Studies
3. Meet SC attendance requirements

CCSD Grading System

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 0-59

Progress Reports and Report Cards

Progress reports will be sent home with the scholar at the half-way point of each nine week grading period. Report cards will be given to you, after meeting with your child's teacher, at the end of each grading period. See the CCSD calendar for dates that report cards and progress reports are scheduled to be sent home. Conferences will be scheduled in the days around that date.

School Improvement Council

This community organization's purpose is to address the needs of the community as it relates to our school through recommendations. This is a decision-making group that participates in setting goals, identifying needs, and addressing concerns of the community. The School Improvement Council (SIC) meets the last Thursday of most months at 4:00 p.m. (See Calendar) If you are interested in joining our SIC team please contact our office (843-745-7113).

Sign-Out Procedures

Scholars are marked absent if they attend less than ½ day of school which is 3 ½ hours. A half day constitutes arrival after 10:55 am or leaving school before 10:55 am. Parents/guardians must show a picture ID before signing out a scholar. Scholars may only be signed out by those individuals whom are listed on their Emergency Contact Card. Scholars are not allowed to sign themselves out. We do not accept phone calls to sign scholars out or to "get them ready to be picked up." When necessary, scholar sign-out must be completed, in person, prior 2:00 p.m. for safety reasons. Please allow your child to be in school daily until they are dismissed. All appointments should be scheduled after school hours, as they are not excused reasons.

Tardies

Prompt arrival at school is expected of all scholars. It is the responsibility of the **parents** to see that their child gets to school on time each day. Scholars are to be in their classroom by 7:25 a.m. to be considered on time. Scholars may arrive as early as 7:00 a.m. **After five tardies without acceptable excused notes, parents will be required to attend an immediate truancy conference with the Burns Administration to create an action plan to decrease further tardies.**

Parent Programs

In addition to Parent Power, Burns Elementary will also have a parent educator, Mrs. Patti Clerc (Monday - Thursday) during the 2017-2018 school year. Monthly programs will include various topics such as: Mother read; Lunch, Listen, and Learn; SC PASS testing tips; Black History; ADHD; homework tips; and other topics as the schedule permits. Suggestions for Parent Programs are welcomed and should be communicated to Parent Educator.

Title I

Burns Elementary meets the criteria to be a Title I School. We receive federal funding that is used for teacher salaries to reduce class sizes, provide interventions in the areas of Math and Reading, purchase instructional materials and provide other resources that the Title I Team determines to be a need. A Title I Plan is housed in the media center and available for public viewing. The surveys that parents and teachers complete in the spring are used to help develop the plan each year. This Title I plan is audited and overseen by the South Carolina Department of Education.

Transfer and Withdrawal Policy:

The following procedures should be followed if withdrawing or transferring a student:

1. The student will return all library books and any other school property.
2. The student will pay for any debts such as a lost textbook, pictures, etc.
3. The parent/guardian must come to the office or send a written request stating the withdrawal date, new address and name of new school (if known). Records will be sent to the new school at their request. Students should continue to attend school at Burns Elementary School until the transfer is processed.

Textbooks

Textbooks are furnished for each scholar as an educational resource. It is the scholar's responsibility to take care of the books. Appropriate charges will be made to families for textbooks and library books that are either lost or damaged.

Dress Code

All scholars are required to adhere to the **Scholar Dress Code and Uniform Guidelines** daily.

- Hooded sweatshirts and jackets are not to be worn in the classroom during the school day. Scholars may wear sweaters and hoodless sweatshirts.
- Shirts are to be tucked in at all times.
- Students may wear school uniform.
- Clothing may not have distracting pictures or words.
- Shoe strings and straps must be tied.
- Belts must fit and buckles may not be dangerous or distracting.
- Pants must be worn properly at the student's waist.

Visitors

All visitors must check in and get a Visitor's Pass at the office. The safety of our scholars is our number one concern. Please pre-schedule any needed conferences with school staff. Conferences are usually scheduled for after school hours. **Observations should be prearranged** with the teacher or administrator and kept to a maximum of 30 minutes. Please be reminded that cell phone usage is not permitted while observing in any classroom. We all enjoy your visits and the opportunity to share the good things going on at Burns.

Volunteers

Our school needs volunteers to help in many ways. Anyone wishing to volunteer at the school should inform our parent educator. All volunteers must clear CCSD volunteer screening. Volunteers must be supervised by Burns staff while in the building and unfortunately small children may not be brought for liability reasons.