



**BURLEY SCHOOL**

*Parent Handbook*

**PREVIEW**

Key information to get the year started!  
*You will receive the full handbook at  
Curriculum Night on September 22nd.*

**Morning Drop-Off** 8:00-8:10 a.m.

Students in grades 1-8 go directly to the playground or breakfast. Kindergarten students wait with a parent near the southwest entrance. Only Pre-K students are walked to the classroom by their parents, who must enter and exit the building through the main (southeast) door and sign in at the security desk.

**Morning Playground Rules**

Students in grades 1-8 are allowed on the playground at 8:00 a.m. and not before. Due to the large number of children:

- *The playground equipment is closed in the morning.*
- *Students may not throw balls of any kind or play football.*
- *Students may not play behind the field house.*

**Student Entry** 8:15

Students must stop playing and line up at the 8:13 bell. Once your child is in line, his or her school day has begun. Students wait quietly in line for their teachers. You can support this effort by standing away from the lines and refraining from loud conversation after the 8:13 bell. Do not follow the class into the school, as this distracts from the start of the learning day. Parents who need to enter the school building must use the main entrance and sign in at the security desk.

If you arrive after your child's class has entered the building, please have your child stop at the security desk for a tardy slip. Do not take your child to the classroom.

**Kiss-n-Go** 8:00-8:10 a.m.

To avoid parking hassles, you may drop off your grade 1-8 child/ren from the passenger side of your car between 8:00 and 8:10 a.m. in front of school. A team of volunteers will escort children to breakfast or to the playground.

**Dismissal**

Grade K-3 students exit through the southwest door and are dismissed individually to parents at 3:10. Grades 4-8 are dismissed as whole classes at 3:15 through the southeast (main) door. All parents must wait on the sidewalk outside the fence for students to be dismissed.

Park your car in a legal space and walk up to pick up your child/ren. Do NOT park in the Petco parking lot and do not double park at any time.

A written note is required if students are to go home with someone else. If during the school day you decide that someone else will pick up your child, call the office no later than noon to allow for sufficient notification time.

**Parking and Safety**

- *All parents and visitors must park in legal spaces in the neighborhood.*
- *No double parking is permitted at any time. You may not block the Kiss-n-Go drop-off lane. You may not park in alleys. Violators create a dangerous situation for students and the community and may be ticketed and towed by the Chicago Police.*
- *Burley families have no parking privileges at the Petco store lot for any amount of time during the day. Cars parked in this lot risk being towed by the lot owners.*

**Attendance Policies**

Per CPS policy, the only acceptable reasons for excused absences are: illness, observance of a religious holiday, death in the immediate family, or family emergency.

Please call school by 8:30 a.m. if your child will be absent (773-534-5475). For all absences, you must send a note when your child returns to school. This note must state the date(s) and reason for the absence and must include your name, signature, and contact information. Notes must be received by the main office within 10 days of the absence in order to be excused.

**Tardiness:** A student is tardy if he or she arrives after 8:15 a.m. Tardy students must stop at the security desk for a tardy slip. If the security desk is temporarily unattended, the child must proceed to the office. Do not take a tardy child directly to the classroom. Beginning the day with the class is important to student and school success. Please support your child by getting to school on time.

**Planning Family Vacations**

Absences for family vacations are unexcused. Family vacations should be planned around the established school holidays and breaks. The Burley curriculum is collaborative and participatory. Absent students miss a significant amount of learning that cannot be replicated with worksheets or practice pages. In the case of a planned absence, the teacher will not provide work in advance. Missing school can lead to poor grades and, in some cases, academic failure. If it is an unavoidable situation, please notify the office in advance. Assignments will be provided when the child returns to school. The school calendar is provided at the beginning of the school year to help with planning vacations during school holidays.

## Building Rules

- Students may only be in the building between 8:15 a.m. and 3:15 p.m. when there is supervision, except if they are in a before/after school program or are working with an individual teacher. Any students arriving early to work with a teacher must first come to the office.
- Enter through the main entrance only, which is located at the southeast corner of the building. Entering through the front doors helps ensure student safety. Do not open doors for outsiders.
- Parents, volunteers, and all other visitors must check in at the security desk for a Visitor's Pass. This is essential for school safety and also reassures students that an adult in the building is supposed to be there. If the security desk is temporarily unattended, go directly to the office.
- The hallways are quiet spaces. Students, parents, and staff are expected to remain quiet in the hallways to avoid disrupting learning that takes place in classrooms and the halls.
- No cell phone conversations are permitted in the hallways or stairwells. This includes the ground floor hallway near the security desk.
- Dogs and other pets are not permitted on school property. This includes before and after school. Please understand that this is a safety issue. Do not bring your pet to drop-off or pick-up.

## Visiting School

Our classroom instructional time is precious, and our first responsibility is to ensure that each and every moment of teaching time is devoted to the students. It is equally important to maintain the safety and security of our school. While we welcome parents in the school, our parent and visitor policies are designed to protect instructional time and preserve school safety.

- *Any parent or visitor coming to the school for any reason must enter through the main doors and stop at the security desk to sign in and obtain a pass.*
- *All parent volunteers and visitors must wear a visitor's pass at all times.*
- *If you are dropping off something for your child, leave it with the security guard.*
- *If the security desk is temporarily unattended, go to the office. Do not go directly to a classroom. This is to preserve building safety and minimize classroom interruptions.*

## Lunch

Students may not bring candy or soda to lunch. We do not refrigerate lunches brought from home; include an ice pack as needed. Due to allergy risk, food may not be traded or shared. All lunches sent on field trips must be peanut and tree-nut free.

## Classroom Snacks

Student snacks can *only* be fruit, vegetables, or prepackaged cheese snacks like string cheese. No other snack items are allowed. No dips. Dried fruits are allowed but may not be mixed with nuts or granola. Chewy, sugary "fruit" snacks are not allowed. Snacks should be easy to eat with one hand while reading or working. Again, we do not provide refrigeration.

## Birthdays

Food and treats are not permitted for birthdays. Instead, we invite you to celebrate by donating a book to the class. The book will be marked with a special nameplate and will become part of the classroom library. In order to support an inclusive community focused on learning, personal invitations to parties or other special events outside of school may not be distributed during school.

## Dress Code

- *Shorts, skirts, and dresses must be a modest school-appropriate length just above the knee.*
- *Underclothing must be covered and shirts must cover the stomach, even when bending or stretching.*
- *Pants must be sufficiently loose-fitting to allow for modesty and comfort. Leggings may only be worn with a top, dress, or skirt that covers the seat area.*
- *No spaghetti strap or halter top shirts or dresses.*
- *Make-up is not allowed.*
- *Earrings are permitted. No other pierced jewelry is allowed.*
- *No clothing with inappropriate language, phrases, or designs. No writing on the seat area of pants.*
- *Hats may not be worn in the building.*
- *For stage performances, jeans are not allowed.*
- *Students should not wear excessive perfume, cologne, or body spray.*
- *Students must follow adult direction related to school-appropriate clothing.*

## Before and After School Care

**YMCA** (773) 248-3333

**Before school:** 7:15-8:15 at Burley  
**After school:** At the Lakeview YMCA, 3333 N. Marshfield. Students walk from Burley with YMCA staff. Contact Ashley Kearney [akearney@ymcachicago.org](mailto:akearney@ymcachicago.org) for details, registration, and fees.

**JCYS** (773) 281-2533

**After school:** for K-6 (3:30-6:30pm) at the JCYS Lakeview Family Center, 957 W. Grace. Students are driven from Burley to JCYS each day. Contact Debbie Porter for more information.