

Robert J. Burch Elementary

2022-2023 Family Handbook

Vision: to nurture and develop a curious, capable, and compassionate learning community.

Mission: to passionately and positively engage, challenge, and support our learning community to think, question, persevere, reflect, and achieve.

Values: Personal Best and Kind by being Respectful, Responsible, and Safe

Learner Dispositions:

- Curious - I am inquisitive and reflective
- Capable - I am responsible and resilient
- Compassionate - I am engaged and respectful



FAST FACTS:

- Schoolwide Title 1
- Principal – Lisa Howe
- Assistant Principal – Maeve Irvin
- Counselor – Jessica Mull
- Title 1 Parent Liaison – Dr. Zina Rhodes
- Mascot – Bear
- Colors – Red, White, Blue
- Values – Personal Best, Kind, Respectful, Responsible, Safe
- Pledge – As a Burch Bear, I promise to be my personal best and kind by being respectful, responsible, and safe. I know that making Burch a great place to learn starts with me.
- Dens of Respect – Andean, Bhalu, Panda, Polar
- School day –
 - o Arrival begins at 7:10. Students must be in their classrooms by 7:40 or be counted tardy.
 - o Dismissal begins at 2:20 p.m. There is no early student checkout after 2:00 p.m.
- Breakfast and lunch served daily -
 - o **Student breakfast - \$1.75**
 - o **Student lunch - \$3.00**
- Phone – 770.969.2820
- Fax – 770.969.2824
- Burch After School Program – 770.964.4768
- Website – www.burchbears.org

AFTER SCHOOL PROGRAM: Due to recent changes, the After School Program (ASP) is available for a fee to all Burch K-5 students who were selected through a lottery process last Spring. The program begins at dismissal time and ends at 6:30 pm. The ASP program offers activities in a structured and safe environment which stresses responsible behavior, respect for others, positive attitudes, and educational enrichment for all participants at a reasonable cost per student. The daily schedule includes snack, study time, physical activity and choice centers. For more information, contact the Burch FCBOE After School Offices at (770) 964-4768.

ARRIVAL AND DISMISSAL: To avoid traffic problems and promote punctual arrival at school, we encourage you to allow your child to ride the bus. All students attend a Bus Safety Orientation Program soon after school begins each year. If it is not possible for your child to ride the bus, we ask that you review and follow these important guidelines.

The safety of children is our primary concern; therefore, the following procedures must be followed.

Arrival Procedures for Car Line

- Student drop off begins at 7:10 a.m. Students cannot be dropped off earlier as there is no supervision.

- Traffic begins to back up around 7:30 a.m.
- Students must be in their classrooms by 7:40 a.m. to avoid being marked tardy.
- Vehicles must remain in line and follow staff directions.
- **Do NOT park and walk students to the building or drop them off in the bus loop.**
- Utilize the designated Park & Prep area to prepare students to exit the vehicle independently.
- Students should be ready to quickly and independently exit the vehicle via the passenger side doors when given the go-ahead by school staff. Staff will supervise and welcome students.
- Parents should remain in the vehicle.
- For safety reasons, do not go around other cars to exit the line. Remain in a single line until released by school staff.
- Do not use your cell phone while you are in the line. Distractions are a safety issue.

Late Arrival

- Students not in their classrooms when the bell rings at 7:40 a.m. are considered tardy.
- Students must be escorted to the office by a parent or guardian with their driver's license or photo identification.
- Use the doorbell system to be admitted to the building.
- Only one family is permitted in the office at a time.
- Office staff will assist with check in.
- Parent/guardian should exit the building once check-in is complete.

Dismissal

- **Dismissal changes must be made via PickUp Patrol by 1:45pm**
- Dismissal begins at 2:20 p.m.
- No student checkout after 2:00 p.m

Dismissal Procedures for Car Line

- Vehicles must remain in line and follow staff directions.
- Student car-rider signs should be displayed on the driver side of the vehicle for easy viewing.
- If you do not have a card, you will be required to come into the office, present identification and wait for verification before your student is released to you.
- For the safety of the students, remain in the vehicle and in a single line until released by school staff. For safety reasons, do not go around other cars to exit the line.
- To secure your child into a carseat, you may pull into the side parking lot after receiving your child.
- Do not use your cell phone while you are in the line. Distractions are a safety issue.
- Students not picked up by 2:40 p.m. may be sent to the After School Program and a drop-in fee will be charged.

TRANSPORTATION/DISMISSAL CHANGES: **PickUp Patrol******

To streamline the dismissal process we are moving to an automated platform called **Pick-Up Patrol**. Here, parents will be able to set default dismissal plans for their child(ren), and make any necessary changes until 1:45pm daily. A link to **set up your account** will be sent via email before school starts.

We will ONLY accept changes in a child's afternoon transportation or supervision through PickUp Patrol from a parent or legal guardian.

1. Changes in afternoon pick up should be made with your child before coming to school and by a change of plans in PickUp Patrol. **(We no longer accept handwritten notes, emails, or faxes.)**
2. Please contact the school secretary at 770.969.2820 or at mcgay.melanie@fcboe.org for the link to your child(ren)'s account in PickUp Patrol and/or for assistance setting up your PickUp Patrol account.
3. Plan changes can be made days in advance or up to 1:45pm the day of the needed transportation change.
4. A "Default Plan" is the normal way your child(ren) goes home each day and only needs to be set once in the PickUp Patrol application. This is the way your child(ren) will be sent home everyday unless there is a plan change in PickUp Patrol.

5. Parents who need to pick up their children during the school day should notify the teacher of the time your child will be picked up and whether or not your child will be returning to school.
6. Please refrain from early dismissal after 2:00pm due to the busy nature of dismissal time in the front office and classrooms.

ATTENDANCE: Consistent, on-time attendance is essential to maximize each child's learning. Every effort should be made to keep absences and tardies to a minimum. School hours are 7:40 a.m. to 2:20 p.m. Students may not arrive before 7:10 a.m. as supervision is not provided. Instruction begins promptly at 7:40 a.m. and to avoid being tardy, students must be in their classrooms by 7:40 a.m. If a student must be checked out prior to dismissal, this must be done before 2:00 p.m. Afternoon dismissal begins at 2:20 p.m. and students not picked up by 2:40 p.m. may be assigned to the After School Program and charged the drop-in rate. Students must attend class for at least one-half of the official school day to be counted as present. Fayette County Board of Education's attendance policies and information are detailed in the

Whenever students are absent for any reason, their parent/guardian must send a **signed and dated written explanation of the absence** to their child's teacher **no later than the third day after students return** to school. **After five (5) personal notes written by the parent/guardian** for excused absences, the school administration **may request appropriate medical documentation** upon return to school for the purpose of validating the absences. Academic work missed due to lawful absences can be made up when a student returns to school. See Make-Up Work Policy below for more details. **Information on attendance expectations and policies are available in the Elementary Student Code of Conduct.**

BIRTHDAY CELEBRATIONS: Per Fayette County policy and due to new nutrition regulations and with the growing number of students with severe food allergies, our elementary schools will **highly discourage** treats such as cakes, cookies, cupcakes, or other food items. Alternative suggestions for birthday celebrations:

- School Ice Cream Pass for the class during lunch. The school ice cream has been approved to comply with the Smart Snack regulations from the Federal government.
- Donate a book, board game, or puzzle to the classroom or library in honor of your child

Students are only allowed to distribute invitations to private parties if ALL students in the class are invited.

Balloons, gifts, and other surprises cannot be delivered to school and will not be delivered to the student.

CAFETERIA: *Meals are no longer free*****

School breakfasts and lunches are offered daily. **Student breakfast is \$1.75 and lunch is \$3.00. Funds can be deposited to student accounts** through www.myschoolbucks.com or by sending a check or cash to school with the student name and PIN number included. Students will be issued a PIN number, which they will enter as they exit the serving line. USDA approved snacks are available for purchase (a la carte) by students with sufficient funds in their cafe accounts.

***PLEASE READ* Free/reduced meals :** Regular pricing for breakfast and lunch is being reinstated this year. **Students breakfast is \$1.75 and lunch is \$3.00.** Parents are encouraged to complete the application for free/reduced meals at www.myschoolapps.com. Families of students eligible for free or reduced cost meals must fill out a new form each year. **UNTIL FREE/REDUCED APPLICATIONS ARE APPROVED, ALL MEALS MUST BE PAID FOR.**

Breakfast is served each morning from 7:10-7:30. Students are expected to grab their breakfast from the cafeteria and report directly to their classroom. Lunch is scheduled from 10:40-12:30. Please check with your child's teacher regarding specific lunch times.

Lunch Guests: Parents are welcome to join their children for lunch, but must join their children at the classroom table. We ask that you model and respect our cafeteria procedures and put your phone aside to engage in conversation with students. **We discourage bringing fast food, carbonated sodas, or**

food in glass containers to the cafeteria. Additionally, outside food cannot be shared with other students.

For **safety** purposes, if adults, **other than residential parents, are coming for lunch with your child**, please send a **written note** to the teacher. **Guests** will be required to **show identification** when checking into the office.

Non-cafe Meals: There is **no opportunity for students to warm a lunch at school**, so please plan accordingly. **Forgotten lunches** should be brought to school, clearly labeled with student name, placed on the table in the front lobby and student name should be added to the board. We will not accept food delivered to students through services such as Uber Eats, pizza deliveries, Grubhub, etc. Likewise, we will not accept fast food drop off from parents as we have no way to keep the food hot or cold.

Notice for Language and Disability Assistance for the School Nutrition Program

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (770-460-3535 ext 1058). Free language assistance or other aids and services are available upon request.

Spanish

Español: Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (770-460-3535 ext 1058). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

Chinese

中文: 如果您因为不会说英语或有残疾而无法与我们沟通或了解这些信息, 请与我们联系。联系方式 (770-460-3535 ext 1058)。我们会根据需求提供免费语言援助或其他辅助和服务。

Korean

:한국어 귀하께서 영어를 알지 못하거나 장애로 인해 저희와의 의사소통 또는 이 정보에 대한 이해에 어려움이 있는 경우에는 저희에게 알려주십시오. 연락처 (770-460-3535 ext 1058) 요청에 따라 무료 언어 지원 또는 기타 보조 수단 및 서비스를 이용하실 수 있습니다.

Vietnamese

Việt: VI: Vui lòng cho chúng tôi biết nếu quý vị gặp khó khăn khi giao tiếp với chúng tôi hoặc khó hiểu thông tin này vì quý vị không nói tiếng Anh hoặc bị khuyết tật. Liên lạc theo (770-460-3535 ext 1058). Luôn có hỗ trợ ngôn ngữ miễn phí hoặc trợ giúp và dịch vụ khác theo yêu cầu.

German

Deutsch: Falls Sie Schwierigkeiten haben, mit uns zu kommunizieren, Sie kein Englisch sprechen oder behindert sind, so teilen Sie uns dies bitte mit. Kontakt (770-460-3535 ext 1058). Auf Anfrage erhalten Sie kostenfreie Sprachunterstützung oder sonstige Hilfen und Dienstleistungen.

French

Français: Si vous avez des difficultés pour vous communiquer avec nous ou pour comprendre ce document car vous n'êtes pas anglophone ou parce que vous êtes en situation d'handicap, veuillez nous en informer. Contact (770-460-3535 ext 1058). Une assistance linguistique gratuite ou d'autres aides et services sont disponibles sur demande.

Portuguese

Português: Se você tiver qualquer dificuldade para se comunicar conosco ou entender estas informações porque não fala inglês ou tem alguma deficiência, informe-nos. Entre em contato com (770-460-3535 ext 1058). Oferecemos assistência gratuita para o idioma ou outros tipos de auxílio e serviços, mediante solicitação.

Hindi

नहीं: अगर आपको अंग्रेजी में बात नहीं कर पाने या अंग्रेजी समझने में असमर्थता के कारण हमसे बातचीत करने या इस जानकारी को समझने में कठिनाई होती है, तो कृपया हमें बताएं। (770-460-3535 ext 1058) पर संपर्क करें। निःशुल्क भाषा सहयोग या अन्य साधन और सेवाएँ अनुरोध पर उपलब्ध हैं।

Gujarati

ગુજરાતી: જો તમને, ઉચ્છિષ્ટ નથી બિતા તેને કારણે કે કોઈ વિકાંગતાને કારણે, અમારી સાથે ચિતચીત કરિમાં કે આ માહિતી સમજિમાં તકિડ પડતી ચિય તો, કૃપા કરી અમને જણિો. સાંપકક (770-460-3535 ext 1058). સાષા અંગે મદદ કે અન્ય સિાય વિનતાં િ કરિથી વન:શલુક મળશે.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#),

(AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410	(2) fax: (202) 690-7442	(3) email: program.intake@usda.gov
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This institution is an equal opportunity provider.

FCBOE 22-23 Meal Charge Policy (when there are no funds in an account)

- Elementary school students will be allowed to charge up to three meals.
 - Students who exceed this amount will be offered an alternate meal.
 - Students may not charge breakfast or a-la-carte items.
- No middle school, high school or adult charges
- If you have questions or concerns, please contact Kokeeta Wilder, School Nutrition Director, Fayette County Public Schools, wilder.kokeeta@mail.fcboe.org, 770.460.3990 x 1061

C.H.A.M.P.S.: The Fayette County Sheriff's department leads this 8-week course with all 5th-grade students to provide students with guidance, skills, ability and knowledge to be safe, healthy, and happy in preparation for a successful life. The program contains drug prevention and awareness education.

CHARACTER EDUCATION: Our character/leadership program is through ADDO, a leadership company recognizing the benefit of reaching children through a variety of innovative student engagement experiences. This year, students will be participating in character education through Dens of Respect, classroom instruction and classroom guidance.

CIVILITY POLICY: Board Policy - effective September 20, 2000 Members of the Fayette County School District staff should treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering school or district grounds. Accordingly, employees are expected to follow practices which promote mutual respect, civility, and orderly conduct among district employees, parents, and the public in an effort to maintain a safe, harassment free workplace for our students and staff. It is not intended to deprive any person of his or her right to freedom of expression. In the interest of presenting teachers, other employees, parents, and other adults as positive role models, the school system encourages positive communication and discourages volatile, hostile, or aggressive actions. The school district seeks public cooperation with this endeavor.

Disruptive Individuals Must Leave School Grounds: Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students and staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property should be directed to leave school or school district property promptly by the school's principal or other administrative officer.

CLASSROOM OBSERVATION: Parents/guardians are valued partners and welcome to visit children's classrooms following these parameters.

- All observations must be **arranged** through the **school administrator(s) and teacher(s)** at least **48 hours in advance**.
- All visitors must check in at the school office and possibly undergo health screening.
- Observations are **limited to two adult observers at a time and should not include children visitors**.
- Observers should respect the confidentiality of all students within the classroom setting; therefore, no

personally identifiable information should be shared.

- Observers should refrain from interacting with the students (including their own child) and teacher during the observation.
- A staff member should be assigned to accompany the observer during the observation.
- Observations should be **limited to thirty minutes**. Additional observations may be scheduled at the discretion of the principal.
- Observations for any other purpose than to address instructional needs of enrolled students may be scheduled at the discretion of the school administration.

CLINIC: Students who become ill or injured while at school may visit the school clinic for assessment and treatment or referral as needed. Parents will be contacted in case of serious illness or injury.

CLUBS/ ORGANIZATIONS: Burch Elementary has clubs and organizations that provide extra-curricular opportunities for students. Academic and behavioral expectations must be met to maintain participation throughout the school year. In addition, some clubs may charge a fee to cover club related expenses. More information can be found at www.burchbears.org.

CONFERENCES: Parent conferences help facilitate a working relationship and open communication between the school and home. Our expectation is for there to be a **face-to-face conference** between all parents and classroom teacher(s) **each semester**. Teachers and parents may request additional conferences as needed.

COMMUNICATION: Schoology and Infinite Campus are our main communication tools for ALL students. Parents must set up accounts on both platforms. Apps are available for phone access.

- **Infinite Campus:** Nine week grades, state assessments, attendance, and cafeteria and ASP balances are visible in Infinite Campus. This is our main database for student and parent information. You will need to get your Activation Key from the front office to set up the parent portal. To set up, go to <https://www.fcboe.org/domain/103> and follow the prompts. **It is critical that parent and emergency contact information are kept current in this system.**
- **Schoology:** This system gives information on class assignments, school information, and grades. Parents must set up their own account (after setting up Infinite Campus). They can then receive regular notification of student grades. Teachers will share information on accessing Schoology at the beginning of the year.

DENS OF RESPECT: Our PBIS team (Positive Behavior Interventions and Supports) developed the Bear Dens of Respect to be communities of K-5 students and staff who meet in large and small groups to build friendships, encourage others, demonstrate our values, practice citizenship, perform service projects, and develop leadership. Staff and students are sorted into dens and care is taken to place family members in the same den. Each den has their own cheer, greeting, trait, and traditions.

Andean – Determined



Panda – Compassionate



Polar – Adaptable



Bhalu – Strong



DELIVERIES: We will **not accept** items through delivery services for students. This includes items such as food, cookies, flowers, balloons, etc. If your child **forgot something**, refer to “Forgotten Items” below.

DISCIPLINE: Our school-wide discipline policy is based on the FCBOE Elementary Code of Conduct and PBIS (Positive Behavior Intervention Supports). PBIS is designed to teach students self-discipline and to help them substitute appropriate behaviors for inappropriate behaviors. PBIS incorporates our values of being our personal best and kind by being respectful, responsible and safe. Students are encouraged to

make positive behavior choices and to take responsibility for their actions. See our matrix on page 13 for more details.

The **FCBOE Elementary Code of Conduct** is linked to our school website www.burchbears.org. New students entering during the school year will be directed to that link at the time they enroll. Parents must **sign and return a form verifying they have received and read the FCBOE Code of Conduct before students can access any of our online resources.**

FCBOE Elementary Student Code of Conduct provides a systematic and progressive process of behavioral correction in which inappropriate behaviors are followed by consequences.

Student behavior is subject to the FCBOE Elementary Student Code of Conduct at school or on school property at any time, off school grounds at any school activity, function or event, and while traveling to and from such events, and in vehicles provided for student transportation by the school system. The Disciplinary actions are age-appropriate and designed to be proportional to the offense. Prior discipline history and other relevant factors are taken into account, and all due process procedures required by law will be followed.

DRESS: Student clothing and shoes should allow them to participate safely in all school activities and follow the Dress Code for students outlined in the FCBOE Elementary Student Code of Conduct. Students not meeting dress code will be given something to wear from the clinic or parents will be contacted to bring other clothing. In summary, clothing, hairstyles, etc., which distracts from learning is not allowed. Clothing must cover the waist, shoulders, back, torso, and chest. No skin may show at the waist. Pants, shorts, slacks, shirts, dresses, and skirts will be of appropriate size and fit. Holes in pants or shorts must be below the fingertips. Pants, shorts, and skirts must always be worn on the waist. The entire buttocks and upper thigh must be covered. Students should not wear clothing with any message that is discriminatory in nature, depicts inappropriate role models, includes profanity, or promotes drugs, alcohol or tobacco. Hats of any kind (including hoodies on the head) are not to be worn in the building. Please refer to the FCBOE Elementary Student Code of Conduct for more detailed information.

EMERGENCY PREPAREDNESS AND INCLEMENT WEATHER PLAN: Our School Safety Plan and Emergency Preparedness Plan are created and maintained to safeguard your child in the event of an emergency. In case of emergencies, parents are notified via email or phone call based on the information in Infinite Campus. Therefore, it is extremely **important that all emergency information** in your child's permanent record, on the locator card, and on all emergency forms be **accurate and up to date**. Please **inform the school immediately with any changes** in information.

School closings due to weather may occur and it is the parents' responsibility to stay informed. FCPS will notify staff and families via phone call and/or email using the information in Infinite Campus. In addition, you can check www.wsb-tv.com, listen to WSB radio (750 AM) for school closings.

Unless otherwise notified by you, all means of transportation home will remain the same during any early dismissal. After School Program students must be picked up as soon as possible. All local television stations will be notified if school has been closed for the day due to weather.

FIELD TRIPS: Throughout the year, each grade level is encouraged to take field trips that extend the curriculum being taught to bring real world applications to classroom learning. In order to provide field trips, donations are requested. If sufficient donations are not received to cover the cost of the trip, the trip will be canceled. The school reserves the right to cancel any field trip.

All field trips are optional and students not participating will be provided learning experiences at school. Behavior expectations are the same for field trips as they are for school. Students with office discipline referrals may not be allowed to participate in scheduled field trips.

Chaperones are very important to the safety of our children and must complete the FCBOE required Mandated Reporter Training. When a parent chaperones a field trip, s/he agrees to assume the responsibility of supervising 5 to 8 students, depending on the grade level. Because chaperones must devote all of his/her attention to our students, other siblings may not participate in field trips. At times, chaperones may not be able to ride the bus due to limited space, but all students must ride the

transportation provided by the county for insurance purposes.

FORGOTTEN ITEMS, LOST AND FOUND: We encourage students to assume responsibility for personal belongings. Please label student belongings with their name for easier identification. If your child is missing something, please encourage him/her to check the lost and found area. Periodically during the year, unclaimed items will be donated to a local charity.

Do NOT Bring	Bring
Chromebooks	Eyeglasses, medications
Textbooks	Lunch (your choice)
Snacks (we have)	Projects, if due

GRADE REPORTING: Fayette County Schools operate on the semester system with each semester being divided into two nine-week grading periods. Kindergarten through fifth grades receive report cards every nine weeks. Parents and students can **monitor progress in Schoology** and 9 week grades in Infinite Campus. Look for account information at the beginning of the year and on our website.

K-5 student performance reporting is as follows :

Grades K-3	Grades 4- 5
4 Exceeding proficiency of the standard	A+ 98-100 A 93-97 A- 90-92
3 Meeting proficiency of the standard	B+ 88-89 B 83-87 B- 80-82
2 Developing proficiency of the standard	C+ 78-79 C 73-77 C- 71-72
1 Beginning to demonstrate understanding of the standard	D 70 F Below 70
* Not formally assessed	4 Exceeding proficiency of the standard
S Satisfactory	3 Meeting proficiency of the standard
NI Needs Improvement	2 Developing proficiency of the standard
	1 Beginning to demonstrate understanding of the standard
	* Not formally assessed
	S Satisfactory
	NI Needs Improvement

MAKE-UP WORK POLICY: Your child misses important instruction when absent and every effort should be made to make up missed work. To request missed work and arrange for pick-up, contact your child's teacher(s) and allow 24 hours for materials to be gathered. Students shall be expected to make up assignments and tests after absences. Students will be given at least one day to make up work for each day of absence (excused or unexcused), with exceptions made due to severe or prolonged illness.

HOMEWORK: Homework provides important reinforcement and review of previously taught concepts. It also encourages practice in personal responsibility and organizational skills. An appropriate amount of homework is assigned in all grades. It is never used as a punitive measure and care is taken to ensure all students can be successful with assignments. Homework is intended for practice and review. If you are concerned about your child's homework load, please contact the teacher(s).

HONORS & RECOGNITION: Students are recognized for academic and character achievement on morning announcements, at Den meetings, and classroom awards ceremonies. In addition, fifth-grade students are recognized at a special year-end ceremony.

INFINITE CAMPUS (IC) PARENT PORTAL: IC is where nine-week grades and lunch account information can be found. You will need to get your Activation Key from the front office to set up the parent portal. To set up, go to <https://www.fcboe.org/domain/103> and follow the prompts.

MEDIA CENTER: The media center provides students, parents, and teachers resources to enhance learning. In addition to books, we also provide computer access for the internet and other educational websites and databases. The media center is accessible to students throughout the day. Students will come with their class but are also encouraged to come when they need a new book. Students are responsible for items checked out. Lost or damaged items may result in replacement fees.

MOMENT OF SILENCE: During the 1994 session of Georgia's General Assembly, Senate Bill 396 was passed which provides for a mandated "moment of quiet reflection" to be observed daily in every public school classroom. In compliance with the law, teachers and students will observe a moment of silence to reflect on the day's activities during the morning announcements.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS): If we truly believe that all students can learn, then we need to ensure that we are doing whatever it takes to help all students be successful whether they struggle or they can go beyond the regular curriculum. The Multi-Tiered System of Supports provides a framework to incorporate essential components of student support, make data-driven decisions, include a team approach to decision making, and support all students in their learning process. These best practices for teaching and learning allow us to ask the following questions:

Are our students making progress? How do we know they are learning? What are we prepared to do when they do not learn or they already know what is to be learned?

With MTSS, we have a three-tiered process to systematically develop and deliver instructional and behavioral interventions to all learners. It provides us with a common focus and a common language regarding instructional practices and supports. It can serve as a way to explore all avenues to assist students in their learning process.

The essential components of MTSS include PBIS, RtI, Student Support Team, Student Mental Health, and Wrap Around Services which work in conjunction to:

- providing scientific, research-based instruction and/or supports in the general education setting;
- monitoring a student's progress in response to changes in instruction and/or supports; and using this information to shape instruction and make educational decisions.

NONDISCRIMINATION POLICY: Burch Elementary does not discriminate on the basis of race, color, religion, national origin, sex or handicap and will provide a free and appropriate public school education for each student and an appropriate work environment for each employee within its jurisdiction. It is the intent of the Fayette County Board of Education to ensure that students and employees who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, the American Disabilities Act (ADA), and Title IX regulations are identified, evaluated, and provided with appropriate education services and/or working conditions. Students and employees may be defined as handicapped under any of the above listed laws or regulations. The contact numbers are: Section 504 770-460-3990 IDEA 770-460-3990 Title IX 770-460-3990 ADA 770-460-3535

PARENT-TEACHER ORGANIZATION (PTO): Burch Elementary parents and teachers actively support the school through the PTO. Meetings are scheduled throughout the year and will be communicated through eblast and other methods. Everyone is encouraged to become involved. You may access the PTO website by going to www.burchbears.org, choosing the Parents tab, and scrolling down to PTO. Or email burchptopresident@gmail.com for more information.

PARENT/SCHOOL COMMUNICATION: The vast majority of our communication is done through **Schoology** and/or **Infinite Campus** email. Therefore, it is critical that **parents create both Infinite Campus and Schoology accounts** and link the apps to their cell phones. Additionally, parents must make sure their contact information is updated in Infinite Campus for emergency and communication purposes.

Look for our school's **weekly eblast** to arrive in **Schoology** each Friday. This newsletter contains important information about upcoming events and opportunities, as well as resources for your child and

your family. Classroom or grade level communication will be posted in Schoology as well. When communicating with your child's teacher or school personnel, Schoology, email or handwritten notes are the preferred method. Because teachers are engaged throughout the school day, please allow them 24 hours to respond to communication. If you must call the school, we ask that you limit phone calls to school business and emergencies. Teachers may be reached via phone after 2:45 p.m. We respectfully request that you avoid calling your child's teacher at home. **We cannot accept transportation change requests via email.**

PARTIES: There will be two (2) class parties during the year – the Winter Holiday Celebration and End of the Year Celebration. Room parents may help the classroom teacher(s) coordinate and plan these parties. Additional parent support may be requested to help with the party. Per County policy, in an effort to provide a safe and healthy environment for all of our students, school parties and activities should emphasize activities such as crafts or games and limit refreshments and/or treats. Room parents are expected to consult with the classroom teacher to determine if any students have food allergies or diet restrictions. Additionally, in an effort to maintain classroom supervision and safety, we prefer that younger children/siblings do not attend. This is especially true in the S.P.R.O.U.T. program. Before bringing younger children to class events, please check with your child's teacher. Other opportunities for family and sibling involvement include events and celebrations such as Spring Fling, Winter Fun Night, the Parent-Child Dance, restaurant spirit nights, and Bear Tracks 5K.

PARTNERS IN EDUCATION: Fayette County has an active Partners in Education program that encourages business and community partnerships to provide enhanced educational opportunities and support. The emphasis of the partnership is to utilize the resources of each partner in ways that can be mutually beneficial to both parties. Our current partners are: Women's Medical Center, Peachtree City Orthodontics, She Craft Co., Hopewell United Methodist Church, New Heritage Church, and Southside Church. If your business is interested in partnering with us, please notify our school office.

PHYSICAL EDUCATION: We look forward to your child participating in our physical education program, which we know is an integral part of his/her growth and development. In order for your child to receive full benefit from the program, it is suggested that the following guidelines be followed:

- Tennis shoes should be worn every PE class. If not worn daily, these may be left in the room, labeled with your child's name.
- Shorts must be worn under dresses.
- A written excuse is requested when a child should not participate in class because of illness. If your child cannot participate in the regular physical education program, please notify the P.E. teacher. If a restricted program is required, this must be accompanied by a statement from the child's physician. Otherwise, all children are expected to participate in the regular program of health and physical education.

PUBLISHED PICTURES OF STUDENTS: Photos of school activities are often published on our website, multiple media outlets and displayed within the school. If you are opposed to your child's picture being released to a newspaper or other publication, please submit your request in writing to the teacher and school principal.

RECORDS REQUESTS: Parents have the right to request copies of any documents in their child's permanent record file. Copies will be provided within three school days after receiving a written request for the documents. If a child is transferring to another school, withdrawal papers will be available 24 hours after the office is notified.

RETURNED CHECKS: There will be a \$25.00 charge for returned checks.

SALES & SOLICITATION: Students are not allowed to sell any ticket or merchandise of any type on school property without permission being granted by the principal.

SCHOOL COUNCIL: School council is intended to help local school boards of education develop and nurture participation, bring parents and the community together with teachers and administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement. Our council is made up of four parents, two teachers, two business members, and the principal.

SCHOOL & CHROMEBOOK INSURANCE: Student accident insurance and Chromebook insurance are available through the school system. Information is sent home at the beginning of the year.

SCHOLOGY: Schoology is our learning management system which, for most grades, houses student assignments and grades. Schoology is a platform for communication between the school, teachers, parents, and students. Parents should set up notifications to regularly monitor student progress.

SEXUAL HARRASSMENT: All students have a right to an education free from sexual harassment. If a student feels his or her rights have been violated, it should be reported to the principal. All cases will be investigated immediately and thoroughly and appropriate action will be taken. If unsatisfied with the results, the Fayette County Board of Education Policy on Sexual Harassment may be utilized.

SPECIAL EVENTS: Spring Fling, Winter Fun Night, Grandparents' Day, Parent Information Workshop, Book Fairs, Book Character Day, Spirit Nights, Veterans Day, Parent/Child Dance, Red Ribbon Week, Relay for Life and Bear Tracks Race are just a few of our special events.

STUDENT ASSESSMENT: The primary purposes of assessment and evaluation are to determine what each child has learned, improve instruction, assess curricular goals, and examine the student learning process. It is an ongoing, natural part of everyday instruction. The following standardized tests are administered during the school year:

- Dibels Next, Reading Inventory and STAR Math benchmark assessments, fall/winter/spring
- GKIDS (Georgia Kindergarten Inventory of Developing Skills) throughout the year
- Georgia Milestones End of Grade Assessments, grades 3-5
- ACCESS for English Language Learners

STUDENT PHONE USE: Student phones must be **turned off** and stored in **backpacks** from the time they **board the bus/arrive at school** by car until they **return to the bus stop/picked up by car**. It is a **violation of the code of conduct for students to take photographs or video of others or make phone calls on personal cell phones during school hours or on school transportation**.

At the request of a teacher, or in the case of an emergency or extreme need, our office staff will call parents for students. Students must obtain permission from their teacher before coming to the office for such purposes. Use **PickUp Patrol** to communicate any changes in dismissal plans for the day.

STUDENT RECORDS AND DATA: Pursuant to the Family Educational Rights and Privacy Act (FERPA), parents have the right to refuse permission for information to be released concerning their children. Any parent who wishes to refuse permission for any information to be released to the public may do so by notation on the Parent Consent Form or by informing the school principal in writing at the beginning of the school year (or on their child's enrollment day for those who enroll after school is in session).

SUPPORT SERVICES: We provide student support in a variety of ways, including: 504 Accommodation Plans, Early Intervention Program (EIP) reading and math, Special Education, Enrichment, Title 1 Support, Psychological Testing, English Speakers of Other Languages (ESOL), Counseling/Guidance, and Multi-Tiered System of Supports (MTSS).

TECHNOLOGY AND INTERNET USE: The internet and online resources are **available to students who have a signed Parental Release Form from the FCBOE Elementary Student Code of Conduct**.

The Code of Conduct contains the FCBOE Internet Acceptable Use Policy, and parent/student Chromebook agreement documents. Please **review the policies and expectations for proper use of the computer/internet with your child**, and **then sign and return the corresponding documents**. No child will be allowed to use the internet without the signed form. Students in some grades will be issued Chromebooks, with parent permission and acceptance of FCBOE terms. However, we ask that parents **DO NOT** bring forgotten Chromebooks to school. A system is in place to make sure students have access to online resources when needed.

TITLE I PROGRAM: Burch Elementary School is recognized as a Schoolwide Title I program. The purpose of a school wide Title I program is to improve academic achievement of all students, particularly the lowest achieving students. In addition to student services, workshops and resources are provided to parents to support at-home learning. For more information, please contact our Title 1 Parent Liaison.

VISITATION PROCEDURES: We believe that student learning and safety are the top priorities for our school and therefore **students are not allowed visits from family members or friends throughout the day**. Please see the cafeteria section regarding visitors during lunch.

If a visit to the school is scheduled, or necessary, please be mindful of these guidelines:

- All visitors must use the access control system on the outside wall and be **admitted to the building one party at a time**. As a safety precaution, **do not hold the door open for others**.
- Visitors must **report immediately to the office**, sign in, possibly complete a health screening, and then **wear a visitor's badge** throughout their stay.
- Items brought to a child must be left in the front office or lobby table.
- **After school hours - Students and visitors wishing to access areas other than ASP must be accompanied by an administrator**. Students are reminded every day during the afternoon announcements to take all personal belongings, homework, etc., with them. In an effort to promote responsibility by students and increase safety within our building, students and/or parents will not be allowed to re-enter a classroom after school hours unless accompanied by an administrator or designee.

VOLUNTEERS: Burch is fortunate to have many dedicated community partners and volunteers. If you are interested in volunteering, please notify the classroom teacher or someone in our office. Volunteers must complete the required Mandated Reporter Training. Volunteers working closely with students will be required to complete fingerprinting and background checks through FCPS and will be strongly encouraged to complete the Friends Mentoring Training.

WEAPONS: Schools are required to warn students and parents that bringing any type of weapon to school is now not only an offense which will result in disciplinary punishment through the school system, but will also result in serious criminal legal consequences. All threats will be taken seriously; parents should take every opportunity to discuss with their child the consequences of verbal threats. In an effort to send a message regarding the growing problem of weapons on school campuses, the 1992 Georgia General Assembly created Senate Bill 563, which states that it is a felony and "unlawful for any person to carry or possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound." A weapon is broadly defined to include any pistols, knives with a blade of three or more inches, razors, brass knuckles, black jacks, nunchucks, and throwing stars.

At Robert J. Burch, we are our
Personal Best and Kind
 by being

	RESPECTFUL	RESPONSIBLE	SAFE
Bus	<ul style="list-style-type: none"> • Voice level 1 or 2 • Talk to your seat buddies • Be mindful of others' personal space 	<ul style="list-style-type: none"> • Keep your belongings with you • Listen to your bus driver • Stay seated 	<ul style="list-style-type: none"> • Sit with your bottom on the bench • Sit with your feet on the floor • Sit facing forward
Cafe	<ul style="list-style-type: none"> • Voice level 2 • Talk to your elbow buddies • Be mindful of others' personal space 	<ul style="list-style-type: none"> • Eat only your lunch • Keep your area clean • Close milk carton before disposing 	<ul style="list-style-type: none"> • 2 hands on lunch tray • Sit on the bench, facing forward • Walk
Classroom	<ul style="list-style-type: none"> • Be kind and considerate • Use soft voice in classroom (0, 1 or 2 voice level) • Stay in your personal space 	<ul style="list-style-type: none"> • Follow directions and procedures • Do your personal best • Take care of materials and spaces 	<ul style="list-style-type: none"> • Use materials appropriately • Walk • Keep hands, feet and objects to yourself
Hallway	<ul style="list-style-type: none"> • Voice level 0 • Be mindful of others' personal space 	<ul style="list-style-type: none"> • Walk on the right-hand side • Walk in the blue squares 	<ul style="list-style-type: none"> • Walk • Face forward • Check for others at intersections
Playground	<ul style="list-style-type: none"> • Voice level 2,3 or 4 when playing • Use kind words • Share and take turns 	<ul style="list-style-type: none"> • Leave nature in its place • Take in what you brought out • Pick up trash you see on the ground 	<ul style="list-style-type: none"> • Use playground equipment correctly • Be aware and be safe • Walk in/out of building
Restroom	<ul style="list-style-type: none"> • Voice level 0 • Give others privacy 	<ul style="list-style-type: none"> • Go, flush, wash hands, leave • Throw trash in correct places • Notify adults of problems 	<ul style="list-style-type: none"> • Walk • Use fixtures correctly • Keep water and soap in the sink

Burch Learner Dispositions

CURIOUS:

I am inquisitive because I ask questions and try new things.

I am reflective because I think about my learning.



CAPABLE:

I am resilient because I try hard things and persevere through challenges.

I am responsible because I set goals and take ownership of my learning.

COMPASSIONATE:

I am engaged because I am focused and share my ideas with others.

I am respectful because I listen attentively to others and make careful choices with my actions and words.

