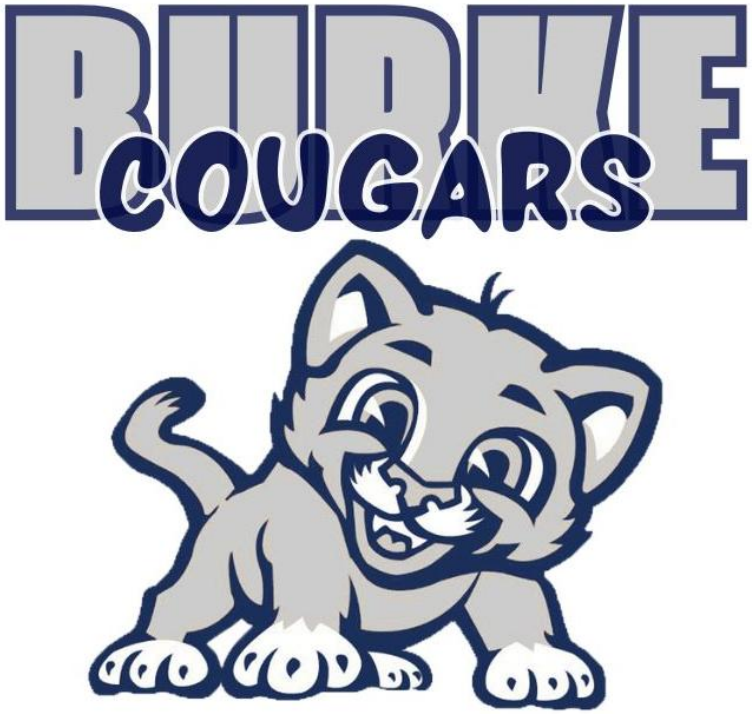
BURKE SCHOOL DISTRICT

ELEMENTARY HANDBOOK

2026-2027



WELCOME TO BURKE ELEMENTARY

The administration and staff would like to take this opportunity to welcome you to Burke Elementary School.

The information in this booklet has been carefully prepared to help the students succeed at Burke Elementary School. We hope this information will be of value to you in assisting the school and your child/children to work together to make this year an enjoyable and productive one. We would like parents to take an active part in their child's school achievements and activities.

The teachers and staff are all here to assist you and your child/children.

BURKE SCHOOL DISTRICT 26-2 PHILOSOPHY

In today's society, education is a continuous process of learning, not only for the present, but for the future. Therefore, the Burke School will provide an educational environment that promotes and enhances learning as a lifelong endeavor. In addition, the Burke School believes that education is not just the development and refinement of mental capacity, but a process that assists the students in meeting their physical, social, aesthetic and emotional requirements.

The Burke School will strive to provide stimulation and assistance so that each child develops in accordance to his/her individual ability, interest, and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that he/she can develop into a wholesome, happy, and productive human being.

The Burke School recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and parent is necessary in the development of a student's integrated personality.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm, and provide a safe environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, school board, and total community is necessary to implement this policy.

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap, and other human differences. Respect for the dignity and worth of each individual will be paramount to the establishment of all policies by the Board and in the administration of these policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizen's rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibility of all individuals as set forth in the state and federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various social, economic, racial, and ethnic groups.
3. To carefully consider, in all decisions made which affect the school, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of society.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals who it does business with.

SCHOOL MESSAGING SYSTEM (EMERGENCY SCHOOL CLOSING)

The Burke School District will be using the Apptegy texting and voice notification system to keep families informed of school closings, late starts, early dismissals, and other important announcements. In addition to Apptegy, we will continue to use traditional communication methods, including updates on our school website at burke.k12.sd.us and the Burke School Facebook page for weather-related and other time-sensitive information.

To ensure you receive all notifications, please make sure your contact information is up to date. You can update your phone number or email address by contacting the school office.

FOOD SERVICE PROGRAM

The Burke School District serves breakfast beginning at 7:40 AM. Cost is $2.25 for students grades K-5. Cost is $2.50 for students grades 6-12. Adult breakfast is $3.25. Seconds can be purchased for $1.25. Students may purchase lunch, bring their lunch from home, or go home for lunch with a permission slip. The cost of lunch is $3.00 for Elementary students grades PK-5th. Middle School and High School lunch cost is $3.25. Adult meals are $5.25. Seconds can be purchased for $1.75. For those who bring their lunches from home, milk may be purchased. Meals can be paid for in the

Elementary Office or the Business Office in the High School. Free or reduced price meals will be offered to those who qualify. Information has been sent to each family and will be available at the Superintendent's office. Please return applications to the Superintendent's office as soon as possible. Students should not use the north lunchroom door when entering or exiting the lunchroom. All students eating at school will eat their meals in the lunchroom. Space will be provided in the lunchroom for those who wish to carry their own lunch. No pop can be brought into the lunchroom during lunch hours. Open noon hour: Upon completion of lunch, all students will congregate in the lunchroom, or outside of the building. Students will not be permitted to be in classrooms unless given a pass from a teacher to be there.

The Burke School Board's policy regarding lunch accounts effective for the 2025-2026 school year is as follows:

- Lunch accounts are set-up as Family Accounts.
- Each student has an individual account number that they should memorize (given to them at the beginning of the school year).
- Lunch money must be received and deposited to the business manager or school secretary.

The policy will be enforced to all students as follow:

- When a student account falls below $5.00, a printed family account statement will be mailed home to the family.
- Students will not be denied a school lunch due to low or negative account balance.
- Students with a negative balance will not be allowed to purchase seconds or ale carte items.
- Statements for students with a low or zero balance will be sent home weekly
- Parents and/or students can check their account balance at any time by calling the school at 605-775-2644, or by accessing the Campus Parent Portal. Account balances are also on statements that are mailed home at the beginning of each month.
- If a family account has a negative balance for 30 days, the board will pursue collection measures.

FIRE DRILL

In the event of a fire alarm or emergency, students and staff will evacuate the building immediately using the designated exit routes for their rooms. Do not stop for personal items. Everyone is expected to move quickly, remain calm and quiet, and follow staff instructions. Exit procedures are reviewed regularly and practiced during scheduled fire drills.

TORNADO DRILL

In the event of a tornado emergency, staff will direct students to designated shelter areas within the building. Students are expected to move quickly, remain calm and quiet, and follow adult instructions at all times. Shelter locations are assigned based on room location and reviewed regularly as part of our emergency preparedness.

ATTENDANCE

Regular attendance is one of the keys to a successful and rewarding school career. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained by extra after-school instruction and assigned make-up work.

If a student is absent, the parents are requested to **notify the school by phone as soon as possible.**

NOTE: No student will be allowed to participate in an extracurricular activity if he/she is absent from school on the date that the activity is scheduled. This includes rehearsals and practice. The only exception to this rule is prior permission from the office.

SCHOOL DAY AND COUGAR DAYS

The regular Monday through Thursday school day runs from 8:05 a.m. – 3:40 p.m. On Fridays designated Cougar Fridays (see district calendar), the school day will run from 8:00 a.m. – 12:00 p.m. During Cougar Fridays, the school will schedule activities on some Fridays that may interest your students. These activities will be sent out in advance. Cougar Fridays are also a great time for students to receive 1-on-1 help from a teacher. If you would like to have your student work with their teacher, you can email them, message them from Class Dojo, or call to set up a time. It is recommended the student set up a time with a teacher in advance if they plan to attend a Cougar Friday. On some occasions, the teacher may request a student attend Cougar Fridays to receive additional support. If a teacher identifies a student in need of help, they will notify parents prior to the Cougar Friday. Meals and transportation are available on Cougar Fridays. Student attendance on Cougar Fridays is optional, unless the teacher identifies a student in need of additional support.

GRADING SYSTEM

Kindergarten:

S+	Strong
S	Satisfactory
S-	Fair
N	Needs Improvement

1st – 5th Grade:

A	93–100%
B	85–92%
C	77–84%
D	69–76%
F	0–68%

HEALTH SAFEGUARDS

To protect the health of all children and to check contagion, the cooperation of all parents is requested. If your child has a contagious disease, please inform the school office as soon as possible. You are urged to keep the child at home if there are indications of illness. Pupils who have a fever or serious sore throat may be sent home.

In case of an accident at school, emergency first aid will be administered and parents will be notified. If parents cannot be contacted, an emergency contact person on the student information form will be called.

If there is special information concerning the health of the child, such as a heart condition, diabetes, etc., please inform the office and classroom teacher.

The school must have the telephone numbers or places of employment of parents/guardians who are employed outside the home so parents can be notified if a child is ill.

PLAYGROUND

Playground supervision will be at scheduled recesses and noon.
No weapons allowed on school grounds, this includes any kind of play guns or pocketknives.
No rollerblades or skateboards.
No tackling games or games involving hard body contact.
No throwing snowballs, rocks, sticks, etc.
A complete list of the Burke Elementary playground rules will be gone over with the students by each classroom teacher, and rules may be added or subtracted as needed by school administration and staff.

PHYSICAL EDUCATION
P.E. is provided to all elementary school students. The classes are taught in the high school gym students must wear tennis shoes to participate in P.E. class. Students are asked to bring a CLEAN pair of non-marking tennis shoes to be used during P.E. only, to prevent scuffing and marks on the gym floor. This pair of tennis shoes will be stored in your child's elementary classroom.

STUDENT BEHAVIOR
Seldom does student behavior require attention other than that given by the classroom teacher. If behavior should require additional help, the office is notified. We will discuss the situation with the student and plan a program of positive action that should solve the problem. Parents will be notified when the behavior is extreme or if poor behavior continues.

BULLYING
The Burke School District 26-2 will not allow any form of bullying.
We will follow these 4 rules:
1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
    - When bullying or peer-to-peer aggression is reported or observed, the school will respond in accordance with the district's bullying policy.
    - All determination of the various levels of bullying (aggressive behavior) and disciplinary action, will be at the discretion of the administration.

BULLYING TIPS FOR PARENTS: WHAT TO DO IF YOUR CHILD IS BEING BULLIED
If your child is being bullied at school, this can be a very painful experience for your child and your family. We are doing all we can at school to put a stop to bullying. Here are some additional things you can do to support your child if he/she is being bullied:
- Never tell your child to ignore the bullying.
- Don't blame your child for the bullying. Don't assume your child did something to provoke the bullying.
- Allow your child to talk about his or her bullying experiences. Write down what is shared.
- Empathize with your child. Tell him or her that bullying is wrong, that it is not his or her fault, and that you are glad he or she had the courage to tell you about it.
- If you disagree with how your child handled the bullying situation, don't criticize him or her. It is often very difficult for children to know how best to respond.
- Do not encourage physical retaliation.
- Check your emotions. A parent's protective instincts stir strong emotions. Although it is difficult, step back and consider the next steps carefully.
- Contact a teacher, school counselor, or principal at your school immediately and share your concerns about the bullying that your child has experienced.
- Work closely with school personnel to help solve the problem.
- Encourage your child to develop interests and hobbies that will help build resiliency in difficult situations like bullying.
- Encourage your child to make contact with friendly students in his or her class, or help your child meet new friends outside of school.
- Teach your child safety strategies, such as how to seek help from an adult.
- Make sure your child has a safe and loving home environment.
- If you or your child needs additional help, seek help from a school counselor and/or mental health professional.

STUDENT REGULATIONS

We expect students to be able to abide by basic rules whether they are at school, at home, or in the general rules of our society and operate within the limits established. We will do everything possible to assist you in establishing a pattern of self-discipline for your child/children. Your child/children should know that he/she is responsible for his/her actions.

- Students are to move in hallways in a quiet and orderly manner.
- Children are not to use obscene or slanderous language.
- Children are not permitted to bring knives to school, or any object that is classified as a weapon.
- Students are to respect school property, as well as the property of others.
- Students are not to fight, push, shove, or injure others.
- On the playground, good sportsmanship, and courtesy will be shown.
- The throwing of ice, rocks, sticks, sand, or other hazardous objects in not permitted.
- Students will stay within playground boundaries.
- Students are to use the restrooms properly.
- In the lunchroom, students are to observe good manners, keep the area clean, & talk quietly.
- No alcohol, tobacco, or drugs are allowed.

SCHOOL PROPERTY

Please help your child/children develop a sense of responsibility and respect for public property. Any damage to school property will be charged to the student causing the damage. Children should give special care to textbooks when taking them home.

SCHOOL DRESS

School clothing should be functional and reflect the attitude of the student toward his/her job, which is learning. The school personnel has confidence in the judgment of parents in the selection of clothing that is appropriate for school. Remember, clothes that have any form of profanity or disrespect will not be allowed.

Many students wear similar pieces of clothing. It is helpful to have mittens, snow boots, caps, jackets, etc., marked with their names. As the weather changes, make sure your child has the proper clothing for recess.

BICYCLES

Students may ride bicycles to school. Bicycles are to be parked in the designated area. Riding bicycles on the playground or around school premises at recess or noon is prohibited. The school will not be held responsible for any damage to or loss of the bicycle.

RETENTION POLICY

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted including special help and remedial work.

In all cases of retention, parents must be informed of such possibility well in advance (usually by third reporting period) and a conference with them sought. In all instances, the advice and help of the principal will be used by teachers.

Although teachers may recommend retention, the building administrator will assign all retention. Teachers recommending retention and principals assigning them will give the reasons why they feel the student should repeat.

The building administrator will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

WITHDRAWAL FROM SCHOOL
If you are moving to a new school, the teacher and office should be notified as soon as possible so that transfers can be prepared and the child's supplies collected for the transfer.

SEASON ACTIVITY PASSES
Activity tickets are available in the Business Office in the High School for all home athletic contests for adults and students. Season passes are not valid for tournaments.

FIELD TRIPS
The student information sheet filled out at the beginning of each school year gives permission for your child to attend school-sponsored field trips. Individual classrooms plan their own personalized trips. Your child's teacher will notify you in advance of the trip regarding date, time and destination.

TELEPHONE CALLS
The school telephone is for business purposes and may be used by students in case of an emergency. The use of the telephone to make arrangements for after-school activities is not considered a valid reason.

INSURANCE
Accident: An accident insurance policy is available through a private insurance company that has no connection with the Burke School. Parents are advised to report any claims for benefits under this policy promptly to the School

Dental: Dental insurance is offered through a private insurance company which has no connection with the Burke School. Claims are processed directly with the company.

MONEY AND VALUABLES
Students are discouraged from bringing large sums of money or valuables to school. The practice of leaving money or valuables on or in a desk is dangerous. The teacher or school will not be held responsible for any loss or damage.

SCHOOL VISITATION
Parents are invited to visit school to observe the work being done. Teachers are expected to supervise their classes when they are assembled so they cannot visit with parents at that time; however, parents are urged to confer with the child's teacher or administrator later. In some cases, an administrator may choose to sit with the parent during a visit. In all cases, the parent's presence will not serve as a distraction to the instruction or daily routines of the class.

Visitation of school age children is permitted with permission of the office. It is advisable to give advance notice. Please be courteous, and schedule a visit with your child's classroom teacher. School visitation by kindergarten or pre-K children is not permitted unless accompanied by an adult.

Occasionally, you may like to have lunch with your child. Adult lunches cost $5.00 and may be paid as you go through the lunch line.

PARTY INVITATIONS
Invitations (i.e. birthday, Valentine, etc.) may be handed out in school, as long as **EACH** class member receives one. If, as a parent, you do not wish to invite everyone in your child's class, then you are asked to mail the invitations to each student's home address. Thank you for your cooperation in this delicate matter.

BUS BEHAVIOR
Students riding on school buses are expected to obey the rules as set forth in the South Dakota School Bus Driver's Manual. The driver is in full charge of the pupils and bus. The driver's relationship with the students should be on the same plan as that of a teacher in the classroom. The safety of the bus and its passengers demands complete cooperation from the pupils, and shall be the duty of the driver to report to the superintendent the names of any students who persist in violating the rules and regulations. The superintendent may find it necessary to temporarily withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

Prior to the season of inclement weather, parents should instruct their child/children where to go if school is dismissed early. Parents should listen to the radio or television for information about school cancellation or early dismissal.

Parents are responsible for the student until the student boards the bus. Parents have the responsibility of assisting the driver, should a special needs student require help getting on the bus.

Students are expected to be on time at the designated bus stop. The bus will not wait for late arrivals. Students are expected to obey the bus driver. Students will be held responsible for any damage they cause on a school bus.

SPECIAL SERVICES
Title I Schoolwide provides supplemental Reading and Math instruction for all students in the Burke Elementary School. Individual instruction is provided if needed and referrals are made by the classroom teacher and/or parent/guardian.

Speech, Language, and Hearing Services are provided to the Burke School students as support services to the educational process. Screening processes and parent or teacher referrals help identify students in need of diagnostic speech and/or language evaluation.

PARENTS RIGHT TO KNOW STATEMENT
All teachers in the Burke School District are highly qualified in accordance with the South Dakota Department of Education. If you would like to see the professional qualifications of a teacher, contact the principal or superintendent and they will provide the necessary documentation.

OPEN ENROLLMENT
Burke School District abides by the South Dakota Open Enrollment Policy as stated in the SD Law 13-28-43.

ASBESTOS NOTIFICATION
The Burke School District has done a tremendous amount of asbestos abatement work during the past several years. It is the belief of the Board of Education and the Administration that all friable asbestos has been removed form the District's buildings.

Non-friable asbestos is present in the floor tile of the Elementary School and the floor tile of the gym addition. Non-friable asbestos presents no danger to building occupants.

An asbestos management plan has been developed by the School District and has been approved by the State of South Dakota. The plan is on file and available in the School Districts Business Office.

REPORTING CHILD ABUSE

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11, and 26-10-12), it is the policy of the Burke School District 26-2 that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person, including parent or other person, other than by accidental means, shall report orally or in writing to the States Attorney, Department of Social Services, the County Sheriff, or the City Police as well as the Burke School administration.

Anyone who participated in making a report in accordance with the law and in good faith, is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded (SDCL 26-10-4).

ACCEPTABLE USE POLICY FOR INTERNET

The Internet is a vast global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet which can be of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The Burke School District is pleased to offer Internet Access for all students. We believe the Internet offers valuable resources to both students and teachers. Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. However, with access to information from all over the world comes the availability of material that may not be appropriate for use in the school setting. The Burke School District has taken precautions to restrict access to controversial materials through the use of specially designed software. However, it is impossible to control all materials. A persistent user may discover controversial information. We believe that the benefits to students from access to the Internet exceed any controversial information. We believe that the benefits to students from access to the Internet exceed any disadvantages. We will support and respect each family's right to decide whether or not to apply for access.

The most important prerequisite for someone to use the Internet is that he/she takes full responsibility for his/her own actions.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

All users, including students, faculty, and community members, should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Burke School District as a whole. All users must behave in an ethical and legal manner. As such, the following list of activities **will not be permitted** while using the school network:

- Sending, viewing, or displaying offensive messages or pictures
- Using obscene language
- Using or engaging in chat line conversations without the direct permission and supervision of school personnel
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Trespassing in another's folders, work, or files - respect others' privacy
- Intentionally wasting limited resources
- Use the network for commercial purposes
- Unauthorized copying of software
- No use of the network shall serve to disrupt the use of the network by others
- Hardware or software shall not be destroyed, modified, or abused in any way
- Harassment, hate mail, discriminatory remarks, and other antisocial behavior
- Use of network to access or process pornographic materials

Violators will result in a loss of access to the Internet, as well as other disciplinary or legal action. The administration will deem what is inappropriate use and this decision is final. The administration resumes the right to limit use to any person who violates any part of this policy.

MEDICATION IN SCHOOL

The school highly discourages the administration of prescription or non-prescription medication to students. The Board recognizes that students may need to take medications at one time or another. We encourage parents to set up student medications during non-school hours. If it is impossible to avoid school hours, medications will be administered only by the supervision of staff trained to administer such medications. Medications must be kept in the principal's office in a locked container.

CELLULAR PHONES & WIRELESS COMMUNICATION DEVICES

The use of cellular phones, pagers, IPods, and other wireless communication devices by students is prohibited within the school building during school hours. Any such device will be confiscated and will be released to the parent of the student.

1st Offense – Warning. Student and parent will come in and get phone together and will be told of future punishments.

2nd Offense – Student will lose 2 recesses and will be supervised by staff during the recess time. Student and parent will come in to get phone together and will be told of future punishments.

3rd Offense – Student will lose 4 recesses and will be supervised by staff during the recess time. Student and parent will come in to get phone together and will be told of future punishments.

4th Offense – Student will lose One Week of recesses and will be supervised by staff during the recess time. Student and parent will come in to get phone together and will be told of future punishments.

EMERGENCY PROCEDURES FOR THE BURKE SCHOOL DISTRICT

The School District has developed procedures designed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents/guardians.

It is impossible to foresee all the potential emergencies, but we have worked with law enforcement officers, fire fighters, and other emergency responders to plan the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. We share these responsibilities as school administrators and you as parents.

In most emergencies your child/children will remain and be cared for at school. In the rare event of an emergency affecting students that prohibits re-entry to the building (such as broken gas or water mains, a fire or sudden loss of utilities in bad weather), students and staff will be removed immediately to our alternate site.

We ask you to follow this procedure if you hear RUMORS of any school emergency.

Stay tuned to your email, texts, and phones as we will provide information as soon as we have it available through our school messenger system.

EXTRA CURRICULAR

- 5th grade students participating in athletics must be passing all classes to remain eligible. The 5th grade teacher along with the principal may determine at any time that a 5th grade student is ineligible to participate based on academics or behavior. 5th graders participating in MS sports is contingent upon coach, AD, and administrative approval on a sport by sport basis.

BEGINDERGARTEN HANDBOOK

Attendance

Regular attendance is one of the keys to a successful and rewarding school career. If your child is going to be absent, please notify the school by phone as soon as possible. Begindergarten is offered all day (8:05 a.m.-3:40 p.m.) on Mondays and Wednesdays.

PRESCHOOL HANDBOOK

Attendance

Regular attendance is one of the keys to a successful and rewarding school career. If your child is going to be absent, please notify the school by phone as soon as possible. Preschool is offered all day (8:05 a.m. – 3:40 p.m.) on Tuesdays and Thursdays.

Pre-school is available to any student who will be 4 years of age by September 1st of year they will be entering PK. PK is free for students who live in the Burke School District or have older siblings who attend the Burke School District. Families who do not live in the district or do not have other children attending Burke will be charged a $60/month. If students enroll in kindergarten or begindergarten following completion of PK in Burke, the PK fee will be reimbursed.

DISTRICT TELEPHONE DIRECTORY

Principal, Mary Hosford
Elementary School 605-775-2246

Superintendent, Tim Sanderson
Office 605-775-2645

SCHOOLWIDE COMPACT
Burke School District
Student - Parent - Teacher - Administrator
School and Home Working Together

As a Student:
I will always do my very best, whether it be school work or other activity.
I will always be on my very best behavior.
I will always be prepared for school.
I will always treat all people with dignity and respect.

As a Parent:
I will help my child/children do their very best to reach their full potential.
I will encourage my child/children to be a good citizen.
I will set a good example for my child/children.
I will make sure that my child/children is prepared for school.
I will always treat people with dignity and respect.

As a Teacher:
I will believe that every child can learn.
I will encourage the children with positive motivation.
I will keep an open line of communication with the parents and students.
I will help the children reach their full potential.

As an Administrator:
Students will be encouraged with a positive attitude and motivation.
Parents and students will be notified of any findings that need attention.
A good example will be set for the students and parents.
The rules of the school will be enforced.
People will always be treated with dignity and respect.

STUDENT INFORMATION & FIELD TRIP PERMISSION

(Last Name) (First Name) (Middle Name) (Phone #)

(Physical Address) (City) (State) (Zip Code)

PARENT/GUARDIAN INFORMATION

(Name) (Relationship to Student)

(E-mail Address) (Work Phone) (Cell Phone)

MEDICAL INFORMATION

(Family Physician) (City, State, & Zip Code)

(Office Phone) (Home Phone)

Alternate Contact for Emergencies:

(Name) (Home Phone) (Work Phone)

Please list any health conditions, medications, allergies, etc:

STORM EMERGENCY CONTACT

In the event of a storm and the school busses cannot run their route, your child will need an alternate place to stay in town. Please list your contact person below:

_____

(Name) (Home Phone) (Work Phone)

FIELD TRIP PERMISSION

My child has permission to attend all field trips taken by his/her class during the 26-27 school year

_____

(Student Name)

_____ Date_____

(Parent Signature)

PHOTO/NAME RELEASE FORM

The Burke School District has my permission to use my child/children's photograph(s) or name(s) to be published in local newspapers, school website, state publication and any other venue promoting or publicizing our school and student activities during the 2026-2027 school year.

Parent Signature_____ Date_____

HANDBOOK AGREEMENT FORM

We have read and understand the contents of this handbook.

Parent
Signature_____Date_____

Student Signature_____ Date_____