

FAMILY HANDBOOK 2009-2010

KATHERINE DELMAR BURKE SCHOOL
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Founded 1908

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MISSION

The mission of the Katherine Delmar Burke School is to

EDUCATE, ENCOURAGE AND EMPOWER GIRLS

Burke's prepares able, motivated girls for academic challenge, life in community and lifelong love of learning.

Burke's celebrates childhood as the best preparation for adulthood, enabling girls to take risks and become confident in who they are.

Burke's embraces individual and cultural differences, teaching that each girl can make a difference in her world.

The Katherine Delmar Burke School admits students of any race, color, national or ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or sexual orientation in administration of its educational policies, scholarship, athletic, or any other programs.

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PREFACE

THE HANDBOOK

The *Family Handbook* frames the basic expectations of and for the girls enrolled in the Katherine Delmar Burke School and their families. It is a living document, revised annually and amended in response to community need. It is designed to help us create a climate in which we can learn and grow together. The *Handbook* is designed to be a resource that families will use throughout their years at Burke's. It will be augmented by other publications and communications throughout the school year.

The policies and procedures described in the *Family Handbook* are written in the spirit of providing the most favorable climate for student growth and education. It is also intended to create clarity in the partnership between Burke's and its school families that supports Burke's students. Burke's holds as essential that the partnership between parent or guardian and school is founded on mutual respect, good will, and productive dialogue.

THE SCHOOL ROSTER

THE SCHOOL ROSTER IS PREPARED SOLELY FOR THE USE OF BURKE'S FAMILIES AND STAFF. UNDER NO CONDITION SHOULD IT BE GIVEN TO ANYONE OUTSIDE THE IMMEDIATE SCHOOL COMMUNITY OR TO ANY ORGANIZATION.

Most parents do not wish their names, addresses, or telephone numbers (some of which are unlisted) to be released, especially when solicitation might result. Should it be appropriate for us to enable another school or organization to do a bulk mailing to our families, we will receive the mailing and take care of the distribution ourselves.

E-MAIL ADDRESSES AND OTHER ROSTER INFORMATION MAY NOT BE USED FOR SOLICITATION OR ANY OTHER NON-SCHOOL PURPOSES. Letting other school families know of interesting events and opportunities can be accomplished through *Tuesday Notes*. (See *Communication*, page 12.)

USE OF THE SCHOOL NAME

It is the policy of the Board of Trustees that the name of the school, or any abbreviation (such as KDBS, Burke's School, etc.), cannot be used by any company or private person (for example, on an invitation) unless such use is related to an officially sponsored event or project approved by the Head of School with the copy approved by the school administration.

September 2008

I. GENERAL INFORMATION

ATTENDANCE/ABSENCE

Arriving on time and attending school regularly are essential for success in elementary school and for maintaining the integrity of the classroom program.

- **Burke's expects its students to arrive on time daily and to attend school every day except in the case of illness.**
- **It is essential that all families avoid unnecessary absences and tardiness as both detract from the individual student experience, as well as from the concentration of the group.**
- **When an unavoidable absence is anticipated, it is important to notify the school as early as possible so that the consequences of the absence are clear to the student and her teachers.**

In case of illness:

- **Keep a child home for one day of normal temperature after she has been running a fever, and for the first few – most contagious – days of a heavy cold.**
- **In the case of flu, students should remain at home until well. (Advice on other contagious diseases should come from a pediatrician.)**
- **A child who has been vomiting should stay home for one day without vomiting before returning to school.**

To underscore the importance of these guidelines, teachers and/or staff members may call parents or guardians when it appears that a student has returned to school too soon after an illness.

It is particularly disruptive for families to take a student out of school during school hours or on a half-day of school or to extend vacation beyond the school's vacation period. Missed schoolwork is difficult to make up and allowing students to miss school when they are not ill undermines their understanding of the importance of the work that they do in school.

ABSENCE OR LATENESS

- **When a student is absent or expected to arrive late, the school must be informed by parents or guardians (not by the student) by 8:15am.**
- **Absences due to illness are excused; unexcused and excused absences are noted in each student's progress report. (See *Excessive Tardiness & Unexcused Absence* below.)**
- Families of absent students will be called unless such prior notice has been given.

Attendance/Absence (continued)

ATTENDANCE/ABSENCE (continued)

EXCESSIVE TARDINESS & UNEXCUSED ABSENCE

The school is concerned about both excessive tardiness and unexcused absences as they undermine the student's success in school.

- **Division Directors will contact parents or guardians when students have exceeded a reasonable number of tardy arrivals.**
- **Any absence within the period of five days before or after a vacation or long weekend will be recorded as unexcused unless for illness or emergency and communicated in writing to the Division Director.**
- **Other absences may be excused at the discretion of the Division Director, only with prior consultation.**
- **Tardies and excused and unexcused absences are recorded on student reports and transcripts. Families should be aware that high school admissions offices request absence and tardiness records as part of their decision-making process.**

PARENTS' OR GUARDIANS' ABSENCE FROM HOME

- **It is important that the school be notified well in advance if parents or guardians will be away and their child cared for by someone else.**
- **Write the homeroom teacher or advisor giving the dates when the child will be under someone else's care.**
- **Include the name, address, and telephone number(s) of that person, including business hours and business telephone.**
- **If possible, provide a telephone number where you can be reached in an emergency, and check to be sure that the child's emergency card lists alternative responsible adults to contact.**

MISSED ACADEMIC WORK

When absence is unavoidable due to protracted illness, teachers will do their best to provide extra help. It is entirely within the teacher's discretion, in consultation with the Division Director, as to whether work missed needs to be made up and how it should be made up.

IN LOWER SCHOOL, it is rarely wise for absent children to try to make up assignments at home unless an illness is protracted. If a family has the Division Director's approval for a student to miss school, then the teachers will save worksheets and project instructions for class assignments. These may be completed at home upon the student's return. Teachers are not expected to prepare anything in advance of the absence.

IN UPPER SCHOOL, we ask each student to take the responsibility to telephone her homework buddy for assignments. Families or a classmate may take home necessary materials from lockers. For Upper School absences of three days or more, parents or guardians should telephone the advisor or Division Director, who will help make the appropriate arrangements for making up missed work.

Attendance/Absence: Missed Academic Work (continued)

ATTENDANCE/ABSENCE: MISSED ACADEMIC WORK *(continued)*

Parents or guardians who wish to pick up missed assignments and necessary materials should inform the front office **NO LATER THAN 12 NOON**. Those materials will be delivered to the school reception desk for pickup **AFTER DISMISSAL**.

BURKE'S TEACHERS ARE UNDER NO OBLIGATION TO GIVE EXTRA ASSISTANCE WHEN ABSENCE HAS BEEN BY CHOICE RATHER THAN NECESSITY.

DAILY SCHEDULE

SEE PAGES 18-20 FOR PICK-UP AND DROP-OFF PROCEDURES

ARRIVAL

CAMPUS OPEN 7:30 a.m.
Green-top supervision for Grades K-8
UPPER SCHOOL BEGINS (5-8) 8:15 a.m.
LOWER SCHOOL BEGINS (K-4) 8:30 a.m.

To more evenly distribute morning arrival traffic, **WE ASK DRIVERS WITH LOWER SCHOOL STUDENTS ONLY TO DROP-OFF BEFORE 8 A.M. AND AFTER 8:15 A.M.**

Students not in Homerooms or Advising by the above times will be marked tardy and **MUST** sign in at the reception desk. **IN LOWER SCHOOL, A WARNING BELL RINGS AT 8:25 A.M.**

PICK-UP

Kindergarten 2:15 p.m.
Grade One 2:45 p.m.
Grade Two 3:00 p.m.
Grades Three & Four 3:15 p.m.
Upper School 3:30 p.m.

ALL STUDENTS MUST HAVE LEFT CAMPUS TEN MINUTES AFTER DISMISSAL UNLESS THEY ARE INVOLVED IN SUPERVISED ACTIVITY. For Upper School students, the library is normally open, except Wednesdays and Fridays, for supervised studying or reading until 4 p.m., but not for general waiting or play. *(After school program information can be found on page 23 of this handbook.)*

EARLY DISMISSAL/PICK-UP SCHEDULE

Kindergarten 11:30 a.m.
Grade One 11:45 a.m.
Grade Two 12:00 p.m.
Grade Three & Four 12:15 p.m.
Upper School 12:30 p.m.

Please note that the special early dismissal schedule for Grandparents' and Special Friends' Visiting Day will be published prior to that event.

ACCESS TO CLASSROOMS AFTER DISMISSAL

We urge families to remind their daughters to take all necessary materials and books with them before leaving campus at the end of each day. The Upper School lockers will remain accessible until 6 p.m., but after classrooms are locked at the end of the school day, students should not expect to have access to them for belongings they have left behind. **CUSTODIANS ARE NOT ALLOWED TO UNLOCK CLASSROOMS FOR FORGOTTEN BOOKS AND MATERIALS, AND STUDENTS ARE REQUESTED NOT TO ASK OTHER STAFF FOR ACCESS TO LOCKED ROOMS.**

CAMPUS USE

BICYCLES, SCOOTERS & SKATEBOARDS ON CAMPUS

Safety is our primary concern. When students ride to school by bicycle, we suggest that they use the Lake Street bike lane.

- **Students who ride bicycles, scooters and skateboards must wear helmets and protective clothing.**
- **Bikes, scooters and skateboards must be brought on campus through the California Street gate and should be locked in the bike racks outside the technology building.**
- **For the safety of all children, every rider must dismount at the California Street gate and proceed on foot as they continue through campus.**

CARS ON CAMPUS

- **It is essential that all drivers on campus observe the 5-MPH SPEED LIMIT and remain in their cars while awaiting students**
- **Driving on any part of the field is forbidden.**
- **The Fire Department requires us to keep the portion of the driveway directly in front of the school steps clear of cars at all times.**
- **Drivers should abide by all posted signs and follow all instructions from school and/or safety and traffic personnel.**

Cars are not allowed on campus from 7:30 a.m. - 8:40 a.m. & 3:30 p.m. - 5:00 p.m.

DOGS ON CAMPUS

We are mindful of children with allergies and the potential for an explosive mix of spontaneous children and over-stimulated dogs. In light of this:

- **Dogs MUST be leashed and accompanied by an adult at all times and MAY ONLY be on campus for a particular reason such as "Show and Tell." People with on-campus business must leave their leashed dogs off campus.**
- **Dogs MAY NOT be on campus during special events (e.g. Arts Festival, Commencement) when large groups of guests are on campus.**
- **These policies pertain to the summer months as well as to the academic year.**

Campus Use (continued)

CAMPUS USE *(continued)*

PARKING ON CAMPUS

PARKING ON CAMPUS IS NORMALLY PROHIBITED. There are only two parking spaces on campus, one in front of each set of school entry columns. These are available to drivers ONLY FOR **BRIEF DELIVERY OR LATE AFTERNOON EXTENDED CARE PICKUP.**

VISITORS' SIGN-IN/OUT

We require all non-employee adults, including parent volunteers and all other visitors arriving on campus, to sign in and out at the school reception desk. All visitors are required to wear a Burke's name badge, obtained at the school reception desk.

FOOD SERVICE

LUNCH AND SNACKS: Burke's provides an optional lunch program for its students. Taste Nutrition Service, Inc. provides a nutritious and varied lunch and snack program for the school. Financial information, sample menus, and procedural information are mailed to school families each August. **FAMILIES (AND CHILDREN) WHO CHOOSE TO PROVIDE HOME-PACKED LUNCHES ARE URGED TO CONSIDER NUTRITION IN THEIR CHOICES, PARTICULARLY AVOIDING SODAS, ARTIFICIAL INGREDIENTS, AND FOODS HIGH IN SUGAR CONTENT.**

LOST AND FOUND

PLEASE BE SURE THAT ALL CLOTHING, BOOKS, LUNCH BOXES AND BACKPACKS ARE CLEARLY MARKED WITH THE STUDENT'S FULL NAME.

We ask students to bring any small items found on campus to the school reception desk or the US Office. Clothing is kept in a cabinet in the lunchroom for Lower School and outside the Upper School Director's office. **AFTER ONE MONTH, UNMARKED CLOTHING IS TURNED OVER TO USED UNIFORMS FOR RESALE OR DONATED TO CHARITY.** It is the student's responsibility to retrieve marked clothing, but parents and guardians are welcome to look through the lost and found items whenever they wish.

PLAYGROUND VOLUNTEERS

Lower School parents and guardians volunteer, through the Parents' Association, to help supervise Lower School students during LS lunchtime and lunchtime recess. Training programs are scheduled at the beginning of the year and are required of all adults who assist with playground and lunchtime supervision. Siblings are not permitted to accompany volunteers during lunchtime supervisory duties.

TOYS

Students in grades K-4 are not allowed to bring toys on campus unless a teacher has requested them to do so because of a school project or event. (This includes keychains on backpacks since they can be misplaced and are a distraction.) Toys brought from home are disruptive to cohesive group play.

UMBRELLAS

Students in grades K-4 are not allowed to bring umbrellas on campus because of the space limitations for storing them safely. In rainy weather, we recommend that Lower School students wear raincoats with hoods.

UNIFORM CODE

Students are expected to arrive at school in uniform unless there is an announced free-dress day or, for the Upper School, Spirit Day. See *Appendix*, page 44, for detailed description of the Lower and Upper School Uniform Codes. Uniforms should always be clean and in good repair.