

Cranford H. Burns

Middle School

An Engineering and Technology School

Student and Parent Handbook

2023-2024



Mr. Todd Knight, Principal

6175 Girby Road

Mobile, AL 36693

(251) 221-2025

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School Colors: Navy (8th), Gray (7th), and White (6th)

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MISSION STATEMENT

The mission of schools in Mobile County is to produce a literate lifelong learner who is visionary and productive, aware of self, accepting of cultural differences, sensitive to others and who applies knowledge to make morally responsible decisions in an ever-changing global society. We will accomplish this mission by providing a challenging, relevant, multicultural, integrated curriculum taught by caring competent, motivated, accountable staff committed to the success of all students in a safe, orderly environment conducive to learning.

“Burns is a caring community school with dedicated public servants giving every child every chance.”

ATTENDANCE

A parent/guardian or other person having charge of any child officially enrolled in Alabama public school (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such an explanation shall be evident of the child being truant each day he/she is absent. **Compulsory School Attendance Laws (Code of Alabama, Section 16-28-12) Failure to require your child to attend school regularly or failure to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in suspension of the pupil, shall be guilty of a misdemeanor and , upon conviction, shall be fined not more than five hundred(\$500) and may also be sentenced to hard labor for the county for not more than 90 days.** Students must be in attendance until 11:00 A.M. for a student to be counted present for the entire day. A satisfactory note from a parent or guardian meets the following state guidelines:

- Illness
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the child **as determined by the principal/superintendent**
- Legal quarantine
- Emergency conditions **as determined by the principal**
- Prior permission of the principal and consent of the parent or guardian

A written note, as previously mentioned, excuses **eight (8) absences**. A student who is absent nine (9) or more times must present a **doctor's excuse** to the school in order for the absence to be excused.

Parents or guardians of any student who has a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. This must be updated every semester.

Absences for family vacations are strongly discouraged and will be permitted only if there are unusual circumstances that, within the principal's discretion, merit an excused absence. Further, an excused absence will not be granted unless the parent obtains **prior permission** from the principal.

Head Lice: Students are allowed three (3) excused absences for each occurrence of head lice.

COVID Guidance: If your student is sick due to COVID or possible exposure, he or she should stay home. If your child tests positive for COVID, then he or she should stay home the number of days recommended by the doctor. Please be sure to notify the school.

Suspension: Suspension days count as unexcused absences. Students are **required** to make-up all missed assignments.

Burns Middle School Bell Schedule 2023-2024

Duty Time	7:00
Take-In Bell	7:10
HR	7:20-7:30
Intervention/ Advisory	7:30- 8:10
1st Period	8:12-9:06
2nd Period	9:08-10:04
3rd Period	10:06-11:02 10:06-11:24 (6th) G POD 10:06- 10:26 H POD 10:33- 10:53
4th Period	11:26- 12:24 11:04-12:00 11:04-12:22 (8th) D POD 11:04-11:24 C POD 11:31- 11:51
5th Period	12:26- 1:24 12:02- 1:24 (7th)B POD 12:02- 12:22 A POD 12:29-12:49
6th Period	1:26- 2:25

*****Drop Off Time NO Earlier than 7:00AM ***Pick-Up Time NO later than 3:00 PM*****

BUS INFORMATION

Transportation Phone # 221-5260 Bus routes at www.mcpss.com

Students are expected to obey the bus driver at all times.

Disobedience will result in bus suspension.

1. Students should be on time at the bus stop and should not be waiting in vehicles.
2. Hands, arms, and head should be inside the bus at all times.
3. Loud talking and laughing are not allowed.
4. Horse playing is not permitted at the bus stop or on the bus.
5. Breakage and/or damage caused by careless behavior will be considered willful acts of vandalism. Parents or guardians of offending pupils must pay for damages before bus riding privileges will be restored.
6. Do not leave books, lunches, coats, or purses on the bus.



7. Do not throw anything out of the bus window. Students are liable for any damage caused by objects that they threw out of a bus window.
8. Stay seated at ALL times and only get up when the bus stops.
9. Be SILENT when the bus approaches railroad crossings.
10. Students should not engage in any activity that distracts the driver.
11. **Students are only allowed to ride a bus to their legal address listed in PowerSchool.**
12. **RIDING A BUS IS A PRIVILEGE.** This privilege can be revoked if a student continuously causes disruption that interferes with the orderly and safe transportation of students.

CONFERENCES

Teachers often contact parents/guardians to discuss student issues. ALL students' parents/guardians meet with the entire team for conferences. Parents or guardians may initiate a conference by calling the school office, sending a written note to their child's teacher, or communicating by e-mail. All parents are asked to meet with one of their child's teachers for an academic review at the end of the first semester.

For email information for your child's teachers, go to the school's website: <http://burns.mcm.schoolinsites.com>

- Click on School Staff
- Click on your child's teacher
- Click on the email link
- Follow the prompt

Conferences with the principal and assistant principals can be scheduled by calling the school office (221-2025). Scheduling a conference will ensure that you can meet with an administrator, otherwise they may be occupied with school business, and you may be unable to meet with them when you arrive at school. We are glad to meet with you and do not want you to be inconvenienced by having to make a second trip.

Parents, please check your child's grades through Schoology. You may contact the registrar for your log-in information.

DISCIPLINE

Students at Burns Middle School are responsible for knowing the rules regarding behavior as set forth in the Mobile County Public School's Student Code of Conduct, the Burns Middle School Student Handbook, as well as specific rules that govern an individual teacher's and/or coach's classroom or activity. Students are expected to treat everyone with respect and courtesy.

Students have access to the MCPSS Code of Conduct and the Burns' Student Handbook at the beginning of each year. Information pertinent for the school year is updated, and new information is added. Please take time to read and discuss both books.

Being unaware of a policy or procedure does not eliminate a student's responsibility for obeying it.

DROP OFF AND PICK UP

Students should **NOT** be dropped off at the school in the morning before **7:00 AM**. Afternoon pick-up should be **NO LATER than 3:00PM**. Supervision for your child is provided from 7:00 A.M. until 3:00 P.M. Please do not create a safety issue for your child by bringing him/her earlier or picking him up later than these designated times.

EARLY DISMISSALS

Students need to remain in school for the full day. Early dismissals are discouraged. Students must be signed out by a parent or guardian (must show photo I.D.) through the office. Please try to schedule non-emergency dental and medical appointments after school hours. To be considered present, a student must be in school at least 3 1/2 hours (11:00 A.M.).

- **No early dismissals are permitted after 2:00 PM unless *prior approval* is obtained from an administrator.**
- **Car riders are not dismissed or allowed to enter the carpool line until all buses have pulled out.**

Electronic Devices

Wireless communication electronic devices (ED) include all two-way communication devices, cell phones, other music devices, portables computers, personal organizers, game devices and similar electronic items. The possession of an ED is not a violation of the MCPSS Student Handbook. However, the possession of a ED that disrupts the educational process, the use of a cell phone during school hours, the use of a cell phone to commit a crime, harassment, bullying, sexting, and/or the possession or use of an ED that disrupts or interferes with the safety-to-life issue for student in the MCPSS are infractions of the Handbook and Code of Conduct.

The following rules must be followed regarding the possession, use, and display of electronic devices:

1. No Bluetooth devices such as but not limited to smart watches, ear buds, wireless headphones, etc.
2. Students must **conceal** electronic devices in a backpack or purse during the instructional day. No one should be aware that a student is carrying a cell phone. **Cell phones cannot be kept in student's pocket.**

The school is NOT responsible if a student's electronic device is lost, stolen, or damaged.

The only time students are allowed to activate/use their electronic devices is at the direction of a teacher for educational purposes.

Sexting is the act of sending or forwarding sexually explicit, nude, or partially nude photographs/images through a cell phone and/or other electronic devices. It is the MCPSS and Burns Middle School mission to ensure the social, physical, psychological, and academic well-being of all students. The act of sexting is prohibited and will not be tolerated.

Violations of the Electronic Devices policy may result in device confiscation for 3 days and the student is not allowed to participate in extracurricular activities until 3 hours of community service is performed and documented on the school community service form. This form can be downloaded from the school website or obtained from the bookkeeper when the device is picked up by a parent.

Book bag policy

All book bags (backpacks) carried by students in grades 6-8 must be **CLEAR**. Students will carry their chrome books in the school issued, non-transparent laptop bag. Non-transparent lunch kits are allowed. Students

participating in extracurricular activities are permitted to carry non-transparent bags to store items pertaining to their activity (i.e., band, athletics, etc.). All bags are subject to search if necessary.

FEES

Fees are required for specific items and courses at Cranford Burns. Yearly changes are made due to changes in the cost of items. Other fees may be added as needed.

2023-2024 Fees

6th Grade—registration fee \$50 (includes PE uniform); band fee additional \$25

7th Grade—registration fee \$70 (includes PE uniform); \$48 without PE uniform

8th Grade—registration fee \$70 (includes PE uniform); \$48 without PE uniform

All Debts must be paid at Registration. These include:

Lost/Damaged Textbooks

Library Fees/lost books

Office / Debts

FIELD TRIPS

Students participating in school sponsored field trips, whether during the school day or overnight, are under the school's immediate jurisdiction. Students will be held responsible for the same rules as if on campus. All violations of the MCPSS Code of Conduct will result in disciplinary action, including but not limited to out of school suspension. All students must have a signed parent/guardian permission slip on file before the trip. Field trip sponsors (teachers) have the right to regulate when and where a student may go while on a trip. **Teachers have the right to refuse to take students on a trip when the student has demonstrated an unwillingness to follow teacher's instructions in the classroom.** The student may be allowed to attend with an accompanying parent/guardian at the sponsor's discretion. All students that leave on a school-sponsored trip must return with the group unless they have received permission from the sponsor. While on school sponsored trips students must follow the policies, procedures and rules as specified in the Mobile County Code of Conduct. Violation will result in disciplinary action.

Since student behavior on these trips reflects on the integrity of the Burns Middle School staff and student body, punishment for irresponsibility, dishonesty, or immoral conduct will be administered as severe as the MCPSS Code of Conduct allows.

FIRST AID

First aid assistance is available to students to provide emergency health services to injured or ill students until parents/ guardians can be contacted. The means by which parents are notified in emergencies is the emergency information provided by the parent during online registration. This information aids in identifying any child's special medication or medical needs. Parents should accurately complete this information during registration. Please make every effort to keep phone numbers correct by updating the front office when they change. Parents are asked to accept the responsibility of coming to pick up their sick child.

The parent/guardian and physician must sign the Alabama State Department of Education’s School Medication Prescriber/Parent Authorization Form granting permission for a child to receive prescription medication at school. Mobile County Public School's Student Code of Conduct expressly prohibits students from possessing prescription drugs, over the counter medications, vitamins, food supplements, counterfeits or look-a-like substances. Possession of items will be addressed in accordance with prescribed disciplinary actions resulting in suspension and possible expulsion.

GRIEVANCE PROCEDURES

The staff, faculty, and administration of Cranford Burns will make every effort to ensure that your child has a wonderful learning experience while in middle school. But, at times a parent may have a question or concern about something that has occurred at school. The concern could be about discipline, athletics, classroom management or grading procedures. In order to answer these questions and concerns the following steps should be taken.

1. Contact the person in charge of the area that you have a concern. This is generally your child’s classroom teacher, sponsor or coach.
3. If you still have questions after talking with the teacher, sponsor or coach, then contact the appropriate administrator. This could be one of the assistant principal's or the principal. You may call, set up a conference time, or email. Please remember administrators are not always readily available for walk-in conferences. To be sure you see who you need to, call ahead. It could save you a trip. Emailing is also a convenient method to be sure you “talk” with the right person.

PARKING ON CAMPUS

Protect our students from accidents and injuries by observing caution when driving on school campus. Speed limit in front parking area is 5 MPH. **Please do not park in the road while waiting for a student or picking one up, (early dismissal, cheerleading, football, basketball practices, etc.).** Phillips, Dunbar and Clark students’ rides should park in the parking lot on the hill near Girby Road. Parking areas are designated.

DO NOT park in handicapped designated areas without a handicap parking permit. You will be asked to move your vehicles.

Please NO LANE CHANGING or PASSING while in carpool line, and please NO TALKING ON CELL PHONES. Students are crossing the roads to enter vehicles and depend on you to watch out for them.

NEVER Park in Fire Lane next to the building (City of Mobile Ordinance.) Vehicles will be ticketed.

Middle school students are not permitted to drive and park on campus.

PHYSICAL EDUCATION

Burns Middle School physical education uniforms are worn during PE classes. The uniform will also be required for students to participate in the May Day water activities. Uniforms must be kept clean and should be marked with the owner's name on the outside of the shorts and shirt. Students should be sure PE uniform and PE shoes are locked in their PE locker. Students should never share lockers or give out locker combinations. While

dressed out during PE students' school uniform and personal items should be locked in their locker to prevent theft. During physical education class, students will be expected to do the following:

- Remain in the designated area.
- Follow the instructions of the physical education teachers.
- Participate in all activities unless excused by a physician or a note from the student's parent or guardian. Physical Education is a **required subject**.
- No eating or drinking in the gymnasium or locker areas unless permitted/supervised by coaches.

Students are not allowed to wear caps/hats on campus or have their devices on unless the teacher grants permission, including PE.

Students will also be required to wear their PE uniform to participate in certain extracurricular activities. Students who refuse to dress out appropriately will not be allowed to participate.

PROGRESS REPORTS

Four weeks after the start of each quarter a student progress report is sent home with the student for review by parents/ guardians. This is the time for parents/guardians to schedule teacher conferences for struggling students. If a parent or guardian does not receive a progress report, contact the student's homeroom teacher. Students are required to sign for these reports.

Schoology is available so that parents have access to student's grades at all times. **To access Schoology, please contact the school registrar.**

PTO

The Cranford H. Burns Middle School PTO is a group of dedicated parents, teachers, and administrators working together for our children. We encourage you to join the PTO as many volunteer opportunities are available. These opportunities range from serving in a leadership position to classroom, office and library assistance and of course with planning, organizing and implementing several special events.

Burns Middle School PTO helps to lay a foundation and tradition of parental involvement for the future generations. Your participation can make a difference in the quality of education we provide our children, and most importantly, your child will know that his or her education is important because mom, dad, granny, and/or papa are all involved with what goes on at Burns. There is not a better message you can give your child.

Remember it is vital that you be involved and support public education in our community as we are very fortunate to have a model middle school for our children to attend. Our children are our most valuable resource and worth the time and effort you give to them!

PTO PURPOSE STATEMENT

1. To promote the welfare of the children and youth in home, school, community and place of worship.
2. To secure adequate laws for the care and protection of children and youth.
3. To bring into closer relation the home and the school, that parent and teachers may cooperate intelligently in the education of children and youth.
4. To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, and social and spiritual education.

VISIT: <http://www.mobilecountyppta.com> FOR ADDITIONAL INFORMATION

REPORT CARDS

There are four nine-week reporting periods (quarters) in the school year. Students usually receive report cards the first week of the new quarter.

Call for a conference if your child has failing grades. Help us, help them.

SATURDAY SCHOOL

Saturday School (possible if funding sources are available) is an alternative to out-of-school suspension and serves as a Tier II intervention. It is hoped that time spent at school on Saturday will help to correct the inappropriate behavior that resulted in the student being referred to the administration. Saturday School is assigned to students who do not obey the MCPSS Code of Conduct and /or Burns' Student Handbook procedures, policies and rules OR those students who need academic support. Students assigned to Saturday School attend on the assigned date from 8:00am until 11:00 am and complete all work assigned by the Saturday School or classroom teacher. If a student has inappropriate behavior while attending Saturday School, he/she will be suspended out of school and the parent must pick up the student from Saturday School when called about the problem. Failure to report on the assigned date results in an out of school suspension on the Monday following the assignment.

Students assigned to Saturday School are given a notification for parents/guardians during the week prior to the assigned Saturday. Parent/guardian should sign the letter and return it to the administrator who assigned the Saturday School. Students report in their school uniform with paper and pencil for completing assignments.

STUDENT ACTIVITIES AND SPONSORS

Activity

Art Club
Basketball, girls
Basketball, boys
Bridges/Blazer Days
Builders Club
Cheerleading
Choir
Football
Jazz Band
*National Junior Honor Society
Robotics/3D design
Science Fair
Spelling Bee
Student Council
Track, girls
Track, boys
Volleyball

Sponsor/Sponsors

Stuart
TBD
J. Wasdin
Duke
Hardy
Rankins
Woodruff
TBD
Berry
Funk
TBD
TBD
Gates
TBD
Rustand
TBD
Johnston

Yearbook	S. Wasdin
Partners In Education	Perkins
Archery	S. Wasdin
Gaming/ Chess	Mortellaro

*National Junior Honor Society (NJHS) criteria may be found on the school website under: Clubs – NJHS – Presentation (or latest news).

SUSPENSIONS

The administrators of Burns Middle School may assign out-of-school suspension as a disciplinary action in accordance with the policies, procedures and rules of the school system. The school will attempt to contact a parent by phone when a student is recommended for suspension. ***Please update your contact numbers periodically to be sure we are able to get in touch with you.*** However, it is the student's responsibility to take the written notification of suspension home to the parent. Students under suspension that are found on Burns Middle School or any MCPSS property are trespassing and may be arrested unless immediately picked up by a parent.

Students suspended from school are not allowed to attend school extracurricular activities that are held during the same quarter (dances, field trips, etc.). In addition, students that have been suspended from school may be ineligible to try-out for sports teams and cheerleading. Coaches and sponsors need students who know how to follow instructions on and off the field or court.

Cranford Burns Bullying Policy:

1. If someone is saying or doing hurtful things to you, tell them “I don’t like what you are doing/saying. Stop now!”
2. REPORT the incident to a teacher, counselor, or administrator on the day it occurs. Also, report the incident to your parents.
3. Victims/parents/friends of victims should also report the incident to school officials.
4. Administrators and/or counselors will take statements from all involved and parents will be contacted if deemed necessary.
5. A determination of consequences is made after an investigation of the event/incident. The result may be counseling and/or disciplinary actions against the bully depending on the severity of the incident.
6. Students identified as bullies and who are repeat offenders will be referred to the DA’S office and disciplined in accordance with the MCPSS Student Code of Conduct.

Bullying is no laughing matter. If someone is bullying you, they are probably doing it to others. They must be stopped and we have to help them. **Report it.**

TARDIES

TARDY TO SCHOOL

Students are required to be on time for school. It is the responsibility of the parent or guardian to assure that their children arrive on time each day. Students who report after **7:30 AM** will be marked tardy for school. **Parents must sign students in who are tardy to school.** Students not signed in by parents may be issued a Saturday school assignment. Continued problems with tardiness will be referred to in school suspension OR the attendance officer for the Early Warning Truancy Program. Please refer to the following consequences for tardiness to school.

- 4th tardy results in 1 day in school suspension
- 7th tardy results in 1 day in school suspension
- 10th tardy results in 1 day out of school suspension

TARDY TO CLASS

First tardy to class - Teacher warning.

Second tardy to class – Teacher disciplinary action – PE Detention/ or other class consequence

Third tardy to class – Teacher talks or meets with parent to discuss tardy issue.

Fourth tardy to class – referral to office (in school suspension)

Fifth tardy to class – referral to office (out of school suspension)

Tardy students are required to sign the class tardy log when entering the classroom. Chronic tardies disrupt classroom instruction and will not be tolerated.

TELEPHONES

Telephones are for school business only. In cases of emergencies, the student needs to obtain permission from the office staff prior to using the telephone. Students will be asked about the nature of the emergency. Students should not use cell phone to contact their parents when they are ill. The nurse will assist them if this is the problem.

Transportation arrangements, permission to stay after school and other situations that may necessitate a call home should be made prior to coming to school. Although we will assist in any way we possibly can, **we will not take messages for your child.** Our goal is to ensure that the instructional process continues with as few interruptions as possible. **Students must ensure that devices are turned off during the instructional day (except for approved Bring Your Own Device {BYOD} projects).** **Students must conceal wireless communication devices in a backpack, purse or other container during the instructional day. Failure to follow this policy will result in confiscation of device and assignment to the no activity list.**

THE SCHOOL STAFF WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES INCLUDING CELL PHONES, AIRPODS AND GAME DEVICES.

TRAFFIC AND CAR RIDERS

The traffic circle is ONE WAY. Please follow the directional signs. Buses and emergency vehicles are the ONLY vehicles allowed to go against the one-way directions.

DROP OFF TIMES ARE NO EARLIER THAN 7:00 AM

PICK-UP TIME IS NO LATER THAN 3:00PM

Students MUST be picked up because supervision will be limited.

VISITORS

All parents and community members are welcome at Burns Middle School. However, for everyone's safety, all visitors must report directly to the office, sign the visitor's log, and obtain a visitor's pass before visiting any area of our school. Prior notice is needed for teacher conferences, which are scheduled during teachers' planning periods. The welfare and safety of the children and staff is our primary concern.

Parents who ask to visit a classroom for a short period of time, must be escorted by an administrator. The principal decides whether to permit a visitor, and students may not have visitors or guests in class without the principal's permission.

WEB SITE

Cranford Burns has a web site. Each teacher posts assignments, projects, announcements, and other information on the web site. Other information about happenings at Burns is also included, such as sports team schedules, lunch menus, calendars of events, pictures of the school day, and many other features. The address of the web site is <http://burnsmcpcssal.schoolinsites.com>. Please visit the site often and use the information found there.

Go to our school website and sign up for “**NOTIFY ME**”. This will enable you to receive parent newsletters, announcements, and other essential information via e-mail. The link may be found on the school website.

SCHOOL MESSENGER – The school will activate the School Messenger system for important announcements and messages. An automated message will be delivered by phone to your primary phone number by school personnel. **Please keep the school updated when phone numbers change.**

Burns Middle School UNIFORM REQUIREMENTS 2023-2024

Shirts Color by Grade	6th Grade- WHITE	7th Grade- GRAY	8th Grade- BLUE
Shirts MUST BE WORN AND TUCKED IN at all times.			
<i>Burns Club, Spirit and Burns T-Shirts can be worn on Fridays ONLY</i>			
NO labels on the shirts other than the school emblem.			
Shirts may not be form fitting, must have regular sleeves, and must be long enough to tuck in.			
<i>Undershirts must be solid White, Gray, or Navy Blue</i>			
Pants			
Uniform sand Khaki pants - pleated or plain front, classic cut, must have belt loops.			
<i>*No spandex, cargo, flair-leg, elastic ankle, or jean type pants are accepted. No shorts allowed. <u>Must be worn on the natural waistline and belt must be visible at all times.</u> No sagging. No Hip Huggers</i>			
Noncompliant: Spandex, corduroys, cargo/carpenter pants, jeans, elastic ankles, capri pants, rivets, ragged, rolled, low ride or cut hems are NOT ACCEPTABLE.			
Socks			
Solid white or black socks			
Shoes			
Any predominantly black or white athletic tennis shoes or brown leather shoes are acceptable.			
<i>No shoes with stacked heels. Shoes must have a closed heel & toe. NO CROCS!</i>			
Belts/ Hats			
Brown or Black leather belts must be worn. No hats or head coverings. Head bands must be functional.			
Hair: No distracting colors.			
Hair must be kept neat and out of eyes.			
Jewelry/ Accessories			
<i>No Bluetooth devices such as but not limited to smart watches, ear buds, wireless headphones, etc.</i>			
ID Badges are a part of the uniform and must be always worn.			
Book bags must be CLEAR .			
No distracting jewelry will be allowed.			

Tattoos must be covered / No tongue or facial rings/studs

Absolutely NO graffiti on uniforms, book bags, body parts or other items.

Uniform infractions may result in parent conference up to OSS

Outer garments

- **SOLID** navy blue, white, black or gray sweater or jacket
- **SOLID** navy blue, white, black or gray sweatshirt
- Navy blue sweatshirt w/ school emblem

-SOLD AT SCHOOL-

All garments are to be **ONE SOLID** color only, **no logos** larger than a fist. No more than ONE logo. **No turning outer garment inside out!**

NO HOODIES ALLOWED!

Note: During cold weather students may wear a **SOLID white, navy blue, black or gray** turtleneck long sleeve shirt underneath their uniform shirt or blouse.

- All uniform parts are available at most department stores and uniform shops.

Extended Day (After School Tutoring)

After school tutoring will focus on the core subjects and will help to prepare our students for success in the classroom and on standardized tests. Students who stay for after school tutoring must have

- A permission form on file from the parent guardian before being allowed to stay for tutoring.
- Will report to the holding area and wait for their assigned teacher to pick them up from the holding area.
- Is required to stay **EACH** day that the tutoring is held, unless there is a written excuse turned in for that child on **that particular day** from the guardian of the student. *Any unexcused absences could result in dismissal from the program.*
- Student must be picked up by 4pm. Any late pick ups could result in dismissal from the program.
- Is required to stay the length of the session. Most sessions are from 2:45pm to 4pm, unless notified prior to.

Technology Agreement

All students in grades K-12 are given access to devices for use at school and home. Before a device is issued for use, students and parents or guardians must sign the District's Acceptable Use Policy and continue to sign it annually. The devices issued to students will remain the property of the District and will be subject to rules for their usage.

The District has the right to prohibit students from participating in the 'take home' aspects of the 1:1 program in cases where students have been unable to meet the expectations outlined in the policy including treatment of the assigned device. If a student's device becomes damaged due to negligible use, another device may not be issued to the student.

Academic Dishonesty Policy

"Academic dishonesty is any attempt by a student to submit 1) work completed by another person or entity without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as plagiarism." This change helps establish, at the institutional level, that submitting AI-generated content in place of one's own work constitutes plagiarism.

Submission of work other than your own will result in a grade of zero and it will be up to the teacher's discretion to allow you to resubmit or not. It may also result in a discipline referral to the office and kept on permanent record in your student file.

July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4-Independence Day (System wide Holiday)

31-1ST Teacher Day Professional Dev.

JANUARY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-New Year's Day System Wide Holiday

2-Professional Dev./3-Teacher Work Day

4-3rd Qtr Begins/ Students Back

15-MLK Jr. Day (System wide Holiday)

S-19/T-21

August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Professional Dev.

3- Administrative Day

4-Teacher Work Day

7-School Start / 1st QTR Begins

Student 19 Days

Teachers 23 Days

FEBRUARY 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

12-16 Presidents / Fat Tuesday

Mardi Gras Break

S-16 /T-16

SEPTEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4- Labor Day (System wide Holiday)

11-Teacher Work Day

Students 19 Days

Teachers 20 Days

MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15-3rd QTR Ends (46 Days)

18-Teacher Work Day

19-4th Qtr. Begins

S-20/ T-21

OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6-1st QTR. Ends (43 Days)

9-Teachers Work Day

10-2nd QTR. Begins

STUDENTS 21 Days

TEACHERS 22

APRIL 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15-19- SPRING BREAK

S-17/ T-17

NOVEMBER 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10-Veterans Day (System wide Holiday)

20-24 Thanksgiving Break (School Holiday)

STUDENTS 16

Teachers 16

MAY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23-4th QTR ENDS/ 43 Days

Last Day for Students

24-Teachers Work Day

27- Memorial Day

System wide Holiday

17-S/ 18-T

DECEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15-2nd QTR. Ends (43Days)

18- Teacher Work Day/ No Classes

19-29 Christmas Break (School Holiday)

STUDENTS 11

TEACHERS 12

JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 Month Employee Holidays 2023-24

July 4-Independence Day

Sept.4-Labor Day

Nov. 10-Veterans Day

Nov.22-24 Thanksgiving

Dec. 25-27-Christmas Break

Dec.29 & Jan. 1 New Year's

Jan.15 MLK Jr. Day

Feb-12-14 Mardi Gras/ Pres. Day

May 27- Memorial Day /June 20-Juneteenth Day

First and Last Day of Quarter
 Teacher Planning/Staff Development/Student Holiday
 Student/Teacher Holidays

A message to our students and parents:

This Student/Parent Handbook is intended to provide vital information that will assist students and parents throughout the school year. This will provide school information, policies, procedures, and rules to guide you throughout the school year.

It is the responsibility of the parent to ensure that your child has read and understands these policies, procedures, and rules. If after reading the handbook you have additional questions regarding any of the information provided to you, please call the school (221-2025) so that we may have the opportunity to provide clarification.

It is our desire that every Burns student has an enjoyable and successful school year. Reading and understanding this handbook will set your child on the right path so that their success will become a reality.