

Burton International Academy

2001 Martin Luther King Jr. Blvd. - Detroit, MI 48208 - (313)596-3800

Aiming for the Top



Parent Guide

"A Skillman High Performing School"



Dr. John T. Wilson, Principal

Burton International Academy's Mission Statement

Burton International Academy is a multi-lingual and multicultural school for students city-wide. Burton International respects and supports the ethnic racial and cultural heritage of its students and plans its programs to meet their needs. It offers a balanced academic program in language arts, mathematics, social studies, science, physical education, performing arts, arts and crafts, music, foreign language and computer education. Burton International uses the community with its variety of ethnic and economic groups as learning resources for the children.



Burton International Academy expects mutual respect and understanding among all people and insists that children and adults function in a non-violent, non-racist, non-sexist manner as it moves toward a concept of a community school for all ages and groups. All children, whatever their background are expected and encouraged, to develop to their ultimate potential as well rounded, life-long learners with the support and collaboration of staff, parents and a multi-cultural global community.

Detroit Public Schools

Burton International Academy

2001 Martin Luther King Jr. Blvd. · Detroit, MI 48208 · (313) 596-3800

Dear Parent/Guardian:

Burton International School recently received a copy of the City of Detroit's School Ordinances and would like to share them with you. As you know, securing the safety of our students and staff is one of the Detroit Board of Education's major objectives. The Ordinances listed below were formulated and implemented to speak to these safety concerns.

We want it known that we love all of our students and appreciate our parents and that only a cohesive Burton family/learning community can insure the academic success of our students. We encourage you to take some time to review the Safety Ordinances listed below.

If you have any concerns regarding your child, the first step is to schedule an appointment with the teacher by calling the office and contacting Ms. Brooks or Ms. Ray. Issues are usually resolved at this level. Each teacher's conference schedule is attached for your convenience. Subsequently, a conference may be scheduled with our Assistant Principal (Mr. Bailey), or Principal (Dr. Wilson).

Your adherence to this procedure is greatly appreciated and we look forward to assisting you in any way possible.

Sincerely,

Dr. John T. Wilson, Principal

City of Detroit Ordinances

ORDINANCE: 38-7-2 - Disturbing Schools

Shall not make or assist in making noise, disturbance or improper diversion by which the peace and good order of any public/private/parochial school is disturbed.

ORDINANCE: 38-7-3 - Profanity, Immoral Conduct

Shall not use profane, indecent or immoral language or indulge in profane, indecent or immoral conduct in any school building or adjacent to any school building.

ORDINANCE: 38-7-4 - Unauthorized Persons not to Enter or Remain in School Buildings

Shall not enter or remain in any school building without first reporting to Administrative Offices and identifying self to Principal or designee.



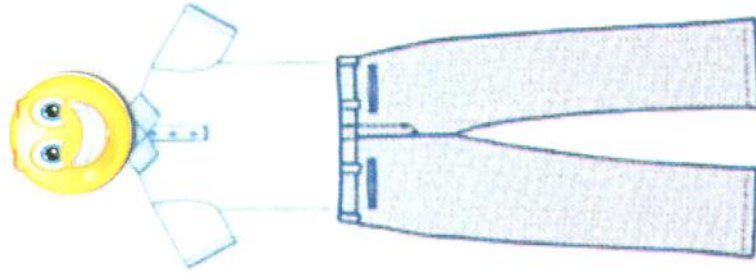
Burton International

- ❖ Read with your child every day and discuss the story
- ❖ Make frequent trips to the library and allow your child to check out books
- ❖ Read from a variety of subjects, including fiction, poetry, biographies, history and information books
- ❖ Visit cultural institutions such as The Museum of African American History, Children's Museum, Detroit Historical Museum, Science Center and The Detroit Institute of Arts
- ❖ Watch stories about history and science on channel 56 and the discovery channel, to increase your child's "world knowledge"
- ❖ Provide a quiet place for your child to study and monitor your child's homework.
- ❖ Attend all Parent-Teacher Conferences to discuss your child's progress.
- ❖ Have high expectations for your child and praise his/her good work.

Be a Star Parent!

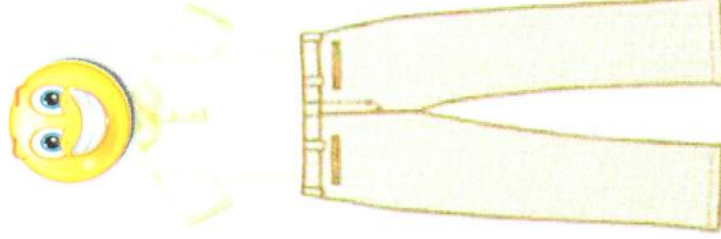
BURTON INTERNATIONAL ACADEMY

EXPECTS ALL STUDENTS TO
WEAR A SCHOOL UNIFORM



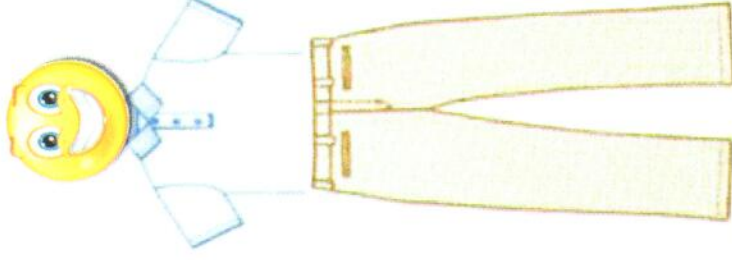
Lt. Blue
Uniform
Shirt and
Navy
Pants
***5th
grade
student
wear
blue ties

PK - 5 STUDENTS



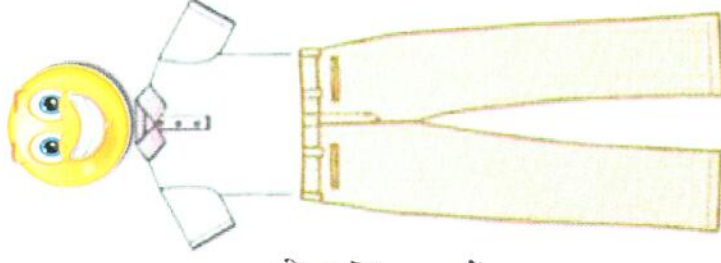
Yellow
Uniform
Shirt and
Khaki
Pants-
Brown Tie
& Belt

6TH GRADE



Lt. Blue
Uniform
Shirt
and
Khaki
Pants-
Navy
Tie &
Belt

7TH GRADE



Burgundy
Uniform
Shirt and
Khaki
Pants-
Black Tie
& Belt

8TH GRADE

PLEASE NOTE:

All shirts must button down and have collars. Polo shirts (shown) are allowed on Friday only. All students should wear BLACK shoes.

2001 Martin Luther King, Jr. Blvd. ■ Detroit, MI 48208
(313) 596-3780 – Phone ~ (313) 596-3807 – Fax
Dr. John Wilson, Principal

2013-2014 School year



Students are prohibited from using a phone, pager device (beeper), telephone or other electronic equipment during the school day.

CONSEQUENCE

- Violation of this policy will result in confiscation of the device.
- Failure to comply with giving up the phone will result in suspension.
- The device will be returned only to a parent/guardian, between the hours of 10:00 a.m. – 10:30a.m.
- Disciplinary action will be taken against repeat offenders.

Burton International is not responsible for any lost, stolen or damaged Electronic devices. Furthermore, Burton will not investigate matters regarding lost, stolen, or damaged electronic devices. They must be kept out of sight in lockers or book bags at all times.

DO NOT USE CELL PHONES DURING THE SCHOOL DAY!



HOW TO **STOP** A BULLY

Be **ASSERTIVE**

Make **EYE CONTACT**

Tell The Bully To **STOP**

Have **CONFIDENCE** In Who You Are

Make **GOOD FRIENDS & STICK TOGETHER**

Talk To Someone You Can **TRUST**



Burton International Academy

2001 Martin Luther King Blvd. · Detroit, MI 48208

(313) 596-3800/Fax (313) 5963807

Student Creed

I, _____ promise to adhere to the rules and regulations of Burton International Academy which have been established by the Admissions Committee to ensure a well rounded foundation in the areas of scholastic citizenship and attendance.

Parent/Guardian Creed

I, _____ a parent/guardian of a Burton International Academy student, promise to take a participative role in assisting the members of the administration and faculty in their efforts to provide a quality education to my child. I also promise to make sure he/she adheres to the rules and regulations of Burton International Academy.

Additionally, I promise to take an active role in the parent organizations designed to enhance the effectiveness of Burton International Academy.

I am proud to be a parent/guardian of a Burton International Academy student.



Burton International School's

Student Code of Conduct

Do the Right Thing!

What We Expect of You!

Burton International School expects its students to

- Show respect for yourself and for others and behave in a socially responsible manner;
- Demonstrate a positive attitude toward life and learning;
- Seek knowledge and become increasingly responsible for your own learning, be ready to assist those in need;
- Develop the skills, knowledge and attitudes that will lead to healthy and competent adulthood;
- Exhibit safe and healthy living practices;
- Make informed and constructive decisions, you take control of you;
- Resolve conflicts without violence and without instigating;
- Come to school on time, groomed, with supplies and be prepared to learn;
- Report suspicious persons and behavior.

Da:

DIRECTIONS: This form is to be used to determine if you qualify for promotion as a responsible parent through self appraisal. Place a check (✓) in the space to the right of the sub item which most adequately describes your behavior.

[illegible]

1. encourage my child in math?
2. understand the school's math program?
3. know how my child is performing?
4. provide math opportunities in the home?
5. feel comfortable with math?
6. provide math games?
7. let my child help me shop?
8. give my child the opportunities to solve problems?
9. let my child explain homework?
10. attend math workshops?

AFFECTIVE

De... ..

1. attend parent meetings?
2. know the purpose of the PTA?
3. participate as a member of the PTA?
4. volunteer my services in the classroom?
5. read newsletters from school?
6. help plan the school program?
7. help to carry out the program?
8. help review the school program?
9. share responsibility for my child's education?

[illegible]

ACADEMIC

Dr. F...

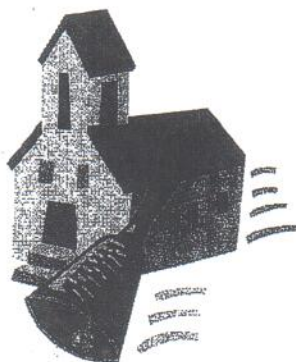
1. send my child to school regularly?
2. send my child to bed at an early hour?
3. send my child to school on time?
4. let the teacher know I am interested?
5. visit my child's school?
6. know my child's teacher?
7. contact my child's teacher regularly?
8. follow through on homework assignments?
9. insist on a regular time for homework?

[illegible]

Important Numbers

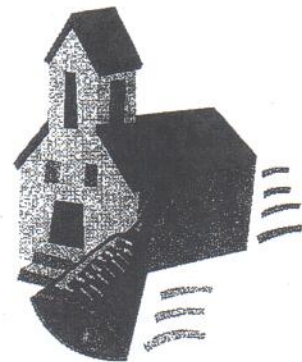
<i>Names</i>	<i>Position</i>	<i>Schedule</i>	<i>Telephone</i>
Dr. Wilson	Principal	Monday thru Friday	596-3780 205-6098
Mr. Bailey	Assistant Principal	Monday thru Friday	596-3780 Ext: 230
Mrs. Mirjah	Latchkey	Monday thru Friday	596-3780 Ext: 270
Ms. Bernardo	Pre-K	Monday thru Friday	596-3780 Ext: 244
	Social Worker	Mon, Thur, & Friday	596-3800 Ext:
Mrs. Davis	Resource: Middle	Mon, thru Friday	596-3780 Ext: 281
Mr. Islam	Attendance Agent	Monday thru Friday	596-3800 Ext: 229
Mr. Gowans	Tutoring	Monday thru Friday	784-6440
Mrs. Snadon	Reading Specialist	Monday thru Friday	596-3780 Ext: 274
Mrs. Kings	Literacy Coach	Monday thru Friday	596-3780 Ext: 273
Food Service	Lunchroom	Monday thru Friday	596-3780 Ext: 231
Transportation		Monday thru Friday	945-8600 892-1350
Ms. Bien	Speech Therapy	Monday thru Thursday	596-3780
Parent Room	PTA	Monday thru Thursday	596-3793
Burton Fax			596-3807

Burton International Academy



Bell Schedule

2013-2014



HOMEROOM:	7:30	-	7:40
1 ST HOUR:	7:40	-	8:30
2 ND HOUR:	8:32	-	9:22
3 RD HOUR:	9:24	-	10:14
4 TH HOUR:	10:16	-	11:06
5 TH HOUR:	11:11	-	12:01
6 TH HOUR:	12:06	-	12:56
7 TH HOUR:	12:58	-	1:48
8 TH HOUR:	1:50	-	2:40
DISMISSAL:	2:40 P.M.		

PLEASE

Burton International Academy Practical Learning Experiences and Self Exploration

Program Overview

P.L.E.A.S.E. is dedicated to providing the highest quality After Care services for children in PreKindergarten through Grade 8 at Burton International Academy. Our Program provides age-appropriate activities in an enriching environment by certified, experienced teachers. We strive to provide consistency with staffing, routines and activities. **Any student in Grades PreK-8 who remains on the school grounds after school hours MUST be enrolled in the PLEASE Program.**

Students are placed in age-appropriate groups for homework time, group activities, outdoor games and small group time. All students are placed together for the last hour of the Program. A minimum of two staff members will remain with the students during this time.

Hours of Operation

P.L.E.A.S.E. is available to all children from 2:45 – 6:00 p.m. daily (2:00 – 6:00 on Fridays). Parents **MUST** sign your child out from Program. **Parents will be charged until 6:00 p.m. if you do not sign your child out.**

Children must be picked up no later than 6:00 p.m. **There will be a late fee assessment of \$2.00 per minute for every minute of additional care after 6:00 p.m. Late fee must be paid with cash or check (payable to the waiting After Care Staff member) at the time of pick up. The child may not return to the P.L.E.A.S.E. Program until this payment is made.** If a child is picked up late two times in one semester, a meeting with a P.L.E.A.S.E. Coordinator may be required before your child may resume using the service.

The P.L.E.A.S.E. Program will be closed on holidays, conference days, half days and all other "no school" days.

Safety

To ensure the safety of ALL children, students enrolled in the PLEASE Program must **report directly** to their assigned classrooms. They MAY NOT go outside before reporting. Students who do not comply with this rule may be dismissed from the Program.

Parents must provide emergency numbers and names of adults authorized to pick up each month. We must also be informed of any medical conditions.

Payment Schedule

Statements are produced every other Monday. Payments are due by that Friday. *A \$10 late fee will be assessed for payments not submitted by due dates.* Payments may be made by cash, check, or money order payable to *Burton PLEASE*.

Payment Plans

Families enrolling 2 or more siblings will receive a 20% discount.

Registration, Fees and Forms

There is a registration fee of \$30.00 per family. A registration form **MUST** be completed by all families utilizing the program regardless of the frequency of use. A Child Information Record **MUST** be completed for each child enrolling in the program. These forms must be completed before your child may use the program. Rates are as follows:

	MONDAY – THURSDAY	FRIDAYS
1 st hour	2:45 – 4:00 p.m. \$6.00	2:00 – 3:00 p.m. \$6.00
	2:45 – 4:30 p.m. \$7.00	2:00 – 3:30 p.m. \$7.00
	2:45 – 5:00 p.m. \$8.00	2:00 – 4:00 p.m. \$8.00
	2:45 – 5:30 p.m. \$9.00	2:00 – 4:30 p.m. \$9.00
	2:45 – 6:00 p.m. \$10.00	2:00 – 5:00 p.m. \$10.00
		2:00 – 5:30 p.m. \$11.00
		2:00 – 6:00 p.m. \$12.00

Additional Programs

The PLEASE Program must be notified in writing if your child will be attending other programs in the building. Children coming to the PLEASE Program from another registered activity will be charged from the time (1st hour) that they sign in. There will be a 15 minute grace period.

Past Due Accounts

If your PLEASE account is delinquent and your child is brought to the program, you will be contacted to pick up your child. If you cannot be reached, your child's emergency contact will be called to pick up your child. Parents with outstanding balances for the 2011-2012 school year may not register for the 2012-2013 school year until that balance is paid in full.

Returned Checks

There will be a \$25.00 service charge for ALL returned checks. If a check is returned, personal checks will no longer be accepted from that family.

TAX Identification

A tax statement for payments made to the PLEASE program will be provided in January of 2013 as outlined by Federal law.

**Burton International Academy After School Programming
Child Registration & Emergency Form 2012-2013**

Child's Name		Grade/HR
Home Address		
City	State	Zip
Home Phone		Alternate Phone
Mother's Name		Cell Phone
Home Address		Home Phone
Work Name & Address		Work Phone
Father's Name		Cell Phone
Home Address		Home Phone
Work Name & Address		Work Phone
Emergency Contact(s)		Phone
Physician Name and Phone Number		
Persons child may be released to:		
Does your child have any medical conditions that we need to be aware of?		
I have read and agree to all of the Burton International AfterSchool Guidelines. Parent Signature: _____ Date: _____		

Reg Form _____ **Reg Fee** _____ **Date Paid** _____ **Staff Initial** _____

DETROIT PUBLIC SCHOOLS

BURTON INTERNATIONAL ACADEMY
2001 MARTIN LUTHER KING • DETROIT, MI 48208 (313) 596-3780

PROCESS FOR PARENT CONCERNS

Parents may occasionally have concerns involving school policies, student grades or personnel. The following is a suggested course of action for working with the school to discuss and resolve problems:

1. Start at your local school.
2. Review your child's school planner or handbook for individual school rules and policies.
3. Make an appointment to discuss your concern with the teacher.
4. Concerns not resolved by the teacher should be addressed in an appointment with the principal or his designee.
5. Concerns not resolved by the principal or his designee should be addressed to the Parent and Community Liaison.
6. Concerns not resolved by the Parent and Community Liaison should be addressed to the Assistant Superintendent for your local school's constellation. Provide any documentation you may have of incidents should they need further attention.
7. Disciplinary actions must follow due process according to the Student Code of Conduct. If you desire to appeal the outcome, you must follow the District's appeal process as outlined in the district's Student Code of Conduct Policy booklet.

OVER

Parent Complaint Form

Parent's Name _____

Telephone Number _____

Child's Name _____

Room/Section# _____

Date _____

Please give a detailed description of your complaint.

Suggested Resolution

Administrator's Signature

Date