



Elementary Student Handbook 2023-2024



www.bcsds.org

Vision Statement

BCSD strives to have a profoundly positive impact on each student's adult quality of life brought about by students' individual and collective educational experiences.

Mission Statement

Inspiring and challenging students through diverse opportunities



Black Hawk Elementary

Stacy Hatten, Ext. 2201, Principal

2804 S 14th Street

Phone: 319-753-5300

Fax: 319-753-5097

Regular School Hours – 8:45 AM to 3:45 PM

Office Hours – 8:00 AM to 4:00 PM



James Wilson Grimes Elementary

Tim Cradic, Ext. 2601, Principal

800 South Street

Phone: 319-753-0420

Fax: 319-753-6039

Regular School Hours – 8:35 AM to 3:35 PM

Office Hours – 8:00 AM to 4:00 PM



North Hill Elementary

Alec Clark, Ext. 2801, Principal

825 North 9th

Phone: 319-753-6363

Fax: 319-753-6901

Regular School Hours – 8:35 AM to 3:35 PM

Office Hours – 8:00 AM to 4:00 PM



Sunnyside Elementary

Tim Bolander, Ext. 2401, Principal

2040 Sunnyside Avenue

Phone: 319-753-5244

Fax: 319-753-1856

Regular School Hours – 8:45 AM to 3:45 PM

Office Hours – 8:00 AM to 4:00 PM

DISTRICT HANDBOOKS

Students enrolled at Burlington Community School District will be expected to adhere to the building handbook as well as the District Student Handbook. All Handbooks are available on the District webpage and hard copies are available upon request.

ARRIVAL and DEPARTURE GUIDELINES

The parking lot is always congested and extremely busy at the beginning and end of the day. In order to make our parking lot a safe place for everyone, please follow these guidelines:

→ When dropping off your child:

- Please keep in mind that it is not safe to stop directly behind parked cars to let your children out

→ When picking up your child:

- Students are asked to only board cars that are stopped in the right hand lane of the parking lot
- If you desire to load in another location (such as across the street) please exit your car, locate your child, and escort them to your vehicle
- When your child is safely loaded in the car, please carefully pull into the left lane to exit the parking lot
- Please be on the lookout for traffic movement. As spaces become available, pull ahead.
- The left lane is for moving traffic only. (Movement forward to an available space or moving through the parking lot to exit are acceptable uses of the left lane.)
- Please be patient and courteous when waiting for your students. We need to set a good example for our young people.

Feel free to ask one of the staff on duty to radio the office to page your child if you have been waiting but they have not come outside.

Thank you in advance for your cooperation and courtesy as our teachers supervise and enforce the above guidelines for the safety of your children.

Parents: Please **DO NOT** drop off or have your children arrive before the time listed for your building. There is **no supervision provided** for students prior to that time. When children congregate early, safety and discipline problems occur. Thank you for your understanding and we appreciate your support.

Electronic Device

Elementary students should not possess cell phones or other personal electronic devices during the school day. Items brought to school should be kept in the student's bag, locker, or other designated storage area. Students may use their devices before and after school as long as their use of the device is not causing disruption.

Bicycle Riding Policy

We encourage you to please take time to read the Burlington Community School District's policy on riding bikes to school. The policy may be found in the District Section of this handbook ("Bicycle/Skateboard/Roller Blades Policy").

According to Burlington School Board policy, only students in the 4th grade and above may be approved to ride bikes to school. Due to safety concerns and the high volume of traffic on the way to and from school each day, students in Kindergarten, 1st, 2nd, and 3rd grades are NOT allowed to ride bikes to school. 4th grade students who want to ride their bikes to school must complete an approval form and have it signed by their parents and the school principal. Approval forms will be available at registration and may be picked up any time at the school office.

Please review safe riding practices and traffic safety rules with your student bike riders. We cannot be too careful when it comes to our children's safety. Not everyone is as alert to a child on a bike as those of us who are in direct contact with children every day. Thank you for your cooperation.

Parent-Teacher Organization (PTO)

The PTO is an active, exciting organization committed to involving all parents in the education of their children. All parents and interested persons are encouraged to join and become active members.

The PTO sponsors a number of projects aimed at enhancing the quality of education our students receive. Whether it is raising funds to purchase equipment for our library, playground and classrooms, or conducting a reading incentive program, or holding a series of family nights, their activities are designed to directly benefit the students.

Generally, meetings are held every month.

Contact your building for more information.

Burlington Community School District



Positive Behavior Intervention Support

Be Respectful

Be Responsible

Be Safe

What is **PBIS**?

Positive **B**ehavior **I**ntervention **S**upport is defined as a set of proactive systems and strategies designed to increase the capacity of our school to (a) reduce school disruption, (b) educate all students, including those with behavior disorders, (c) increase social, emotional, and behavior competence of all students.

Is **PBIS** new to education?

PBIS is not new to education. It is based upon a long history of research in the areas of behavior and instructional design. Just that of academics, positive behavior needs to be taught through modeling, explicit instruction, and practice. One foundational idea in PBIS is consistency. Another goal of PBIS is that all adults in a school building have clear and consistent behavioral expectations for students of which adults respond in a consistent manner to both appropriate and inappropriate behaviors.

What are the school's core values?

As proud Grayhounds, our core values are grounded in being respectful, responsible and safe. In all we do we will foster a *positive* school culture and climate in which *all students* can thrive, in order to enhance the development of well-rounded, contributing citizens.

How will this affect the elementary school?

Positive **B**ehavior **I**ntervention **S**upport is about creating a positive, supportive, culture in which all students can be successful. Students are recognized for being successful both academically and socially. They are acknowledged for demonstrating expected behaviors. PBIS is also about building positive relationships with students and creating a culture in which they can thrive and succeed.

What will PBIS *look* like at the elementary school?

Our PBIS plan provides detailed behavioral expectations in every area of the school. The continuum of PBIS covers the practices used to address behavioral needs and social-emotional development across the entire school, non-classroom settings (e.g., cafeteria and hallway), and the classroom.

What are the Behavioral Expectations?

The behavioral expectations and procedures cover the most commonly frequented areas of the building, sometimes yielding undesired, disruptive behavior. The behavioral expectations include:

- | | |
|---------------|------------------|
| 1. Classroom | 6. Clinic |
| 2. Cafeteria | 7. Bathrooms |
| 3. Hallway | 8. Bus |
| 4. Library | 9. Indoor Recess |
| 5. Assemblies | 10. Bus Line |



How do I teach the behavioral expectations?

Each behavioral expectation includes a lesson plan that explicitly teaches desired, yet positive behavior, in any area of the school building. To achieve effectiveness, plan to teach positive behavioral expectations during the first three to four weeks of school, keeping lessons between 5 and 15 minutes in length. Feedback and acknowledgement accompanies desired behavior expectations, as well. Behavioral expectations that are modeled, taught explicitly, and within the context of the behavioral expectation will increase the likelihood of student implementation.

What is a voice level rubric?

A voice level rubric provides a clear expectation for student voice volume. Ranging from no talking to emergency only voices, voice levels provide concrete expectations for students to use in different areas of the building. Our voice level rubric is as follows:

5. Screaming/ Emergency Only
4. Recess/Outside Voice
3. Classroom voice/ Talking
2. Soft voice/ Whisper
1. No talking at all





PBIS Grayhound Expectations

Burlington Community School District Elementary Schools

	Cafeteria	Bathroom	Hallways	Playground/ Gym	Library	Office/Clinic	Assembly	Car /Bus Line	Drinking Fountain / Water Fill Station	Classroom
Be Respectful	<ul style="list-style-type: none"> Follow directions Use table manners Maintain appropriate Voice Level ¹ 	<ul style="list-style-type: none"> Keep clean Close Door Maintain appropriate Voice Level ¹ 	<ul style="list-style-type: none"> Keep hands and feet to self Walking feet 	<ul style="list-style-type: none"> Share equipment Include everyone in play 	<ul style="list-style-type: none"> Follow directions Maintain appropriate voice level (1 - 2) 	<ul style="list-style-type: none"> Be polite Wait your turn Introduce yourself to office/clinic staff Share your reason of being in office/clinic 	<ul style="list-style-type: none"> Voice level as assigned Be active listener Stay seated until dismissed 	<ul style="list-style-type: none"> Listen for directions Maintain appropriate voice level ¹ 	<ul style="list-style-type: none"> Maintain appropriate voice level (1 - 2) 	<ul style="list-style-type: none"> Listen and follow directions Wait your turn Accept differences Be helpful Take care of classroom and classroom materials Be on time
	<ul style="list-style-type: none"> Stay in cafeteria Clean up trash 	<ul style="list-style-type: none"> Go / Flush / Wash Trash in trashcan 	<ul style="list-style-type: none"> Follow directions Pick up trash 	<ul style="list-style-type: none"> Follow directions Line up quietly when asked 	<ul style="list-style-type: none"> Return your Books on time Choose a good fit book in a timely manner 	<ul style="list-style-type: none"> Finish task and go back to class in a timely manner 	<ul style="list-style-type: none"> Keep hands and feet to yourself Respect personal space 	<ul style="list-style-type: none"> Sit in straight line Stay in area 	<ul style="list-style-type: none"> Get a drink or fill water bottle in a timely manner Finish task and go back to class in a timely manner 	<ul style="list-style-type: none"> Come to class prepared Complete your own work Turn in completed work
	<ul style="list-style-type: none"> Keep hands and feet to self Keep hands and feet to self 	<ul style="list-style-type: none"> Wash hands with soap Keep feet on ground 	<ul style="list-style-type: none"> Keep to the side Eyes forward 	<ul style="list-style-type: none"> Use equipment correctly Play safely 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Keep hands and feet to yourself Respect personal space 	<ul style="list-style-type: none"> Keep hands and feet to self Give personal space 	<ul style="list-style-type: none"> Keep hands and feet to yourself Report water spills to an adult 	<ul style="list-style-type: none"> Keep hands and feet to self Maintain appropriate voice level



**BURLINGTON COMMUNITY SCHOOL DISTRICT
ELEMENTARY SCHOOL SUPPLY LIST
2023-2024 SCHOOL YEAR (subject to change)**

KINDERGARTEN

Backpack	8 Large or 12 Small Glue Sticks
2 Dozen #2 Lead Yellow Pencils	1 Supply Box (4-1/2"x8")
1 Large Pink eraser	1 Box of Classic Markers – Set of 8 Colors
1 Pair Rounded Kid Safe Scissors	2 Wide Rule Composition Notebooks
1 Package of Napkins	1 Box of 8 Large Size Crayons
1 Bottle of Glue	2 Boxes of 24 Crayons
3 Large Boxes of Tissues	4 Black Dry Erase Markers
1 Spiral Notebooks (wide ruled)	2 Containers of Disinfectant Wipes
2 Plastic Pocket Folders	1 Box of Bandages (optional)
1 Bottle of Hand Sanitizer (optional)	1 Sleeve of Plastic Cups (optional)
1 Pair of Headphones (no earbuds)	1 Water Bottle (optional)
1 Vinyl/Plastic Rest Mat – Approx. 18" x 43" x 1" (optional)	

GRADE 1

Backpack or Book Bag	2 Dozen #2 Lead Yellow Pencils
1 School or Pencil Box – No Larger than 9"x6"	8 Glue Sticks
2 Boxes of 24 Crayons	3 Large Boxes Facial Tissues
2 Pink Erasers (no pencil tops)	1 Pair of Scissors – 5"
8 Dry Erase Markers	3 Poly Plastic Folders
2 Containers of Disinfecting Wipes	1 Wide Rule Composition Book
1 Roll of Paper Towels OR a package of plain napkins	2 Sets of Headphones (no earbuds)
1 Package of Classic Color Markers	1 One Inch Binder
1 Package 3x3 Post-It Notes	1 Package of Index Cards
1 Box Quart & Gallon Ziploc Baggies (optional)	

GRADE 2

Backpack or Book Bag	1 Box of Classic Markers (set of 8)
4 Pink Eraser	1 Pair Scissors, Pointed, 5"
1 Package 3x3 Post-It Notes	2 Rolls of Paper Towels
3 Dozen #2 Lead Yellow Pencils	3 Large Boxes of Facial Tissues
5 Large Glue Sticks	3 Containers of Disinfecting Wipes
1 Box of 24 Crayons	1 School or Pencil Box – No Larger than 9"x6"
2 Highlighters	8 Dry Erase Markers
2 Sets of Headphones (NO Earbuds)	4 Wide Rule Composition Books
1 Package of Wide-Lined Loose Leaf Paper	1 Box Sandwich Size Baggies
1 Box Gallon Size Baggies	2 Pocket Folders



**BURLINGTON COMMUNITY SCHOOL DISTRICT
ELEMENTARY SCHOOL SUPPLY LIST
2023-2024 SCHOOL YEAR**

GRADE 3

- | | |
|------------------------------------------------|----------------------------------------------|
| 3 Dozen #2 Lead Yellow Pencils | 2 Boxes of 24 Crayons |
| Erasers (NO Eraser Toppers) | 2 Large or 4 Small Glue Sticks |
| 4 Large Boxes of Facial Tissues | 1 Pair Scissors – Sharp Pointed |
| 2 Pocket Folders | 2 Sets of Classic Markers |
| 2 Sets of Earbuds or Headphones (NO BLUETOOTH) | 2 <u>Wide</u> Lined Spiral Notebooks |
| 4 Or More Dry Erase Markers | 2 <u>Wide</u> Ruled Composition Books |
| 1 Pencil Box/Pouch – No Larger than 9”x6” | 1 Container of Disinfecting Wipes |
| NO HANDHELD PENCIL SHARPENERS | |

GRADE 4

- | | |
|-----------------------------------------------|-----------------------------------------------|
| 1 Box of Crayons – 24, or 36 Size Pkg. | 3 Dozen #2 Lead Yellow Pencils |
| 2 Red Pens | 4 Large Glue Sticks |
| 6 Pocket Folders with Fasteners – Plain Front | 5 Wide Lined Spiral Notebooks |
| 3 Large Boxes of Facial Tissues | 1 Set of Colored Pencils |
| 2 Pkg. of Notebook Paper – Wide Lined | 2 Highlighters |
| 1 Pink Eraser or Package of Eraser Toppers | 1 School or Pencil Box – No Larger than 9”x6” |
| 1 Pair of Scissors – Sharp Pointed | 1 One Inch Binder |
| 1 Pair of Earbuds or Headphones | 4 Expo Dry Erase Markers |
| 1 Set of Crayola Washable Markers | 4 Wide Rule Composition Books |
| 2 Containers of Disinfecting Wipes | |