

W.Z. “Doc” Burke Elementary School
10111 Terra Oak
San Antonio, TX 78250
Phone: 210-397-1300



NORTHSIDE INDEPENDENT SCHOOL DISTRICT

School Colors: Green & Gold
School Mascot: Bear
School Hours: 7:45 a.m.-3:10 p.m.

Principal: Dr. Marissa Peña
Associate Principal: Sara Mireles

Counselors

Tania Mendoza
Kelley Knight

Office Staff

Principal's Secretary: Debra Villarreal
Attendance Secretary: Zelda Cruz-Gonzales
Office Clerk: Gabriela Flores
Nurse: Kimberly Sotello

Grading Periods

Burke is on a nine-week grading period. Report cards are issued one week following the end of each grading period. The last nine weeks' report card will be issued on the last day of school.

Your child's teacher will keep you informed regarding your child's progress. Progress reports are issued the fourth/fifth week of a grading period. Progress reports will be issued to ALL students in an effort to keep parents informed of their child's progress. If you have any questions regarding your child's progress, please feel free to contact the teacher at any time.

School Spirit

Every Monday will be spirit day unless it is a holiday. Students are encouraged to wear our school t-shirt or the school colors of red and royal blue. T-shirts can be purchased online for \$10.00. On Friday, students are encouraged to wear a college shirt. We continuously promote higher education!

Dress Policy

Burke's dress policy for students is in accordance with Northside's policy as explained in the [Student-Parent Handbook](#) on page D-8 (p. 43-44).

Caps, hats, and hoodies must not be worn in the building.

If a child comes to school violating the dress code policy they will be warned the first time, and the parent will be called. On the second occurrence, the parent will need to bring a change of clothing for the child.

For safety reasons, children **must** wear rubber soled shoes to participate in P.E. In August, you will receive a master schedule which identifies the days your child will have art, music, STEM lab and PE. Although sometimes confusing to parents, students quickly learn their P.E. day.

Discipline Policy

At Burke Elementary, we believe good discipline is a prerequisite for learning. Students should be accountable for their behavior and parents should help the child to assume responsibility for appropriate behavior and to accept the consequences of inappropriate behavior.

Discipline will be based on the seriousness of the offense, the student's age and grade level, the frequency of the misconduct, the student's attitude, and the potential effect of the misconduct on the school environment. A consequence may include missing a verbal correction, withdrawal of privileges, a parent conference, a phone call, In School Suspension (ISS), or Out of School Suspension (OSS).

Bus Transportation

Students who live within a two-mile radius are not eligible for transportation. If you have any questions regarding bus pick up and return times, please call the Transportation Office at 210-397-0942.

Bus drivers have a very difficult task. Their responsibility is to get the children to and from home safely. To do this, rules for bus safety need to be followed. Please review basic safety rules (located at the back of this booklet) with your child. In school, your child will be learning the rules for bus safety. The bus driver will issue a Bus Safety Report when a rule is broken. The first conduct report is a warning issued by the administrator. The third conduct report may result in the child being denied bus privileges from one to three days or a long term suspension of bus privileges, depending on the nature of the infraction. Our associate principal works with the bus drivers to ensure bus safety.

Parent Drop Off and Pick Up

There are parking places in the front for parents who wish to come into the building in the morning. Please **DO NOT** park in the front loading and unloading zone (red curbs) and please **DO NOT** drop off students in the parking lot. Please abide by the instructions of the safety patrols and their sponsors during drop off and pick up in the front of the school.

The lane closest to the building is for student drop off and pick up. The other lane is for driving through to park. Never drop off the children from the other lane. Children who are parent pick-up in the afternoon wait inside with their teachers and siblings.

We do not permit children to wait outside unsupervised. Children need to be picked up on time. **After 3:25p.m., there is no one available to watch your child. Your child will wait in the school office until your arrival if you happen to run late.**

Medication

Included below is the district's policy for medication. Please read it carefully and help us stay within the guidelines.

Parents are encouraged to schedule the administration of student medication so medication is given at home whenever possible. In cases where medication must be administered at school, the following procedures apply:

- All medications should be taken directly to the school office by the parent. No medication may be kept in the classroom nor may students administer their own medication. If it is necessary to send medication via the child, the parent is encouraged to notify the school office by phone the same day. (Parents are reminded they are responsible for the medication until it is delivered to a school district employee.)
- Prescription medication must be taken to school in a properly labeled prescription container. Short term medication (up to two weeks) may be administered upon written request by the parent. Long term medication may be administered only if the school's Special Health Form is completed by the physician.
- The administration of non-prescription medications is normally not permitted but may be authorized by the principal under either of the following conditions:
 - If ordered by the child's physician, accompanied by a written request from the parent, and brought in the original manufacturer's package.
 - If the child is experiencing pain due to causes such as post surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil or aspirin may be administered for up to three days if accompanied by a signed note from the physician, a written request from the parent, and brought in the manufacturer's package.
 - Any other non-prescription medication cannot be dispensed to a student by school personnel, or carried by a student at school. This includes cold medications, cough syrups, throat lozenges, vitamins, and herbal remedies.
 - Leftover medications must be picked up by the parents. Students may take home only empty medication containers. If medicine remains, parents will be informed, and medicine will be disposed of two weeks after notification.

If your child needs to take medication for an extended period of time, you will need to complete a **Medication Form** from the nurse which must be signed by your doctor. Once completed, you may email this form back to the school nurse at kimberly.sotello@nisd.net if this is the most convenient way for you. All medications should be taken to the school clinic by the parent. No medication may be kept in the classroom nor may children administer their own medication. Life threatening circumstances may amend this rule.

If your child comes to the clinic and is running a fever (100.4 degrees or above), the nurse will call you and ask you to pick up your child.

Student Arrival and Departure

Some teachers are on duty at 7:00 a.m. **No** child should arrive before that time as s/he will be unsupervised. Although your child is not considered tardy until 7:45 a.m., it will make your child's day run more smoothly if s/he arrives at school on time.

If your child is going home a different way than usual, **PLEASE** note the change by calling the office before 2 p.m., as well as putting instructions in writing to the teacher. It should not be the child's responsibility to inform the teacher. Therefore, we **must** receive a note. Without a note or verbal permission, your child will be sent home the usual way.

At 3:10p.m. please wait for your child in the front covered walkway area of the school and a staff member will come get your student-specific dismissal number from you.

Parent pick up is in front of the school. The Learning Tree students and daycare riders are walked to the cafeteria, and bus riders go to the bus loop. This dismissal plan allows for each child to safely get to his/her designated area.

The Learning Tree

The Learning Tree is the after school care provided at Burke. They provide child care from 3:00 p.m. until 6:30 p.m. For information about enrolling your child, please call 210-397-3127.



Tardies and Early Sign-Outs

The first and last minutes of school are very important. They set the tone for the day. If your child arrives at school after 7:45 a.m. or leaves before 3:10p.m., it will be documented as a tardy or early sign out. If a pattern of excessive tardies, early sign outs, or full day absences develops, this information will be turned over to the District Truancy Liaison for further action.

All tardies and early sign outs will be recorded, reflected on the report card, and will affect your child's chance for perfect attendance. For perfect attendance to be awarded to a student at the end of each nine week grading period, the student may not exceed one tardy or one early sign out during that time.

Students cannot be checked out after 2:30 p.m. without prior approval from an administrator.

Attendance

- *Make sure your child is at school every day.
- *Try to schedule appointments outside of school hours.
- *Do not take your child out of school for a family trip or activity.
- *Be on time!! Have your child get ready the night before so s/he can get to school on time.

Acceptable reasons for a school absence include, but are not limited to: personal illness, death in the family, family emergency, and any unusual or extenuating circumstance acceptable to the principal.

While parents are encouraged to call the school when their child is absent, **the absence is considered unexcused until a written note is received.** This note should include the date of the absence(s) and the specific reason for the absence(s). Please keep statements from the doctor or dentist and bring them to the office. We take attendance at **9:00 a.m.** The student must be present at this time or it is considered an absence. A child arriving after 9:00 a.m. is considered absent for the day.

Only **8 absences** for any of the aforementioned reasons may be excused by a note from a parent within a semester. Any additional absences will be unexcused unless a physician's note is provided. If a student incurs **3 or more unexcused absences**, the parent will receive a Warning Notice from the Associate Principal. It is the parent's duty to monitor the student's school attendance and require the student to attend school. The parent is subject to prosecution under Texas Education Code 25.093. Furthermore, Texas Education Code 25.092 states, "a student may not receive credit for a class unless that student is in attendance more than 90% of the days that class is offered."

If your child has a doctor's appointment and arrives back at school the same day with a doctor's note, the child will not be counted absent. The doctor's note is very important. If you leave the doctor's office without the note, it may be emailed to zelda.cruz-gonzales@nisd.net. A doctor's note must be received on the same day as the appointment to be counted as a health day.

Withdrawing From School

If it is necessary to withdraw a child from school, please notify the school at least 24 hours in advance by either sending a note or by calling the school office. Your child will have a withdrawal form, report card, and personal belongings when leaving. Cafeteria charges and lost book charges should be cleared prior to the withdrawal of the student.

Safety

Your child's safety is the top priority for us. All exterior doors will be locked at 7:45 a.m. After 7:40 a.m. parents will not be allowed to walk their students to class. A staff member will accompany them to class if the child needs assistance.

The front entrance door closest to the reception area and office will be left unlocked. All parents and visitors will need to use this front door only for both entry and exit to the campus.

Parents are always welcome and encouraged to visit. Please be sure to show a state issued picture ID at the office and obtain a visitor's pass. Visits to individual classrooms during instructional time shall only be permitted with the principal's prior approval. The duration of the visit should not impact the children's learning.

If there are times when you are unable to pick up your child and need to send another person, please let us know. For your child's safety, either send a note with the person's name or call the school office notifying us of the person's name. The office may call you to verify the adult picking up your child, or at other times, we will ask the alternate adult who is picking up your child to show a picture ID. You can help us maintain good home and school communication by letting the alternate adult understand that all questions regarding his/her identity or asking for a photo ID is for the safety of the child.

Our school practices fire, tornado and safety drills. We always hope we will never have to use the plans, but it is best to practice the drills. We also have an evacuation plan should one be needed. If you have any questions regarding any of the plans, please call an administrator.

Parent-Teacher Conferences

Parent-Teacher conferences are encouraged throughout the school year. During the first nine weeks of school, the teacher may invite every parent to come to school for an individual conference. Every effort should be made to attend this conference. Any other time you wish to conference with your child's teacher, please email or leave your name on the teacher's voicemail by calling the front office. Your child's teacher will call you and arrange a time that is convenient for both of you. Trying to have a five minute conference at the teacher's door does not allow you to have the teacher's total attention, nor is it conducive to the learning environment. It is to everyone's advantage that you discuss a concern with the teacher before calling an administrator. If you cannot resolve the matter at that level, please feel free to call an administrator.

Classroom Parties

In accordance with district policy, Burke Elementary will have two parties per year.

Winter Party - December 17th

Valentine's Party - February 14th

Birthday Celebrations

Make arrangements ahead of time with your child's teacher for celebrating your child's birthday. The teacher may serve a **store-bought** treat before the end of the school day. Balloons and flowers are **not** permitted since they create a distraction to the learning environment.

Distribution of birthday party invitations is fine only if ALL boys, ALL girls or ALL the children in the class receive an invitation. A child's feelings will be hurt when an invitation is not extended to him/her as well.

A parent may choose to send a goodie bag to school for each child in the class that will be disseminated at day's end by the child celebrating the birthday. These goodie bags will be placed in backpacks and taken home.

Breakfast and Lunch

We are pleased to inform you that breakfast and lunch is provided free of charge to all students in Northside ISD. All enrolled students at Burke are eligible to receive a healthy breakfast and lunch at school at no charge each day of the school year. No further action is required of you. You are welcome to join your child for lunch at the guest table. If you have any questions regarding any charges to your child's lunch account, contact the cafeteria manager, Ms. Mata at 397-1335.

- Extra a la carte items will be charged accordingly.
- Meals not having enough required components will be charged a la carte pricing.
 - Ice cream will still need to be purchased.

Nuisances/Gadgets/Dangerous Weapons

Children should not bring toys to school unless specifically requested by the teacher for a special unit or activity. A nuisance is anything that distracts your child or others from learning. Your child is always encouraged to bring books to read. No one may bring a weapon or items associated with weapons for any reason any time. Boy Scouts may never bring their Boy Scout knives to school for any reason. **The term "knives" includes pocket knives and knives attached to a key chain.** Toy guns and toy knives should not come to school either.

Cell Phone Policy

Students having cellular phones must keep the devices turned off until 3:10p.m., in their backpacks, and not visible during the school day. Students who violate this policy shall be subject to established disciplinary measures.

Parent Teacher Association (PTA)

We urge you to join and support the Burke PTA. During Parent Orientation Nights, teachers will provide you with membership information. Dues are \$7. Please be sure to watch for PTA meeting times in the monthly school calendar.

Parent Volunteers

Each year chaperones and volunteers must fill out a criminal background check form online or in the office. If you have a special area of expertise or a hobby, please let your child's teacher know. Guest speakers always bring the curriculum alive for students and are needed for Career Day.

School Advisory Team (SAT) and Parent & Family Engagement Committee (PFEC)

The SAT/PFEC of Burke consists of parents, teachers and community members who serve as an advisory team to the principal. The purpose of the SAT/PFEC is to improve student learning and parental involvement. The SAT/PFEC committee will meet four times each year. In August, you may contact Yilsa De Los Santos at 210-397-1333 if you are interested in becoming a member of the SAT/PFEC.

Lost and Found

Periodically, remind your child to look for lost items. A lost and found cart is located in the cafeteria. Putting your child's name on clothing and school items will help us find the rightful owner.

Visit us on the Web

Our school web page can be reached through Northside's website at:

www.nisd.net/burke

Information on school events is available on the school website.