

# Robert J. Burch Elementary

## A Leader In Me School

### 2025-2026 Family Handbook

**Vision:** to nurture and develop curious, capable, and compassionate leaders.

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

**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:

- Principal – Lisa Howe
- Assistant Principal – Jesse Williams
- Counselor – Jessica Mull
- Title 1 Parent Liaison – Dr. Gloria Jones
- Mascot – Bear
- Colors – Red, White, Blue
- Values – Personal Best, Kind, Respectful, Responsible, Safe
- Pledge – Are you a leader? I am a leader! I am my personal best and kind by being respectful, responsible, and safe. I know that making Burch a great place to learn starts with me.
- Leader In Me School
- 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 - \$2.00**
  - o **Student lunch - \$3.25**
- Phone – 770.969.2820
- Fax – 770.969.2824
- Burch After School Program – 770.964.4768
- Schoolwide Title 1
- **Website – [www.fcboe.org/RJBES](http://www.fcboe.org/RJBES)**



## 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 responsible because I set goals and focus on my learning.

I am resilient because I persevere through challenges.

#### COMPASSIONATE:

I am engaged because I listen attentively to others.

I am respectful because value others and choose kind words and actions



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

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

RJBES Voice Levels: 4 - Outside, playground voice  
 3 - Teacher voice, presentation voice  
 2 - Table talk, working talk  
 1 - Whisper  
 0 - Silent

**AFTER SCHOOL PROGRAM:** The After School Program (ASP) at Burch is available for **K-5 students**, space permitting, for a fee. If your student wasn't selected in last spring's lottery, they can be registered for the **waiting list**.

The program begins at dismissal time and concludes at **6:30 p.m.**. Our ASP offers a structured and safe environment with activities that emphasize **responsible behavior, respect for others, positive attitudes, and educational enrichment** for all participants, all at a reasonable cost per student. The daily schedule includes a **snack, study time, physical activity, and choice centers**.

For more information, please contact the Burch FCBOE After School Offices at **(770) 964-4768**.

## **ARRIVAL AND DISMISSAL:**

**Bus Riders:** Please sign your child up for the bus! We encourage bus ridership to reduce traffic and ensure punctual arrival.

- All bus riders must **register annually** at [www.fcboe.org](http://www.fcboe.org) (under [Transportation Home](#)) AND enter their bus information in their PickUp Patrol default plan.
- BusQuest is the new parent bus tracking app for Fayette County Public Schools. [Information about the new parent bus tracking app, BusQuest, can be found here](#). With a BusQuest account, parents/guardians have up to the minute access to:
  - o Student bus numbers for AM and/or PM routes
  - o Scheduled pickup and/or drop off times
  - o Alerts as the bus nears your student's scheduled bus stop
- All students participate in a Bus Safety Orientation early each school year.

**Car Arrival:** Student **drop-off begins at 7:10 a.m.** Please **wait for staff supervision** before releasing students. Traffic typically starts to build around 7:30 a.m. Remember, students must be **in their classrooms by 7:40 a.m.** to avoid being marked tardy.

### **Arrival Procedures for Car Line:**

- **Remain in the car line** at all times and **follow staff directions**. **For safety, do not go around other cars** to exit the line; stay in a single line until released by staff.
- Utilize the designated **Park & Prep area** to get students ready to exit independently.
- **Wait for staff supervision before releasing students**.
- Students should exit **quickly and independently** via the **passenger side doors** when directed by school staff.
- Parents must **remain in their vehicle**. If you need assistance during drop-off, display your **Car Rider Sign** on the right side of the windshield.
- **Do not use your cell phone** while in the car line, as distractions pose a safety risk.
- **Do NOT park and walk students to the building or drop them off in the bus loop.**

**Late Arrival:** Students who are not in their classrooms by the **7:40 a.m. bell** are considered **tardy**.

**If your child arrives late, a parent or guardian must:**

- Escort them to the office.
- Use the doorbell system for entry.
- **Present a driver's license or photo ID** to check them in.
- After check-in with office staff, exit the building.

### **Dismissal:**

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

### **Car Line Dismissal Procedures:**

To ensure a smooth and safe dismissal, please follow these guidelines:

- **Remain in the car line at all times** and follow staff directions. For everyone's safety, do not go around other cars to exit the line; stay in a single line until released by school staff.
- **Display your student car-rider sign on the driver's side** of your vehicle for easy viewing. If you don't have a sign, an ID check will be required, which may delay the line.
- For safety, **remain in your vehicle** while in the dismissal line.
- **Do not use your cell phone** while in line, as distractions can create safety hazards.
- Once you've picked up your child, you may pull into the side parking lot to secure them into a car seat.
- Please note: **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.

### **DISMISSAL TRANSPORTATION CHANGES (INCLUDING CLUBS): **PickUp Patrol by 1:45 p.m.****

- We use **PickUp Patrol** (<https://app.pickuppatrol.net/>) to manage all daily dismissal changes. This automated platform helps us track student dismissals and allows you to easily update your child's plans.
- **All parents must create or log into their PickUp Patrol account.** Your login information remains the same each year. Annually, you'll set a "Default Plan" in the app, which is your child's usual way home. This plan will be followed daily unless you make a change in PickUp Patrol. You can make plan changes days in advance.
- **Submit daily changes through PickUp Patrol by 1:45 p.m.** We no longer accept handwritten notes, emails, or faxes for dismissal changes.
- For assistance with your PickUp Patrol account or to get your child's account link, please contact the school secretary at 770.969.2820 or [macho.marci@fcboe.org](mailto:macho.marci@fcboe.org).

**EARLY CHECK OUT:** If you need to pick up your child during the school day, **please send a handwritten note to the teacher to expedite the process.** All early dismissals or pickups must occur before 2:00 p.m. due to the busy nature of dismissal time in the front office and classrooms. Remember, **a drivers license or photo identification is required** to check a student out or into school.

### **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.

- Arrival begins at 7:10 a.m.
- Instruction occurs from 7:40 a.m. to 2:20 p.m.
- 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 **Elementary Student Code of Conduct**

**STUDENT ABSENCES:** 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. **Information on attendance policies are available in the Elementary Student Code of Conduct.**

### **BIRTHDAY CELEBRATIONS:** Please follow these protocols regarding student birthday celebrations:

- Celebrations must be simple, such as a snack, or single treat, and done at lunch.
- We do not accept deliveries of balloons, gifts, and other surprises for students.
- Birthday celebrations are **ONLY** for the students in the child's homeroom.

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

Per Fayette County policy and the growing number of students with severe food allergies, we **highly discourage birthday treats such as cakes, cookies, cupcakes, or other food items.** Alternative suggestions for birthday celebrations:

- **A classroom ice cream pass can be purchased for \$15.** 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

#### **CAFETERIA:**

School breakfasts and lunches are offered daily. **Student breakfast is \$2.00 and lunch is \$3.25. Funds can be deposited to student accounts** through [www.myschoolbucks.com](http://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 :** Parents are encouraged to complete the application for free/reduced meals at [www.myschoolapps.com](http://www.myschoolapps.com). Families of students eligible for free or reduced cost meals must **fill out a new form each year.** *For the 2025-2026 school year, Georgia students who qualify for reduced-price meals will receive free breakfast and lunch as the Georgia Department of Education (GaDOE) will use funding to cover these costs for reduced meal eligible students.*

#### **ALL MEALS PRIOR TO FREE/REDUCED APPROVAL MUST BE PAID FOR**

**Breakfast:** A Grab and Go 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 **AFTER** the first two weeks of school. Parents 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. Maximum of only two guests allowed in Cafeteria for lunch or celebrations.**

\*\*\*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:** Please note, there is **no opportunity for students to warm a lunch at school,** so please plan accordingly.

If your child **forgets their lunch,** you can bring it to the school. Just make sure it's **clearly labeled with their name** and placed on the table in the front lobby. Also, please add your child's name 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, ઇંગ્લિશ નથી બોલતા તેને કારણે કે કોઈ વિકાંગતાને કારણે, અમારી સાથે િતચીત ક્રિમાં કે આ માહિતી સમજામાં તકિફ પડતી િય તો, કૃપા કરી અમને જણાવો. સંપર્કક (770-460-3535 ext 1058). ભાષા અંગે મદદ કે અન્ય સિાય વિનતાં ી કરિથી વન:શલ્ુ ક 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: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>
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This institution is an equal opportunity provider.

### **FCBOE Meal Charge Policy (when there are no funds in an account)**

- There can be no charges of breakfast or a-la carte items.
- Elementary school students will be allowed to charge up to three lunches.
- Students who exceed this amount will be offered an alternate lunch (sandwich and milk).
- 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](mailto: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:** We are proud to be a **Leader In Me** school! For our character education program, we will be learning The 7 Habits of Happy Kids. We are excited about this new adventure and the impact it will have on our students, staff, and families. To learn more, go to <https://www.leaderinme.org/what-is-leader-in-me/#section4>.

**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.fcboe.org/RJBES](http://www.fcboe.org/RJBES).

- Students must be listed in **Pick Up Patrol** in order to attend clubs or after school activities. **If the Default Plan is not updated the student/s will not be able to participate in the club or after school activity.**

**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:** School/home communication is important to student success. Parents need a few platforms to ensure timely communication between home and school.

- **ParentSquare** - our primary communication platform and parents can choose their preferred language. This platform includes two-way translation service, text, email, app or voice messaging and more. New parents must respond to the activation email. Then, download the app to ensure you receive important communication. Look for weekly updates from the school and teacher.
- **PickUpPatrol** - Burch uses this app to coordinate afternoon dismissal. This is the **ONLY** method of communicating or modifying student dismissal. All changes must be entered before 1:45. Students cannot attend after school activities unless it is noted in PickUp Patrol. Returning parents can update dismissal plans at <https://app.pickuppatrol.net/parents>. New parents will receive a welcome email with login information.
- **Infinite Campus** - Contact information, grades, lunch balance, attendance, and more. Infinite campus information feeds ParentSquare and Schoology. Parents must create their own account. To set up a new account, you will need to get your Activation Key from the front office. To set up, go to <https://www.fcboe.org/domain/103> and follow the prompts. Need help? Call us at 770.969.2820.
- **Schoology** - Monitor student assignments.

When communicating with your child's teacher or school personnel, please allow them 24 hours to respond. 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.**

**DELIVERIES:** We **do 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. Students are encouraged to make positive behavior choices and to take responsibility for their actions. Our PBIS matrix is on page 2.

The **FCBOE Elementary Code of Conduct** is linked to our school website [www.fcboe.org/RJBES](http://www.fcboe.org/RJBES). 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 footwear must allow them to safely participate in all school activities and follow the Student Dress Code outlined in the FCBOE Elementary Student Code of Conduct. The parents of students who do not comply with the dress code will be contacted to bring compliant garments.

**Repeated or blatant violations of dress code are subject to disciplinary action.**

In summary, clothing, hairstyles, etc., that distract from learning are not permitted. Clothing must cover the waist, back, shoulders, back, torso, and chest. Pants, slacks, shirts, dresses, and skirts must be appropriately sized and fitted. Holes in pants or shorts must be below the fingertips. Pants, shorts, and skirts must always be worn at the waist. The buttocks and upper thighs must be covered. Students should not wear clothing with discriminatory messages, depict inappropriate role models, include obscene language, or promote drugs, alcohol, or tobacco. Hats of any kind (including hoodies) are not to be worn inside the building. Please refer to the FCBOE Elementary Student Code of Conduct for more detailed information. 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 contact and medical information** for your child(ren) be **accurate and up to date**. Please **inform the school immediately with any changes** in information.

It is the parents' responsibility to stay informed of school closings or schedule changes. FCPS will notify staff and families via ParentSquare, phone call and/or email using the information in Infinite Campus. In addition, you can check [www.wsb-tv.com](http://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:** Each grade level is encouraged to take field trips that extend the curriculum being taught to bring real world applications to classroom learning.

- Donations are requested to pay for the field trip and if sufficient donations are not received, the trip will be canceled. The school reserves the right to cancel any field trip.
- Field trips are optional and students not participating will be provided learning experiences at school.
- School behavior expectations extend to field trips.. Students with office discipline referrals may not be allowed to participate in scheduled field trips.
- **Chaperones are very important and each must complete the FCBOE required Mandated Reporter Training at <https://www.fcboe.org/mandatedreporter>.**
  - When a parent chaperones a field trip, they agree to assume the responsibility of supervising 5 to 8 students, depending on the grade level. 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
Electronics	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

- **GKIDS** (Georgia Kindergarten Inventory of Developing Skills) is the reporting system for Kindergarteners. These reports will be sent home at the end of each 9 week period. Therefore, it is critical for information to be documented throughout the year.
- **Infinite Campus** - specials grades and comments will be entered in this platform each 9 weeks.
- **Other** - our parents have requested more frequent reporting of student progress toward grade levels standards. This is something that needs to be developed as a grade level.

### 1st - 5th

- **Infinite Campus** - will be the grade reporting system for grades 1-5. This is where both students and parents will go to check grades
- **Schoology** - will be the hub for classroom assignments.

Kindergarten through fifth grades receive report cards every nine weeks. Parents and students should regularly **monitor progress 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-2	Grades 3 - 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 their academic and character achievements through various school events. These include announcements, assemblies, and classroom awards ceremonies. We may also hold special awards ceremonies throughout the year, and parents of honored students will be invited to attend.

**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.

**LEADER IN ME:** Leader in me is a comprehensive framework that nurtures student leadership, fosters a culture of trust, and boosts academic success. Through daily lessons built upon the paradigms of **Leadership, Potential, Change, Motivation, and Education** along with the **7 Habits of Highly Effective People**, our staff and students continue to grow as leaders. By promoting the 7 Habits throughout our building, students are empowered with essential life skills and offered leadership opportunities, preparing them to excel in their future endeavors.

**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):** 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.fcboe.org/RJBES](http://www.fcboe.org/RJBES), choosing the Parents tab, and scrolling down to PTO. Or email [burchptopresident@gmail.com](mailto:burchptopresident@gmail.com) for more information.

**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 and additional parent support may be requested. 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 ask that younger children/siblings do not attend**. This is especially true in the **S.P.R.O.U.T. Program**. 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, Tyrone Community Church. If your business is interested in partnering with us, please notify our school office.

**PERSONAL COMMUNICATION DEVICES:** Student use of phones, smartwatches, or other communication devices **during the school day or on school transportation is strictly prohibited**.

Student phones, smartwatches, and other communication devices **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**.

Taking photographs or video of others or making or receiving communication through their devices during school hours or on school transportation is strictly prohibited.

Violations may result in confiscation of devices for 1-90 days.

In 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.

**PHYSICAL EDUCATION:** Our students have PE every other week for 5 days in a row. In addition, they have outdoor recess every day unless prohibited by the weather. Please remember::

- 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 a restricted program is required, this must be accompanied by a statement from the child's physician.

**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 six parents, two teachers, two business members, and the principal.

**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 Workshops, 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 or common assessments are administered during the school year:

- STAR Reading and STAR Math universal screeners, fall/winter/spring
- District common assessments in ELA, math, science and social studies
- GKIDS (Georgia Kindergarten Inventory of Developing Skills) throughout the year
- Georgia Milestones End of Grade Assessments, grades 3-5
- ACCESS for English Language Learners
- COGAT screener in grades 1 & 4

**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).

1. **The Fayette County School District** has designated the following student-based information as "directory information" under the provisions of the Family Educational Rights and Privacy Act (FERPA), and may disclose that information upon request by appropriate institutions/agencies:
  - a. Student's name, address and telephone number;
  - b. Student's photo;
  - c. Student's date and place of birth;
  - d. Student's participation in official school clubs and sports;
  - e. Weight and height of student if he/she is a member of an athletic team;
  - f. Dates of attendance at the Fayette County School System;

- g. Awards received during the time enrolled in Fayette County School System;
  - h. Grade Level; and
  - i. E-mail address
2. Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. **You have the right to refuse to allow all or any part of the above information to be designated as directory information and not be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after enrolling in school.**
3. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or at some school activity. If you as a parent/guardian object to your student being photographed, videotaped or interviewed, you must notify your student's principal, in writing, of your objection within 5 days after enrolling in school. For more information, refer to FCBOE Policy JR- Student Records, which is available on the [fcboe.org](http://fcboe.org) website

**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/Gifted, Title 1 Support, Psychological Testing, English Speakers of Other Languages (ESOL), Counseling/Guidance, and Multi-Tiered System of Supports (MTSS).

**TECHNOLOGY AND INTERNET USE:** Parents must read, sign and return the **Parental Release Form** located on the front page of the FCBOE Elementary Student Code of Conduct **in order for students to use technology resources. (for information on personal devices, see the Personal Communication Devices section above)**

The Code of Conduct includes the FCBOE Internet Acceptable Use Policy and Chromebook agreement documents. Please review these policies and expectations for computer and internet use with your child. **The signed forms must be returned for your child to access the internet.**

**Chromebooks will remain at school** and will not be issued for home use. However, **students** in certain grade levels **will be assigned a specific Chromebook for classroom use.** Therefore, **we encourage parents to purchase the optional Chromebook insurance offered at a nominal cost.**

**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 GUIDELINES:** For the safety and focus of our students, we don't allow visits from family or friends during the school day. (Please refer to the cafeteria section for lunch visitor information.)

If you have a scheduled or necessary visit to the school, please follow these guidelines:

- **Entry:** Use the access control system on the outside wall; we admit one party at a time. For safety, don't hold the door open for others.
- **Registration:** You'll need a **driver's license or photo ID** to register.
- **Check-In:** Report directly to the office, sign in, and wear a **visitor's badge** during your stay.
- **Deliveries:** Leave any items for students at the **front office or lobby table.**

**After school hours** - After school hours, students and visitors who need to access areas *outside of the After School Program (ASP)* must be accompanied by an administrator. We remind students daily to take all their belongings with them at dismissal. To promote responsibility and enhance safety, students or parents won't be allowed back into classrooms after school hours unless an administrator or their designee is with them.

**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** at <https://www.fcboe.org/mandatedreporter>. 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.