

*Continuous Improvement*

# Student/Parent Handbook



**W. W. Burrows Elementary School**

3308 John Quick Road

Phone 703-640-6118 Fax 703-784-1353

[http://www.am.dodea.edu/ny\\_va/quantico/burrows](http://www.am.dodea.edu/ny_va/quantico/burrows)

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## W.W. Burrows Elementary School

NY-VA DDESS

3308 John Quick Road

Quantico, Virginia 22134-1702

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Dear Parents,

Welcome to Burrows Elementary School. We are indeed proud of our school and know that your children will enjoy a profitable experience while they are with us here at Burrows ES. This handbook information is intended to address many of the questions that you might have concerning your child's education. The handbook is also on our web site at:

[www.am.dodea.edu/ny\\_va/quantico/burrows.](http://www.am.dodea.edu/ny_va/quantico/burrows.)

Burrows Elementary School is fully accredited by the AdvancEd. We review our school practices, policies, and goals annually and our curriculum is revised and updated on a scheduled basis.

Our dedicated staff is very excited about this school year. We sincerely believe that home and school must work closely together for the benefit of children. Your child's education is a critical aspect of their life. The education of your child can be more effectively accomplished when parents understand and promote the school programs and when open communication is fostered. We are here to serve you the best way we can, and we are committed to providing superior quality educational opportunities for your child.

We encourage you to take an active part in your child's education by participating in the Parent Education Association (PEA), the Continuous School Improvement Leadership Team (CSILT), on school committees, as a volunteer in classrooms, on study trips, and by visiting us at Burrows often. We want you to become active partners in every facet of the educational process here at Burrows. Let's work together to make this the most productive year ever for your child.

As parents you can support your child and the school by reinforcing the importance of education and playing an active role in your child's educational life. The efforts your child makes in school this year will very likely help set lifelong habits of work, study, organization, goal setting, and lasting success. Your child has one major responsibility here this year – being a successful student at Burrows ES. Help us see that your child is successful by ensuring that s/he is prepared for school each day so s/he can accept the challenges and responsibilities to be successful. The year promises to be one filled with excitement, challenge, achievement, and success. Our highly competent and professional staff will provide a challenging curriculum and maintain high expectations for all students. This is going to be a great year for your child.

Again, on behalf of the entire staff, welcome to Burrows Elementary School. We hope your stay at Quantico is a pleasant and rewarding one for you and your children. If you have questions or concerns, please feel free to contact us at 703-640-6118. We value you as our partners in education.

Randell M. Ekanger  
Principal

# **William Ward Burrows**

Lieutenant Colonel, United States Marine Corps

On July 12, 1798, the day following the approval of an act of Congress establishing a permanent United States Marine Corps, President John Adams appointed William Ward Burrows as the second Major Commandant of the Marine Corps, and the first, of the newly created organization which consisted of 881 officers, noncommissioned officers, privates and musicians.

Major Burrows, who was born in Charleston, South Carolina on January 16, 1768, had served in the Revolutionary War with the state troops of South Carolina, but had more recently become a citizen of Philadelphia.

In 1783, he was married to Mary Bond, daughter of Thomas Bond, Jr., who was surgeon and purveyor of the Continental Army.

The Marine Corps, as well as the Navy, had its humble beginning a short time prior to its actual authorization as a Corps and both were formed to meet an impending national crisis. The first Marine units to be organized by Major Burrows were ship detachments for newly-acquired vessels of the American Navy, which were being hurriedly placed in commission at Philadelphia and hurried off to sea to fight cruisers and destroy commerce in the naval war with France. During the first several months that he was Commandant, his principal concern was the supplying and keeping up to strength the Marine detachments for the vessels of the Navy.

Headquarters of the Corps was in camp near Philadelphia until the national capital began its move to Washington in 1800. A small detachment of Marines was sent to the new capital in March of that year to protect the newly-established navy yard, while Major Burrows, with his staff and headquarters troops, moved to Washington in late July and set up their camp.

Major Burrows was promoted to lieutenant colonel on May 1, 1800. The quasi war with France continued until September of that year, when matters were finally adjusted. The insistence of Congress that the cost of the naval establishment be immediately reduced caused considerable embarrassment to Burrows in his effort to establish the Marine Corps on a peace-time basis.

The wars with the Barbary States broke out soon afterwards and the main concern of the Corps was to supply detachments to naval vessels for duty in the Mediterranean.

The organization under its first Commandant and for a number of years afterwards had no particular reputation and it therefore attracted few desirable men into its ranks who cared to make its service their life-time career. The turn over of officers was quite rapid and even the Commandant himself, apparently seeing no great future in his branch of the naval service and for personal reasons, principally health, resigned his commission on March 6, 1804.

His character is aptly depicted by his distinguished contemporary, Washington Irving, who describe Colonel Burrows as "a gentleman of accomplished mind and polished manner."

"His virtue as a man procured him many warm, sincere and affectionate friends", commented a newspaper which further added, "his services in nursing the infant Corps over which he presided, so useful to our naval enterprises, ought to be particularly commended by a grateful country."

Under his guidance many of the traditions and the esprit de corps had their beginning. Colonel Burrows was not only the leader of the Corps but he also played an important civic, business and social part in the life of both Philadelphia and Washington, where many of the distinguished personages of his time were his personal and intimate friends.

Colonel Burrows died in 1805, just one year after resigning from the Marine Corps, and was buried in the Presbyterian Cemetery in Georgetown. His remains were removed from Washington in 1892 to their present resting place in the Arlington National Cemetery.

# **DoDEA**

Department of Defense Education Activity

## **DoDEA Vision**

Communities investing in success for ALL students!

## **DoDEA Mission**

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

## **Guiding Principles**

**S**tudent achievement...a shared responsibility

**T**rust and respect for other's rights

**U**nlimited opportunities to reach high expectations

**D**edication to lifelong learning

**E**qual access to a quality education based on standards

**N**ew and motivating challenges to inspire excellence

**T**otal accountability with teamwork

**S**uccess for all...students first!

# **W. W. Burrows Elementary Mission Statement**



**We Inspire, Aim Higher, Achieve,  
and Succeed.**

# **W. W. Burrows Elementary Vision Statement**

We envision W. W. Burrows Elementary School to be a community of engaged learners in a safe, nurturing environment where all students achieve high levels of success through utilization of best practices of instruction and technology.

## **SCHOOL ACCREDITATION**

Burrows Elementary School is fully accredited by the North Central Association Commission on Accreditation and School Improvement, a division of AdvancEd.

The accreditation process follows a five-year cycle. The cycle begins with a self-study, followed by a visit from an examining team of professional educators. Implementation of recommendations, and an annual review made locally by the staff, conclude the cycle.

Burrows Elementary School was evaluated in school year 2005/2006. A Steering Committee, the Continuous School Improvement Leadership Team (CSILT), is always in operation, and other committees are formed. Each staff member serves on a committee as we thoroughly review each aspect of every school program. This evaluation procedure provides an opportunity for us to examine our activities in relation to our Mission Statement and Vision. Findings are then used to focus our School Improvement Plan on areas of identified weaknesses that improve instruction and raise achievement.



## PROFILE OF BURROWS ELEMENTARY SCHOOL STUDENTS

### A Burrows student:

- ❖ takes responsibility for him/herself—the way he/she looks, talks and acts.
- ❖ attends school regularly, and brings a note excusing illness (or an emergency) upon returning to school from an absence.
- ❖ gets to class - on time - with appropriate learning materials, exercises good study skills and work habits, and upon completing an assignment, quietly finds something constructive to do rather than disrupt others.
- ❖ puts forth his/her best efforts - does his/her homework regularly and hands assignments in on time; corrects his/her mistakes.
- ❖ has good manners - is friendly, courteous, and shows respect to everyone in our school.
- ❖ is honest with him/herself and with others.
- ❖ follows the rules of our school and his/her classroom.
- ❖ volunteers to do a little extra to make a class, our school, and our community a better place.
- ❖ respects his/her country and demonstrates patriotism.
- ❖ takes pride in our school, and treats the facility, property, and environment with respect.

WE ARE LUCKY AT  
BURROWS ELEMENTARY SCHOOL  
TO HAVE STUDENTS LIKE YOU!



# **ENTRANCE REQUIREMENTS**

Entrance requirements are standard in all the Department of Defense Education Activity (DoDEA) schools. Waivers or exceptions to requirements cannot be given.

Before the first day of school attendance, all students are required to have Hepatitis A and B, the “basic seven” immunizations: measles, mumps, rubella (MMR), diphtheria, pertussis, tetanus (DPT), and polio. Boosters are required at preschool for diphtheria, tetanus, and polio. Diphtheria and tetanus boosters are required every 10 years; pertussis is not required after six years of age. A second MMR is required for all children prior to entering school. The Meningococcal Vaccine is required if a child is 11 years old or older. A request for immunization waiver for religious or medical reasons must be supported by official documents.

Parents of students enrolling for the first time will be given a physical form at registration to take to the clinic along with the child’s shot records. This form must be completed and returned before the child’s first day of school.

Parents need to have the following documents at the time of registration:

- DODEA Form 600
- student’s Birth Certificate
- sponsor’s copy of orders and any other required documentation
- housing authorization or lease agreement or 90/180 day housing letter

For transferring students from another school, providing a report card from previous school would be helpful.

\*\*Students registered after the start of the school year will be admitted to class one day following completion of all required forms.

# **WITHDRAWAL FROM SCHOOL**

When transferring to another location, please notify the school as early as possible, but at a minimum, one school week prior to the withdrawal date.

You may hand-carry to the next school your child’s report card, copies of the school health record, and additional information which will assist the receiving school in determining appropriate placement. A request for student records must be made at least a week prior to the child leaving school. Parents may pick up the records on the child’s last day of school. All school property must be returned before a child is cleared. When your child enrolls in a new school you should inform the school that official student cumulative records can be obtained from Burrows Elementary School, 3308 John Quick Road, Quantico, VA 22134, with written approval by the parents.

# CLASSROOM SESSIONS

**SY 2009-2010**

**SCHOOL HOURS**                      8:10 AM – 3:00 PM  
**Early Release Days**                8:10 AM – 11:10 AM

## Daily Schedule

8:10 – Students arrive and report to classrooms  
8:20 – Morning Pledge and Announcements are read and instruction begins  
          (students are tardy after 8:20)  
3:00 – Instruction ends – teachers escort students to bus  
3:05 – Buses leave

# BREAKFAST AND LUNCH PROGRAMS

Quantico Schools participate in the National School Lunch Program. Applications for free and reduced breakfast and lunch are available at the office. A breakfast and lunch menu is sent home each month. Milk may be purchased separately for those students bringing their lunch from home. Student behavior is monitored during lunch by the staff. Students are expected to:

- ◆ sit at the assigned tables
- ◆ conduct their conversations in a quiet voice
- ◆ raise their hands for assistance
- ◆ clean the area they occupied for lunch

Parents will be notified if their child is consistently having difficulty following lunchroom procedures.

# STUDENT FILES

The school maintains a Student Cumulative Folder on each student. Included in the file are such records as report cards, other progress reports, and results of standardized tests. In a few cases, a Confidential Folder may also be maintained with highly personal data such as psychological test results and legal reports. Parents and legal guardians have the right to review their child's file with the Principal or a qualified professional staff member to interpret the information.

# EMERGENCY CONTACT

In the event of illness, accident, or other emergency, it is necessary that the school be able to locate parents quickly. We will always attempt to locate a parent first. Please inform the school office of any change in your duty or home address, telephone numbers, and e-mail address. If you do not have a home phone, please give the telephone number of a neighbor or friend who would be willing to contact you in case of an emergency. We can only release your child to you or the person you designate as an emergency contact on SD Form 600, Sponsor/Pupil Registration Form.

## **SPECIAL EDUCATION RESOURCES**

DoDEA must follow the spirit and concept of Public Law 94-142. To help schools provide the responsibilities for educating disabled children, the Quantico Base Schools have a Special Education Coordinator on board.

Each school has trained specialists who give help and service to the Quantico schools. These specialists, who make up a Child Study Committee, assist in assessing the needs of disabled students ages 3-21. The assessment may lead to the development of an Individualized Educational Program (IEP) for the student. The IEP is a plan for the academic, social, and physical development of the student. EDIS, Educational and Developmental Intervention Services, provides medical and related services, as necessary. Parents can independently refer their children to EDIS by calling for an appointment.

## **CHILD FIND**

Child Find is a service by DoDEA to seek out and identify children (from birth to 21 years of age) who show indications that they might be in need of special education and/or related services. The service is free to all military and authorized civilian dependents. If you know of a child in need of assessment, or who may profit from special services, please contact the school office.

## **CHILD STUDY COMMITTEE**

This committee is a multi-disciplinary team composed of the parent, teacher, special education teacher, school psychologist, principal and, often times, the Coordinator of Pupil Personnel. Continued discussion is held concerning academics and/or behavior. The committee may recommend a full evaluation which would include:

- ◆ psychological testing
- ◆ educational testing
- ◆ an observation of the student in the classroom
- ◆ social history

A student may not be tested without parental permission. Results of the testing and all other documents are shared with the parents (copies of all documents are provided to parents). A student meeting the Department of Defense Education Activity's criteria may qualify for one of several special education programs.

## **STUDENT SUPPORT TEAM (SST)**

The team discusses educational concerns of parents and teachers as related to academic or behavior difficulties. If alternatives recommended do not bring about the desired change, a Child Study Committee meeting is scheduled. These meetings are held as needed.

# **SCHOOL HEALTH PROGRAM**

Maintaining the health and well being of your child is extremely important to us. The areas of emphasis for the program include:

- health services
- maintenance of a healthful school environment.

We have a school health aide who, in addition to providing consultative and resource services for students, teachers, and parents, will be available to assist students who become ill or injured at school, and identify health problems that interfere with learning. Routine health screenings (vision, hearing, and scoliosis) will also be conducted in selected grades. All immunizations must be up-to-date.

## **ILLNESS/INJURY**

It is important that students do not come to school sick. Any child who has been ill during the night with nausea and/or vomiting, a fever above 100 degrees, acute cold/sore throat, persistent red and inflamed or discharging eyes, acute skin rashes or eruptions, suspected scabies or impetigo, swollen glands around jaws, ears, or neck, earache, head lice, or weeping skin lesions, unless diagnosed as non-infectious by a doctor should be kept at home. When a child is not well enough to participate in all normal activities, e.g., physical education, recess, etc., he/she should not be sent to school. If a child becomes ill at school, parents will be promptly notified. The child must be picked up—under no circumstances will a child be sent home alone. Please be sure you have provided us with current telephone numbers and an emergency contact person. Please inform the school of any change in your duty, home or e-mail addresses, and telephone numbers.

If you do not have a phone, please give the telephone number of a neighbor or friend who would be willing to contact you in case of an emergency. We can only release your child to you or the person you designate as emergency contact on SD Form 600, Sponsor/Pupil Registration Form. Although the staff strives to keep our school free from accidents, they do sometimes occur. In cases of minor injury, the school nurse will provide minimum first aid. In cases involving more serious injury, the parents will be notified by telephone, and if necessary, a 911 emergency call will be made.

## **MEDICATION**

Teachers are not permitted to store or administer medication, including aspirin, to students. Most medication can be given at home before and after the school day. If it is absolutely necessary for a student to take medication during the school day, parents should call the school to make arrangements with the school health aide, who has specific procedures that must be followed. To administer any medication, there must be 1) a note from a parent and, 2) a clearly labeled prescription bottle with the student's name, medication name, dosage, and how often it should be given. Any medication brought to school for which prior arrangements have not been made or any medication which is not brought in a prescription container will be taken from the child and returned to the parent.

## **SPECIAL HEALTH CONSIDERATIONS**

If a child has a physical/health problem, e.g., diabetes, epilepsy, hearing condition, allergies or is on medication for any reason, school personnel must be informed. Bee Sting Kits (available by prescription only) for those students who are allergic to bee stings will be kept in the school clinic. If you have questions, please contact the school health aide.

# CURRICULUM AND PROGRAMS

Classroom teachers, specialists and the DoDEA Coordinators of Instruction develop the school curriculum. At DoDEA, Academic Content Standards are established and textbooks are selected as a resource. Trade-books, in addition to software and other resource materials, are used to support the curriculum. The integrated curriculum is developed around several themes. Specific skill objectives from all subjects or activities are introduced within each theme. Work samples or portfolios are maintained for each student in all curricular areas. Work samples or portfolios are shared with parents during conferences, and are provided on a CD at the end of the school year. A team-teaching approach to instruction may be used for some content areas.

## **Reading Counts (RC):**

This computer program is used to encourage students to read independently. The software that accompanies this program tests the students' comprehension of books read. Several hundred titles in our Information Center collection are tested by RC. Students select books of their choice to read and answer a series of basic comprehension questions regarding the book. Points are given for correct answers based on the difficulty level of the book read (the more difficult the book, the more points received). Students set individual goals. Scores are maintained for the individual student and classrooms by the RC software. Various incentives and awards are offered to students to encourage participation and achievement.



## **Information Center:**

The Information Center (Library) is vital to all curriculum areas. Classroom teachers may utilize the center and computer lab more than the weekly scheduled time. Books may be checked out weekly. If books are not returned prior to the end of the school year, or when moving, the parents must pay for the book replacement.

## **Language Arts:**

Language Arts includes reading, writing, speaking, and listening. The Scholastic Literacy Place Reading Series has been adopted as our basal reading/language arts program. Additionally, many sets of trade-books are provided to support the teaching of varied reading themes and specific skills. Reading/Language Arts is taught in two hour time blocks.

## **Mathematics:**

A comprehensive mathematics program is offered to all students enrolled in grades four and five. The program includes the use of manipulatives, games, and individual problem solving techniques. DoDEA has developed specific instructional standards for each grade level which are implemented by the educators. Classroom instruction time allocation is approximately 60 minutes per day. Special educators sometimes provide for the children whose needs are best served in a small group instructional setting or with others with similar learning needs.

### **Science and Social Studies:**

These content area subjects at the elementary level provide students an opportunity to apply reading/language arts and math skills. Each student will participate in science lab experiments. The classroom teacher and science teacher work closely to ensure the experiments performed support the units/concepts being taught. Earth Day is held yearly to encourage all students to independently utilize the scientific method in problem solving. Information about our Earth Day is distributed in advance to parents. Social Studies and Science concepts are tested periodically utilizing unit tests from the text, teacher-made tests, and projects. Study trips and visits from community resource speakers are occasionally utilized to enrich both areas.

### **SPECIALS - Art, Music, and Physical Education:**

Specialist teachers implement the DoDEA curriculum on a scheduled basis. Where possible, the skills/concepts in these three areas are integrated into the curriculum.

**Art** classes are scheduled to include a 60-minute weekly block for each class. The art concepts/visual literacy skills are integrated into the program. Students utilize their reading, writing, and math skills in art. They are introduced to the great works of painters and sculptors that were created in the period of history being taught in Social Studies.

**Music** classes are scheduled for 60 minutes weekly. The music skills are taught in an integrated approach that enhances the themes under study at each grade level. Students apply their music skills through song, dance, and instruments (rhythm, recorders, and Orff instruments). Choral students participate in musical productions.

**Physical Education/Health** classes with the physical education teacher are scheduled three times a week for each class. Students should wear tennis shoes on PE days (preferably without black soles). Rhythms and lead up skills to football, softball, soccer, basketball and volleyball are included in the program in addition to developing physical fitness. A swim program during the first weeks of school is included and taught by parent volunteers, physical education teachers, and classroom teachers. A picnic/field type day is held annually.

### **Technology Instruction:**

All classes have scheduled time in the computer lab. Students are taught keyboarding skills and are tested for mastery. Various software is used in the lab which provides enrichment and practice in the application of skills in the curriculum.

## **GIFTED EDUCATION**

Burrows Elementary School is committed to providing an educational program in which students may grow to be fulfilled, productive, and contributing members of society according to their promise. The unique worth, ability, and dignity of each student is recognized and cultivated. Children need a school environment that helps them realize their potential and instills in them a desire to develop their skills and abilities. To encourage optimum achievement, the school provides varied and challenging learning opportunities matched to the needs and abilities of students with high potential. The Gifted Review Committee screens students who score in the highest ranges on standardized assessments for placement into the Gifted Program.

## GUIDANCE

The elementary guidance counselor works on guidance topics with children in grades 4 and 5 each week. Topics such as career awareness, study and test-taking skills, social skills, anger management, friendship, responsibility, conflict resolution, self-enhancement, individual differences, tolerance and learning to deal with emotions are discussed in a large group setting. Students are also referred by school personnel and/or parents for individual and small group counseling sessions.

The elementary guidance counselor serves as a consultant to teachers in helping assess students educational, emotional, and social needs. The counselor also confers with parents and assists them in understanding their child's needs and capabilities. The counselor coordinates the standardized testing and is a member of the Child Study Committee that assesses the learning needs of individual students.

## REPORT CARDS / GRADESPEED

Report cards (Progress Reports) are issued four times at nine-week intervals during the school year. The electronic report card used by Burrows may be very different from the one you are accustomed to from your last school. Do not hesitate to ask for a conference with your child's teacher(s) should you have any questions pertaining to the report card. Unsatisfactory student progress will be reported prior to the end of each marking period.

The evaluation system and grading key are shared with parents at the fall Parent Orientation. Early release days for conferences are established in the school calendar. Parents are required to schedule a conference with your child's teacher to review work samples and report cards.

GradeSpeed is an internet based gradebook that is being used in DoDEA schools. GradeSpeed includes online parent access that allows parents/guardians to view their child's current averages and assignment grades. Every student is sent home a packet with information and directions on how to gain access. Additionally there is a link on our Burrows Home Page.

### **The Grading Key for Grades 4 & 5:**

<b>A</b>	90-100	Excellent
<b>B</b>	80-89	Very Satisfactory
<b>C</b>	70-79	Satisfactory
<b>D</b>	60-69	Slow Progress
<b>F</b>	59-below	Failure

\* \* Additional conferences may be requested anytime by telephone or a note to the teacher to discuss academic and behavior problems.

## PARENT-TEACHER CONFERENCES

Conferences between parents and teachers are a vital part of the educational program. Parents should not hesitate to contact their child's teacher for a conference. Please write a note to the teacher or telephone the school office to arrange for an appointment. Regularly scheduled conferences are planned for all parents during the first marking period. If there is a question about your child or the class, you should first discuss it with your child's teacher. *Only if you are unclear or dissatisfied with the discussion, should you arrange a conference with the principal. The chain of command requires that parents see the teacher first, then the principal.*

## SCHOOL SYSTEM ASSESSMENT

TerraNova, a standardized achievement test, is administered to fourth and fifth graders each spring. Remedial assistance in reading/language arts and mathematics is provided to students who score at the bottom quartile on standardized achievement tests, or students who are recommended by the teacher as needing assistance. Results of TerraNova and other assessments are also utilized in screening for the Gifted Education and SPED Programs.

## COMMUNICATIONS

**Effective communication** between home and school is a high priority at Burrows. The staff provides various opportunities to keep parents informed of on-going school, classroom, and system level activities and programs.

- ◆ **Burrows Brief**  
The principal and staff communicate on a monthly basis through the Burrows Brief. Upcoming activities, student and parent recognition and other important school information are included. The Brief is updated regularly on the school web at: [http://www.am.dodea.edu/ny\\_va\\_quantico/burrows/](http://www.am.dodea.edu/ny_va_quantico/burrows/)
- ◆ **Classroom Information**  
Each teacher keeps parents informed of classroom activities on their web page which is updated each month. Other class information is also posted on the web.
- ◆ **Burrows Assignment Notebooks**  
Assignment notebooks are sent home each night. Parents should review these and look for communication from teachers to parents when you need to be alerted to behavior or homework problems. Parents are encouraged to write to the teacher in the assignment notebook.
- ◆ **Conferences**  
The school calendar provides early release days twice a year for Parent/Teacher conferences. Conferences may be scheduled during these times. At any other time during the school year, parents may request conferences with the teacher either through a written request in the assignment notebook, e-mail, or a phone call to the school. Teachers will schedule a conference when an academic concern or behavior issue can not be resolved through telephone conversations or notes.

- ♦ **E-mail**

The staff utilizes e-mail to communicate with parents. Feel free to use electronic mail as an alternative to contacting teachers and the school.

- ♦ **Web Site**

Our school web site located at: [http://www.am.dodea.edu/ny\\_va/quantico/burrows](http://www.am.dodea.edu/ny_va/quantico/burrows) is regularly maintained and updated by our Webmaster. Please check it regularly for school information.

## **SUPERVISION OF STUDENTS**

Children who walk to school should not arrive at school until ten minutes before the beginning of class - **no earlier than 08:00 a.m.** Bus students must stay on the school grounds from arrival until departure. If they wish to leave the school grounds, they must have a written note with a parent's signature for that day. Students arriving late and/or leaving school early must be signed in/out by a parent or guardian in the Office.

## **ABSENCES**

Regular attendance in school is necessary for a child to progress and achieve maximum school growth. Student absences must be verified:

1. Parents should call the school on the morning of an absence after 7 AM.
2. The school will contact parents who do not call when the child is absent.
3. A written explanation of the absence is required the next day if no contact is made. This note must be signed and dated by the parent/guardian.

Extended absences may require substantiation by a doctor. If a student is unable to participate fully in school activities, a doctor's note is required which specifies limitations. Students that are expected to be out of school due to an illness for a period of more than 20 consecutive days may receive homebound instruction. Arrangements for homebound instruction may be made by contacting the principal or guidance counselor. It will be necessary to present to the school a statement from a doctor indicating the estimated time of confinement. The doctor will determine when the student returns to school.

## **EARLY RELEASE**

Parents are required to send a note to the student's teacher each time they plan to take the student from school before the regular dismissal time. Parents must report to the office and sign the student out. The student can then be released by the classroom teacher and be sent to the Office. Please try to schedule appointments during non-school hours whenever possible.

On occasion, as scheduled on the yearly calendar, students are released early from school. The dismissal time is 11:10 AM, and lunch is **not** served. The early release days provide the staff with opportunities for professional development and school improvement.

## **TARDINESS**

Tardiness due to school transportation problems is excusable. Tardiness due to oversleeping, loitering, and playing cannot be excused. Tardy students are to report to the Health Room to have their names removed from the absentee list. They will be issued a tardy slip which the student gives to the classroom teacher. Tardiness to school is to be investigated and handled by the individual teacher. Continuing tardiness or lack of fulfilling obligations prescribed by a teacher may result in suspension of the student by the principal after the teacher has counseled the student and notified the parents of the situation.

## **LEAVING DURING THE SCHOOL DAY**

Parents, or a **designated (in writing) adult**, may sign students out of school at the office when they come to pick students up during the school day. If students bring a note from a parent to walk home at the end of the day, the note must specify they are to walk, and the students must clear with the office before leaving school. Any changes to the regular dismissal routine must be in writing and signed and dated by a parent.

## **INCLEMENT WEATHER POLICY (Call One)**

Please ensure that your child is dressed appropriately for the weather conditions. We strive to teach children healthy habits in school--one of which includes wearing long sleeves, jackets, sweaters and/or coats on cold weather days. We appreciate your assistance for the benefit of your children.

In the event that school closes early due to hazardous weather conditions, it is important that you inform your child of what to do if he/she arrives home and you are not there. The radio stations that will announce school closing information are WPWC 1480AM, WFLS 1350AM, WTEK 106.7FM, WCXR 105.9FM, 93.3FM and WDCT 1310AM.

## **OUTDOOR ACTIVITIES**

All children are expected to go outside for planned activities except in inclement weather when all pupils remain inside. Fresh air and vigorous play have health promoting qualities. Should a parent request a child remain inside for health reasons, the parent is required to present to the school a statement from the child's doctor stating:

- a) that the child has a certain health problem
- b) that the child should remain inside
- c) the length of time that this should be in effect

A conference will then be held with the principal to determine how supervision will be handled during this period of time.

## **KEEPING CHILDREN AFTER SCHOOL OR IN AT RECESS**

Keeping children after school or in during recess is sometimes an effective means of dealing with misbehavior and incomplete assignments. If your child is to be kept after school, you will be contacted by telephone so that you will know why your child is coming home late. If your child is a bus rider, the parents will be notified in advance so that adequate transportation can be arranged for your child's return home.

## **STUDY TRIPS**

During the school year all students will be given the opportunity to go on class study trips. Permission slips will be sent home with your child prior to departing on all off base study trips. Failure to return signed permission slips will mean that a child will be unable to go on a trip with the class. Trips are planned as part of our curriculum, so children are never denied permission for a study trip. A few study trips require the school to pay a deposit. Parents who cancel after the school's reservation has been made, may not expect to receive reimbursement. Parents may be required to attend study trips if their child poses a safety or behavior risk.

## **HOMEWORK**

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

The assignment of homework is considered part of the educational program. It is our policy to assign homework, as appropriate, to all students capable of completing assignments independently. We will publish and widely distribute the particular policies and practices applicable for the school and individual classes. Homework assignments shall be designed to meet the needs and abilities of individual students.

The burden that homework places on a student will be considered when such assignments are made. As appropriate to the nature of the assignment, the teacher shall evaluate and return homework assignments to students. Teachers shall periodically inform students and their parents of the child's academic progress and mastery of learning objectives. Failure to complete assigned homework in a timely manner may result in lower report card grades.

Assignments that are not completed within the school day may be assigned as extra "homework" for the student to complete before the next class day. Students are accountable for keeping track of assignments in a written manner. Teachers remind students of the assignments which have not been completed. Students are required to correct their mistakes on assignments and turn them in to the teacher before the assignment is considered complete.

Teachers will inform parents of incomplete student assignments. Parents are requested to sign their child's assignment notebook each night. Parents are also encouraged to discuss any homework issues or concerns with their child's teacher.

# CODE OF CONDUCT

Students have the responsibility for being aware of and respecting the fundamental rights of others according to applicable standards of conduct. Students are expected to be respectful of adults and consider the rights of fellow students. Students have a right to a school atmosphere conducive to learning which provides for the common welfare and the safety of all in the school community.

It is essential that the teacher be in control of the class at all times. The amount of freedom allowed within the learning situation will vary from one type of activity and lesson to another. It is known that the most effective control does not come from authority alone. The best discipline is self-discipline. Children must learn to be responsible for their own conduct. This cannot be taught in the classroom alone. Parents must actively help teach their children this important quality.

Students have the right to be informed, in writing, of the rules which regulate behavior as well as situations that will result in disciplinary measures, before they take effect. This handbook constitutes written notification of school rules. Teachers will also have classroom rules posted.

Students have a right to protection from arbitrary and unreasonable decisions concerning the application of disciplinary measures. Students shall not be subject to corporal punishment. Students have a right to an informal hearing, which is a discussion between the principal and the student, in all disciplinary actions. Effective discipline should be maintained which will result in the maximum growth of the student in self-control, high regard for the student body, and pride in the school on the part of the student and the community. A record is kept in school of student infractions of rules.

## Basic School Expectancies

1. Keep your hands, feet, and objects to yourself.
2. Behave in an honest responsible, safe, and orderly manner.
3. Refrain from verbal and physical abuse.
4. Settle confrontations peacefully and without violence.
5. Respect your own and other people's property.
6. Weapons and replica weapons must not be brought to school.
7. Students must remain on school grounds unless permission to leave has been granted by an authority in charge.
8. Students must abide individual classroom teacher rules.
9. The school Dress code must be honored.
10. Controlled substances must not be brought to school.

## Behavior Code

This Behavior Code has been established for the Quantico Dependents School System. All school employees are responsible for supervising student behavior while students are legally under the supervision of the schools. All students are responsible for appropriate conduct as defined in this Behavior Code. Discipline will be as uniform as possible throughout the school system. Problems which cannot be handled by the individual teacher, should be referred to the principal who in turn may refer the problem to the Superintendent for appropriate resolution.

## **Behavior Code (continued)**

A basic element to the prevention of misconduct is the setting of system-wide school rules which are implemented in a consistent manner. Courtesy and respect for others and their property are essential to the successful operation of a school. In cooperation with faculty and staff, students are responsible for maintaining a positive learning environment by being courteous and exhibiting acceptable conduct toward one another and school personnel. The following is a summary, not a definitive list, of the established conduct for Quantico Dependents School System:

1. While on school property, and on school buses, students shall behave in an orderly manner and not in any way interrupt or disturb the orderly and safe operation of the school. Conduct that is disrespectful or violates the rights of others in the educational process will not be tolerated.
2. Students shall not curse or verbally abuse anyone by use of profanity or indecent language. The use of threatening language is strictly forbidden.
3. Students shall not have radios, tape players, electronic games, or beepers on school property unless authorized by the principal. School staff members may confiscate unauthorized equipment.
4. Students should settle confrontations in a peaceable manner and without the use of violence.
5. Gambling on school property is strictly prohibited.
6. The taking or attempting to take another's personal property is expressly forbidden.
7. No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others. Students shall be financially responsible for the repair or replacement of property they intentionally or negligently damage.
8. The possession of any weapon such as firearms, knives, switchblades, bullets, fireworks, other explosives or dangerous chemicals is expressly forbidden. The possession of look-alikes is also forbidden. Automatic expulsion will result for one calendar year.
9. Smoking or possession of tobacco products by students is prohibited in the school, on the school grounds, and on school buses.
10. Students shall not leave the school grounds without the permission of the school administrator or designee.
11. Students must be aware of and abide by the classroom rules of each individual teacher.
12. Students staying after school should remain with their teacher or activity. Students who do not have school related activities must go home, and are not to loiter in the building or on school grounds.
13. The use, sale, possession, and/or distribution of controlled substances within the school system or at school sponsored activities will not be tolerated.

## **Suspension**

1. A removal from class or school is the final attempt at changing behavior of a student before expulsion. Therefore, the act of suspension is reserved for serious violations of the rules or for a series of minor offenses.
2. A removal from class or school will be based on the Principal's judgment that the student's continued presence may result in hazards to health, bodily harm, destruction of property, or disruption of any function of the school.

3. When a student is removed from class, the Principal will notify the parents and Superintendent of the removal, describing the reasons for removal, and remedial actions, if any, tried before the suspension.
4. A parent conference is held before the child is allowed to return to school.
5. The Principal may remove a student for up to 10 school days. Suspensions of more than 10 school days must be approved by the Superintendent.
6. A student under suspension is denied access to the school grounds except with permission of the Principal. If a student violates this rule, he or she may be deemed a trespasser.
7. Any appeal of suspension should be submitted in writing within three days to the Superintendent. The Superintendent will act on the appeal within two weeks from the time the appeal is received.

### **Transportation Rules and Regulations**

The Quantico Dependents School System may provide transportation for pupils, but is not required to do so. It is the desire of our school system that students ride the busses to and from school in safety and comfort. In order to make this possible, we expect students to act in accordance with the rules and regulations. It is essential that the home and the school system work together in this program. These regulations govern the students while they are riding the bus. **The school assumes no responsibility for the conduct of the children while walking to school or for those waiting at the bus stops.**

Students, who normally do not ride the bus, are not permitted to ride on the bus, (e.g. to visit another student), without specific permission. Any changes to the regular bus routine **must be in writing from the parent** and approved by the principal. The principal will handle school bus discipline problems. Riding a school bus is a privilege and may be revoked if misbehaviors occur and are reported to the office.



### **Rules and Regulations for Bus Riders:**

1. Be at the bus stop on time.
2. Keep head and arms inside bus.
3. Refrain from eating while on the bus.
4. Keep feet out of aisle.
5. Board bus only at designated stops.
6. Remain seated until the bus stops.
7. Cross the street in front of the bus.
8. Commit no disturbances, such as spitting, chewing gum, swinging on bars, yelling, pushing, annoying others, or disturbing driver or students in any other way.
9. Use no profanity.
10. Refrain from throwing items on the floor of the bus or out of the windows.

11. Refrain from placing backpacks, books, lunches, or other articles where other passengers may stumble over them.
12. Refrain from smoking on the bus.
13. Cooperate with all requests of the bus driver.
14. Maintain a complete silence whenever overhead lights are on.
15. Ride only the bus to which you have been assigned. Transportation for students who do not regularly ride the bus can be provided for after-school activities such as scouts, riding classes, religious instruction, etc., from the school when space is available. Written requests will be required.
16. All students are required to ride their regular bus unless there is a written parental request.
17. Electronic devices may not be brought to school or used on the bus.



### **Rules and Regulations for walkers:**

1. Obey crossing street rules.
2. Use sidewalks and cross at corners.
3. Look both ways.
4. Obey safety patrols.

### **Bus Discipline Referrals/Classroom Behavior Referrals:**

The principal will thoroughly investigate all referrals made by the bus drivers and classroom teachers. Parents will be notified when the administrator receives a referral. The policy for acceptable bus and classroom behavior will be enforced. School bus rules and the Discipline Policy for Quantico Schools are published in the Back to School issue of the base newspaper.

Popular toys such as trading cards, hand-held electronic games, etc. are not permitted on the bus or in school. Students will not have time in their instructional day to play with toys. If they are brought to school, they will be taken from the child.

# DRESS CODE

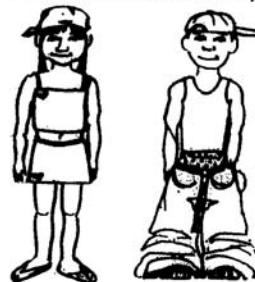
Students should dress for the weather and wear clothing that is appropriate for school activities. We believe that there is a correlation between a student's dress, attitude, and work production. Student dress and overall appearance must meet basic standards for the health, safety, well-being, cleanliness, and decency of students at school. Dress or appearance that disrupts or interferes with the orderly operation of school will not be tolerated.

The following dress code has been implemented for Burrows Elementary School:

1. Burrows students are expected to dress appropriately. The following are considered inappropriate and are not to be worn to school: bare midriff clothing, short shorts, tube halters, bodyshirts without proper undergarments, swim wear, tank shirts for boys and girls (without shoulders of 2 inches minimum) – this includes spaghetti straps, no “open back” garments, sleeping garments, clothing with suggestive or obscene slogans, brief skirts, sagging trousers (pants should not be worn below the waist or show undergarments), and any garments that are too revealing as interpreted by school administration.
2. All students are to remove hats, bandanas, and any item that is plain or decorative that is worn on or around the head when entering the building. This policy pertains to all evening activities within the school. This will apply to both males and females. Chronic offenders will have their headwear confiscated and will be referred to the principal.
3. Shorts may be worn throughout the year with the following stipulations:
  - a. No bike shorts or those of a spandex nature (form fitting)
  - b. No cut-offs
  - c. No short shorts (no shorter than a student's fist when arms are held down at his/her side is a good measurement)
4. Skirts and dresses that are worn to school must be no shorter than a student's fist when the student's arms are held down at her side. Sundresses are not allowed.
5. Sunglasses will not be worn or visible inside the building. Offenders will have their sunglasses confiscated and be referred to the Principal.
6. Bare feet, flip flops/shower shoes, house slippers, and any other foot wear without a back are not allowed for safety reasons.
7. Clothing with profane language, suggestive graphics, drug or alcohol related printing is not allowed.
8. Excessively baggy clothing (pants with more than a three-inch gap at the waist) must be worn with a belt or suspenders.
9. Any other attire considered to be inappropriate will be referred to the Principal.
10. Students found violating the Dress Code will be sent home to change or have acceptable clothes brought to them by a parent/guardian. Repeated violations of the Dress Code will result in disciplinary action.



**NOT Appropriate Dress for Burrows Elementary**



## **COURTESY**

Consideration for the welfare of others is essential. Working and playing together requires good manners at all times. Fighting, pushing, profanity, and other violations of good conduct will not be allowed. A respectful attitude toward all adults is expected at all times.

## **SAFETY AND WEAPONS**

Knives, matches, baseballs, toy guns, and other such items are not allowed on school busses, in classrooms or play areas. Such articles can cause injuries, and, if found in school, will be collected and held until picked up by parents.

The throwing of rocks, or any item intended to harm a person, is not permitted. Snowballs may not be thrown at school.

Fighting, Kung Fu Kicking, or “play fighting” is also not permitted.

Care must be exercised at all times in using all playground equipment in order to prevent personal injuries and prevent damage to the equipment. The solution to acceptable conduct on the playground is to respect the rights of others and to use the equipment properly.

## **SCHOOL SUPPLIES**

The school provides textbooks, workbooks, and other instructional supplies. The proper use and care of these items should be stressed to help your child develop a feeling of personal responsibility for books and supplies furnished for his or her use. Parents of students who lose or damage school books or other property will be held accountable for the loss or damage.

Students are expected to supply paper, notebooks, pencils, crayons, and other small expendable items. Your child’s teacher will give your child a list of supplies needed for his/her grade. For accountability purposes, students will be required to put their names in the front of their books.

## **TELEPHONES**

School telephones are for conducting school business. Student use of the telephones is limited strictly to calls necessitated by emergency situations. We have limited secretarial help to allow students the use of business phones and we cannot tie up our phone lines. Students may not bring cell phones to school.

## **PETS**

Pet animals will not be permitted on the school premises unless prior arrangements have been made with the classroom teacher with approval of the principal.

## **MONEY AND VALUABLES**

Please do not send money or any valuable item to school with your child. The school cannot accept responsibility for money or valuables sent to school with your child. Exceptions include fees for items, study trips, or other school sponsored activities.

## **VISITORS AND VOLUNTEERS**

Visitors and volunteers are always welcome to Burrows Elementary School! For security purposes, we require that you first sign in at the office. "Visitor" and "Volunteer" passes are to be used at all time.

It is our belief that everyone involved in the school/community volunteer program will benefit the school, the teachers, and most importantly, the students. We appreciate the outstanding assistance that volunteers give to our school.

We encourage you to take an active part in your child's education by participating in the Parent Education Association (PEA), the Continuous School Improvement Leadership Team (CSILT), on school committees, as a volunteer in classrooms and in the school, on study trips, and by visiting us at Burrows often. We want you to become active partners in every facet of the educational process here at Burrows. Let's work together to make this the most productive year ever for your children.

### ***Some of the ways volunteers can give service to the school include:***

- Listening to students read
- Assisting in the computer room
- Assisting classroom teachers (copying, decorating bulletin boards)
- Correcting workbooks, etc.
- Assisting in special programs
- Reading and math tutoring
- Sharing special talents
- Sharing career information
- Working on class art projects
- Assisting in special classes and clubs

If you are interested in becoming a school-community volunteer, please contact the school office. As a courtesy, please notify the classroom teacher in advance when you wish to visit or have a conference. Together we can make a difference.

## **PARENT EDUCATION ASSOCIATION (PEA)**

The Parent Education Association (PEA) is an important agency for school/community relations at Burrows. This is your organization; we hope you will support, join, and participate in all of our activities. The PEA sponsors the only fund raising activities directly benefiting our school.

## **CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSILT)**

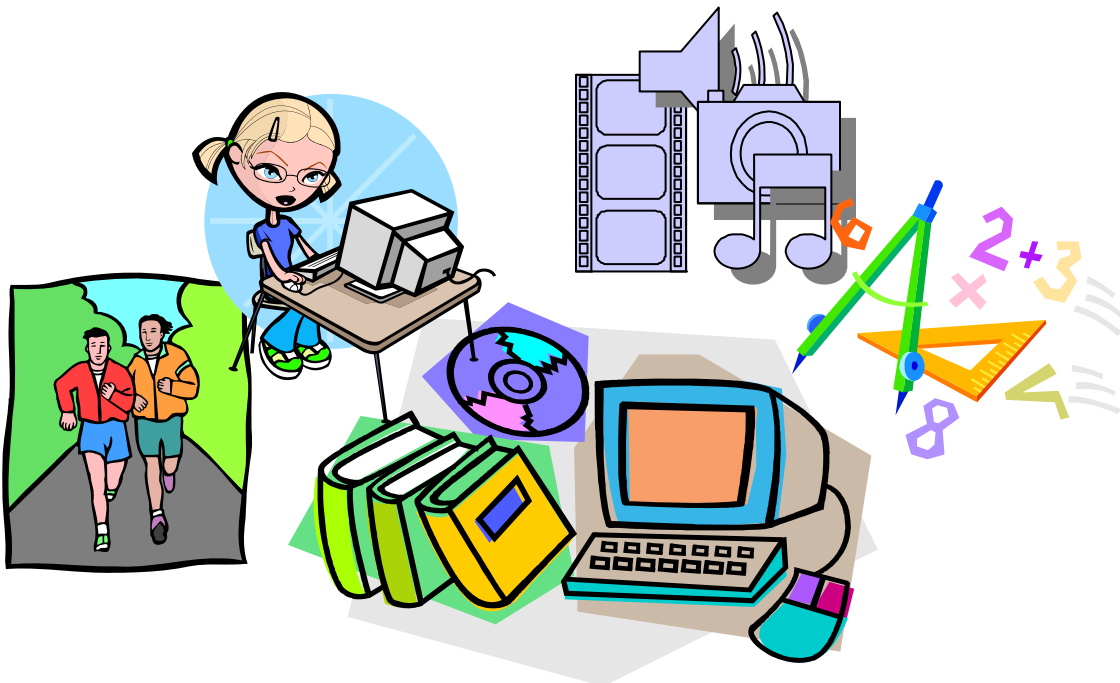
The Continuous School Improvement Leadership Team is composed of parents and teachers selected annually. The committee advises the principal on school improvement issues, instructional programs, and other matters relating to school improvement and accreditation. It is the only formal recognized committee authorized to advise the principal.

## AFTER SCHOOL ACTIVITIES

After School Activities are designed to provide a “fun” learning activity for children after school. Due to school funding restraints, there is a limit to how many programs may be offered at any one time. Below are some of the possible programs that are offered. The activities will be advertised well in advance along with a permission slip that must be filled out prior to the activity commencing. Bus service will be provided for those who normally ride the bus. Parents and volunteers are encouraged to assist instructors. After school activities begin at 3:00 and end at 3:40 on Tuesdays through Fridays. Beginning dates will be posted in our school newsletter and on the web. Cancellations will be announced over the intercom when unforeseen events occur that cause cancellations.

### AFTER SCHOOL ACTIVITIES DURING THE YEAR:

Technology Club  
Mile Club  
Music Concerts  
Chorus  
MathArt Club  
Burrows Governors/School Yearbook  
Homework Club  
Safety Patrols  
Newspaper Club



# COMMUNITY STRATEGIC PLAN (CSP)

## 2006-2011

The Department of Defense Education Activity has implemented a Community Strategic Plan (CSP), containing the strategic direction for DoDEA for the years 2006-2011, and updates the focus we began in 2001 with the first strategic plan. In addition to guiding DoDEA schools with strategic direction, the CSP provides the flexibility needed to address unique issues and challenges found in each community.

The process used to develop the CSP includes representation from DoDEA constituencies around the globe. This leadership team of parents, military leaders, and educators uses a process characterized by intensity, focus, democracy, and consensus. The final document includes a vision, mission, guiding principles, four goals, outcomes, measures, and milestones.

The CSP identifies measures, milestones, and outcomes for where we are headed in terms of school improvement. It is governed by a mission statement and guiding principles that are all centered around student achievement. There are FOUR MAJOR GOALS:

1. HIGHEST STUDENT ACHIEVEMENT
2. PERFORMANCE DRIVEN, EFFICIENT MANAGEMENT SYSTEMS
3. MOTIVATED, HIGH PERFORMING AND DIVERSE WORKFORCE
4. NETWORK OF PARTNERSHIPS PROMOTING ACHIEVEMENT

We invite you to learn more about our NEW CSP and participate in school improvement this year through our SILT meetings and other school committees. Information is also found on our Website.

Most importantly, the plan provides a road map for Burrows Elementary School as we address accreditation issues and work toward improving instruction and student achievement.

As we head into the new school year, we will regularly inform staff, parents, and community leaders about the plan. More importantly, we will renew our efforts to seek the involvement of our employees, parents, and commanders at all levels in the improvement process. The process at the grassroots level helps us use assessment data to identify areas of focus in order to increase student achievement. By developing strategies for improvement, we can address these locally identified limitations.

Next time you are in the building, ask us for more information on the CSP. You will notice our posters highlighting our vision, mission, and guiding principles displayed in the school. You can find additional details about the revised CSP on the DoDEA website at <http://www.dodea.edu/csp/>. I welcome your active interest, support, and involvement as we initiate this plan. As parents and educator, we share a mutual obligation to ensure success and make a difference for every child in our military community.

Randell M. Ekanger  
Principal

