

# David Burcham Elementary School



## Parent Handbook



## 2023-2024

### Our Vision:

***Through academic excellence and equitable learning opportunities  
ALL students will succeed.***

### Our Mission:

The mission of Burcham Elementary School is to provide each child with a strong foundation in academic skills. We embrace the belief that all students can learn and become responsible, productive members of a competitive and ever-changing society. Our staff consistently utilizes strategies to provide a comprehensive and challenging curriculum rooted in promoting mutual respect and developing cultural pride. We strive towards a broad base of communication between school and home. Everyone who enters the campus at Burcham Elementary School has the right to feel safe, supported, and cared for as a valued member of the Burcham family.

## Burcham Elementary School

**5610 East Monlaco Road, Long Beach, CA 90808**

**Phone: (562) 420-2685 Fax: (562)420-7865**

**Principal: Ms. Eleni Makridis**

**Counselor: Mrs. Nora Sierra**

**Office Supervisor: Mrs. Trina Kelly**

**Office Assistant: Mrs. Gabriela Gutierrez**



**EXCELLENCE & EQUITY**

Dear Burcham Families,

Welcome to Burcham Elementary School in the heart of Long Beach. This handbook has been prepared to help your family understand the procedures and policies that enable us to make Burcham a school of academic excellence, equitable learning opportunities and one that promotes safety. We ensure that all students are given the opportunity to develop academically, socially, and emotionally. Please take time to read the important information being sent home with your child and log into our social media platforms. If you have any questions, feel free to call so that we may be of assistance to you. Thank you for your continued support and choosing Burcham as your child's elementary school. We look forward to sharing this school year with you!

Ms. Eleni Makridis, Principal

**Social Media Platforms:**

**Facebook (community sponsored):** *I Love a Bobcat*

**PTA (school sponsored):** *BurchamPTA.org*

**2023-2024 School Calendar and PTA Events**

August 30	Classes Begin--Minimum Day (8:00-1:00 pm)
<b>September 4</b>	<b>Labor Day Holiday--No School</b>
September 7	Back to School Night 5:00-6:30 p.m.--Minimum Day (1:00 pm)
September 7	PTA Meeting in Library at 6:30 pm (after BTSN)
September 12	APEX Fun Run Fundraiser begins (ends September 22)
October 6	Picture Day--Free dress
October 11	Bobcat Bites @ McDonalds (more info to come)

October 12	PTA Meeting in Library at 6:30 pm
October 23	Red Ribbon Week
October 27	PTA hosts Halloween BOO Bash starts at 4:30 pm
October 30	School-wide Holiday Fundraiser starts
November 9	PTA Meeting in Library at 6:30 pm
November 10	Veterans Day Holiday
November 2-9	Parent Conferences--Minimum Day (1:00 pm)
November 13	Kindness Day
<b>November 20-24</b>	<b>Thanksgiving Holiday--No School</b>
December 8	Picture Make-ups for absent students or retakes
December 8	PTA hosts Family Breakfast (7:00-8:00)
December 22	Pre Winter Break Day--Minimum Day (1:00 pm)
<b>December 25-January 5</b>	<b>Winter Break (school resumes January 8)</b>
January 11	PTA Meeting in Library at 6:30 pm
<b>January 15</b>	<b>Martin Luther King Jr. Holiday--No School</b>
January TBD	District-wide Education Celebration

January 19	PTA hosts Cocoa and Snow Day at 4:00 pm
January 26	Fall Semester Ends (Achievement Reports due)
February 8	PTA Meeting in Library at 6:30 pm
<b>February 12</b>	<b>Lincoln's Day Holiday--No School</b>
<b>February 19</b>	<b>Washington's Day Holiday--No School</b>
February 24	PTA hosts CSULB Basketball Family Night
March 4-8	Read Across America Week
March 13	PTA hosts Family Skate Night at 6:00 pm
March 14	PTA Meeting in Library at 6:30 pm
March 19	Open House--Minimum Day (1:00 pm)
March 22	Spring Picture Day--Free Dress
March 26-27	Parent Conferences--Minimum Day (1:00 pm)
March 28	PTA hosts Lunch on the Lawn (see lunch schedule)
<b>March 29</b>	<b>Admissions Day Holiday--No School</b>
April 1-5	Spring Break (School Resumes April 8)
April 11	PTA Meeting in Library at 6:30 pm
April 16	PTA hosts Bobcat Bites at Chuck E. Cheese

April 19	PTA hosts Talent Show at 6:00 pm
May 1-31	SBAC Testing starts Grades 3-5
May 6-10	Certificated and Classified Staff Appreciation Week
May 9	PTA Meeting in Library at 6:30 pm
<b>May 27</b>	<b>Memorial Day Holiday--No School</b>
June 7	PTA hosts RockFest (end of year celebration)
June 13	5th Grade Promotion & Kinder Celebration
June 13	Last Day of School--Minimum Day (1:00 pm)

### **Daily Schedule**

Please refer to the Google document for the daily schedule. [CLICK HERE.](#)

Remember, attendance and punctuality is extremely important. Please take family vacations during our off times of the year as make up work will not be given to students. Students are released early on Thursdays at 1:30 pm to allow teachers planning/meeting time with their colleagues.

### **Personal Information and Emergency Contacts in ParentVue**

ParentVue is the system all parents/guardians use to update information on your child(ren). Within the ParentVue system, you can update records, add/update email addresses, change phone numbers, and add or delete names of family/relatives who can pick up your child. Visit the district website at [www.lbschools.net](http://www.lbschools.net) to access ParentVue under your parent portal.

### **Before School Procedures**

The cafeteria opens at 7:30 a.m. and is supervised by our recreation staff. Students may enter using the black gate to the right of the main office. Playground supervision begins at 7:30 am as well and students may enter from the gate on San Anseline Ave. TK/Kindergarten students must be dropped off at the smaller playground in the morning

off of Monlaco Road. TK students ONLY may be accompanied by their parent/guardian when eating breakfast. Please schedule an appointment with your child's teacher if you need to meet before/after school.

### **Arriving on Campus**

School starts promptly at 8:00 a.m. Any student that arrives after 8:30 a.m. must report to the office for a late pass. Students should bring a note the day after an absence, unless a parent/guardian called the office or used the online absence reporting system via our school website under "Parents" then "attendance."

### **After School Procedures**

Students are dismissed to the front of the school unless they are attending Coachie Hour (after school playground time). Please come early to secure a parking spot (no parking in the red zone). Coachie Hour is available after school for an hour ending at 3:00 pm. Students are able to play on the playground at this time and enjoy a snack from home if needed. TK and Kindergarten students have their own designated playground area.

Please note, it is a privilege for students to attend Coachie Hour. Students who do not follow rules can lose the privilege and be removed from the program. Students who attend Coachie Hour must be picked up on time. If picking up late, please call the office to make arrangements. Students will be held in the office. Our office closes at 4:00 pm.

### **WRAP After School Program**

WRAP is a free after school program for grades Kindergarten to 5th Grade. In WRAP, students complete homework, do enrichment activities, have recreation time and are served supper daily. Applications are available online through the district website under "W" for WRAP.

### **CDC (Child Development Center)**

The Child Development Center (CDC) is a low-cost and fee-based before and after school program. The program provides supervision by credential teachers and instructional aides. Please call (562) 420-9578 or (562) 429-8636 for more information.

### **Attendance**

Every minute your child spends in class learning is important. Please be sure to be on time daily. If your child arrives more than 30 minutes late, it is documented on their attendance and noted in district letters that come home. Our goal at Burcham is to have 97% attendance per child (no more than 5 absences in a school year). Please avoid taking days off to celebrate birthdays or to take family vacations. Utilizing days off for sick days, emergencies and doctor appointments only is greatly appreciated.

Absences: The only district acceptable absences are for illnesses, medical/dental appointments or bereavement. If you must take your child out of school for any reason, please notify the school office before your child returns. A district automated call goes home when a child is tardy or absent. Your child's attendance record can be found in ParentVue. Students with excessive absences and/or tardies will be required to meet with the School Counselor and Principal. Computer generated absence notices from the district go home to parents every month if excessive absences/tardiness occurs.

If your family chooses to go on vacation during school days, teachers are not required to supply make-up work and absences are marked as unexcused regardless if work is completed. Please take family vacations during our many holiday times off.

Attendance notes: For your convenience, we have created a Google form for reporting absences that can be found on our school website. Click "parents" then "attendance" at <https://burcham.lbschools.net/>

### **Visitor Check-in and Student Sign-out**

All visitors are required to sign-in/out in the office and pick up a visitor's badge. The office staff are required to check identification when picking up a student. Please have your identification ready at the door bell. If you would like to visit your child's classroom more often, we recommend becoming a VIPS (Volunteer in Public Schools). Please keep your emergency contact information and any court ordered custody agreements up to date to ensure only those able to pick up your child can. Legal documents can be given to our office staff for uploading into Synergy.

### **PTA (Parent Teacher Association)**

All parents/guardians and interested community members are encouraged to join the Parent Teacher Association (PTA) at Burcham. The meetings are held every month on Thursdays at 6:30pm in the library. This active group is dedicated to our students and teachers. They help support our goal to provide high quality education for all students and provide opportunities for community engagement. Visit their website at [www.burchampta.org](http://www.burchampta.org).

### **Volunteers in Public Schools Program (V. I. P. S.)**

Parents/guardians are an important part of the learning process for all students. We encourage and appreciate having parents/guardians work in our classrooms and office. If you are interested in serving as a volunteer, applications are available online at our district website under "V" for VIPS.

### **Lunch Time/Snacks**

Students may bring lunch from home or receive a free cafeteria meal. We encourage students to bring a healthy lunch therefore sodas and candy are not allowed. We greatly appreciate your support in ensuring students have a balanced meal. If your child forgets his/her lunch at home, you can drop the lunch off at the office and a staff member will deliver it to the room.

Snacks: Students are permitted to bring a small healthy snack to school for the morning recess and for after school Coachie Hour. Healthy snacks are fruits, veggies, crackers, etc. Snacks are to be eaten on the picnic benches located on the playground. Snacks may not be shared with other students due to allergies therefore a small single serving snack is recommended to avoid sharing.

### **Birthday Treats**

We recognize that families would like to celebrate their child's birthday in the classroom. In order to reduce disruptions to the instructional time, we do allow cupcakes or treats to be served towards the last part of the day before dismissal. It is recommended that parents check with the classroom teacher for any known allergies.

### **Student Medication**

No medication (including cough drops/throat lozenges) can be administered or consumed at school unless both a doctor and a parent/guardian has completed appropriate forms. Medication must be in the original prescription container and kept in the office. Please contact the school nurse for details regarding this procedure if you anticipate the need for your child to receive medication while at school.

### **Standards of Dress –Uniform Policy**

The staff at Burcham are committed to following our LBUSD's Uniform Dress Code. It is District and school policy that students wear their uniform daily. If you are having difficulty getting a uniform for your child, please call our office for confidential support of outside services. Students who come to school without a uniform will receive a loaner uniform and a phone call will be made home.

#### Acceptable Uniform Attire:

- Solid white, red, navy blue or light blue collared shirts
- School sponsored spirit wear such as Burcham t-shirts/sweatshirts
- Dark blue jeans and pants, shorts, skirts, skorts, jumpers
- Outerwear of any color is allowed but logos should be small and the graphics appropriate
- Closed toe, rubber soled tennis shoes which are safe for running and in case of an emergency.



- District sun approved hats and Burcham Bobcat baseball style hats (not worn inside classrooms or buildings)
- Sun approved sunglasses (not worn inside classrooms or inside buildings)

**Inappropriate Attire:**

- Jeans with holes, faded or frayed
- Leggings or yoga pants with see-through material
- Plain white t-shirts or t-shirts with non-school logos
- Cut-offs, baggy or sagging pants
- Sweat pants (unless it's winter time)
- Open toe shoes, shoes with heels or sandals. Ugg style boots are not permitted because they do not provide a safe school for physical education, recess, or emergency evacuation. No Wheelies for shoes or Crocs are allowed.
- Short shorts or biker shorts (must be above the knee)
- Midriffs or tank tops

**Instructional Time:**

We try our best to minimize classroom disruptions however we know there are emergencies at times. Please do your best to communicate any needs to your child before they come to school. If a message needs to be communicated via the school, please try to call during lunch time and we will share the message with your child.

**Science, Technology, Engineering, Art and Math (S.T.E.A.M.)**

What is STEAM? STEAM is an integrated approach to Science, Technology, Engineering, Arts, and Math. It takes the STEM curriculum and incorporates the Arts as well. STEAM curriculum uses project-based learning to engage students and teach higher-level problem-solving skills along with personal characteristics that will make this world a more thoughtful and more inclusive place in which to live. Burcham is a STEAM school with a fully stocked Science and Art Lab. Burcham's goal is to build lifelong learners prepared for an ever-changing world. STEAM initiatives have been shown to improve test scores in math and science and prepare students for their future.

**Back to School Night**

This night is planned to give you the opportunity to meet your child's teacher and to see your child's classroom. Teachers will review the State Standards and academic expectations for students at Burcham. Teachers will also explain how they manage the classroom, describe their behavior plan and review homework policies. It is a time to find out general knowledge of the classroom. Specific concerns about the progress of your child would be better directed during a one-on-one conference with the teacher at a later date.

## **Textbooks**

Textbooks and library books are checked out to students for use during the school year. It is the responsibility of each student to keep these items in good shape. Students who lose school materials will be asked to pay for their replacement.

## **Behavior Management on Campus**

The Burcham staff and Safety Committee developed our school-wide behavior management plan that focuses on developing responsibility for one's own actions. The behavior management plan is based on principles which are reinforced through specific rules for common areas. The plan also includes the offenses for which a student may be suspended under the California Education Code. At Burcham, we believe in using Restorative Practices to maintain a child's dignity. Teaching students how to do conflict resolution is part of the learning process, however when behavior becomes chronic more severe consequences will be given.

## **Cell Phones**

Burcham follows the district guidelines for students with cellular phones. We understand the need for mobile communication in today's busy world, however cell phones can also cause problems at school when they are used inappropriately. Students may bring phones to school, but they must remain in their backpacks and silenced throughout the day. Please avoid texting your child during the school day. Students may not use cell phones to call/communicate with parent/guardians after school on the playground during Coachie Hour. If a phone is confiscated, parents must come to retrieve the phone after school.

## **Burcham's Guidelines for Success, P. R. I. D. E.**

Our staff works hard to promote our P.R.I.D.E. guidelines daily to help students to be more successful in school and in life. We strongly encourage our parents/guardians to model P.R.I.D.E with your child(ren) also. Having a positive growth mindset is part of our culture here at Burcham as well.

**P** practice Honesty **R**espect Yourself and Others **I**nteract with Kindness **D**emonstrate Responsibility **E**xpect Excellence

## **Incentives and Recognition:**

At Burcham, we believe in rewarding appropriate behaviors with a variety of incentives and recognition. We have Burcham green slip raffle tickets for a chance to win a prize at the end of the week. We also have Monthly Growth Mindset Award recognition, semester certificates of recognition for academic achievement/behavior and a variety of other classroom incentives.

## **Consequences for Misbehavior**

When a student fails to observe either the school-wide or classroom rules, consequences will follow:

1. Warning
2. Playground citation or office referral
3. Conflict resolution session and/or counseling with administrator
4. Detention or time out in the office
5. Community service during lunch time and or recess
6. Phone call home
7. Suspension for chronic misbehaviors and/or a serious offense (ex. firearm/weapon, knife or any other dangerous object, etc.).

### **In closing:**

We look forward to making this school year an amazing time to learn together, share memorable moments and teach the academic skills needed to prepare your child for the coming years. Thank you again for choosing Burcham as your child's school where we believe that ALL students deserve a quality education and a fun place to learn.

### **Important Numbers:**

<b>Department</b>	<b>Phone Number</b>	<b>Reason</b>
School Safety	562.997.8101	Reporting any suspicious activity after hours
Homework Hotline	562.437.2859	Assistance with homework (Mon-Thu 4:00-6:30 pm)
Say Something	1.844.5 SAYNOW	Anonymous reporting if a child plans to hurt themselves or others
VIPS Application	562.997.8457	Becoming a volunteer in public schools
WRAP Program Director--Jessica	562.235.0754	WRAP enrollment or early pick up

