

Robert J. Burch Elementary

A Leader In Me School

2026-2027 Family Handbook



- Principal – Lisa Howe
- Assistant Principal – Jesse Williams
- Counselor – Jessica Mull
- Title 1 Parent Liaison – Dr. Gloria Jones
- Mascot – Bear
- Colors – Red, White, Blue
- Schoolwide Title 1
- School day –
 - o Arrival begins at **7:10 a.m.** Students must be **in class by 7:40 a.m.** or they are considered tardy.
 - o Dismissal begins at 2:20 p.m. Students may not be checked out after 2:00 p.m.
 - o Dismissal changes must be made in PickUp Patrol by 1:45 p.m.
 - o Dismissal changes must be made in PickUp Patrol by 1:45 p.m.
- Breakfast and lunch are served daily. **Prices for this school year will be announced.**
 - o Student breakfast - Last year: \$2.00
 - o Student lunch - Last year: \$3.25
- Address: 330 Jenkins Road, Tyrone, GA, 30290
- Office hours: 7:10 a.m. - 3:15 p.m.
- Phone – 770.969.2820
- Fax – 770.969.2824
- Burch After School Program – 770.964.4768
- Website – <https://rjbes.fcboe.org/>

***At Burch, we believe every student can be a leader.
We do our personal best. We are kind, respectful, responsible, and safe.***

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

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

We live our mission and lead by:

- Being proactive and taking responsibility
- Beginning with goals and purpose in mind
- Prioritizing what matters most
- Thinking win-win and celebrating others' success
- Listening first and communicating with empathy
- Collaborating to create stronger solutions
- Reflecting, growing, and maintaining balance

We believe:

- Everyone can be a leader.
- Each person's strengths, gifts, and genius should be valued and developed.
- Change begins with our choices, actions, reflection, and growth.
- Positive relationships are essential to learning, leadership, and success.
- Everyone deserves a safe, respectful, supportive, and engaging learning environment.
- Students grow most when they take ownership of their learning through effort, goal setting, reflection, responsibility, and perseverance.
- Educators, families, and the community share responsibility for developing the whole child.
- Academic growth, personal leadership, and strong character help us contribute positively to our school, community, and world.

Values: Personal best and kind by being respectful, responsible, and safe.

Burch Bear 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 Habits

1. **Be Proactive:** You have the power to choose your response.
2. **Begin With the End in Mind:** Know your goal and purpose before you begin.
3. **Put First Things First:** Do the most important things first.
4. **Think Win-Win:** Look for solutions that help everyone.
5. **Seek First to Understand, Then to Be Understood:** Listen first. Then share your ideas.
6. **Synergize:** Work together. We can learn from each other and find better solutions.
7. **Sharpen the Saw:** Take care of your body, mind, heart, and spirit.
8. **Find Your Voice:** Use your strengths and talents to help others.

At Robert J. Burch, we are our Personal Best and Kind				
	LEADER HABITS	RESPECTFUL LEADERS	RESPONSIBLE LEADERS	SAFE LEADERS
Bus	Leaders are proactive even when adults aren't nearby.	• Use a quiet voice. • Are kind to others. • Respect personal space.	• Follow directions. • Sit in their seats. • Keep belongings in their backpack.	• Sit facing forward. • Keep feet on the floor. • Stay seated while the bus is moving.
Cafe	Leaders think win-win so everyone enjoys lunch.	• Use a level 2 voice. • Use good manners. • Respect personal space.	• Eat only their food. • Clean up your area. • Throw away trash correctly.	• Walk at all times. • Carry trays with two hands. • Sit facing forward.
Classroom	Leaders put first things first: learning comes first.	• Are kind and considerate. • Listen to others • Respect personal space.	• Use the right voice level. • Follow directions. • Do their best work.	• Walk at all times • Keep hands, feet, and objects to themselves • Use materials correctly.
Hallway	Leaders begin with the end in mind: move with purpose.	• Voice level 0. • Respect others' space.	• Walk on the right • Walk in the first white square. • Go straight to your destination.	• Walk facing forward. • Check at intersections. • Keep hands, feet, and objects to themselves
Playground	Leaders synergize: play, include, and solve together.	• Use kind words. • Share and take turns. • Include others.	• Pick up trash. • Keep up with their belongings. • Take care of equipment.	• Use equipment correctly • Be aware of others. • Walk when entering and leaving.
Restroom	Leaders are proactive: do the right thing quickly.	• Follow restroom limits. • Give others privacy. • Use a quiet voice.	• Go, flush, wash, and leave. • Throw trash away. • Tell adults about problems	• Walk at all times. • Use soap and water correctly • Use supplies correctly.

RJBES Voice Levels:

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

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AFTER SCHOOL PROGRAM

The After School Program (ASP) at Burch is available for students in kindergarten through 5th grade. There is a fee, and space is limited. If your student was not selected in last spring's lottery, you may add your student to the waiting list.

The program begins at dismissal and ends at 6:30 p.m. ASP provides a safe, structured environment for students. Activities support responsibility, respect, positive choices, and learning. The daily schedule includes a snack, study time, physical activity, and choice centers.

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

ARRIVAL AND DISMISSAL

Bus Riders: Students must be registered for a bus each year. Riding the bus helps reduce traffic and helps students arrive on time.

- All bus riders must **register annually** at www.fcboe.org (under [Transportation Home](#)) AND enter their bus information in their PickUp Patrol default plan.
- **EZArrival is the parent bus tracking app for Fayette County Public Schools.** With an EZarrival account, parents and guardians can see current information about:
 - 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 before students exit the car. Traffic usually increases around 7:30 a.m. Students must be in class by 7:40 a.m. or they will be 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.
- Students should exit **quickly** and **independently** via the **passenger side doors** when directed by school staff.
- Parents must stay in their vehicle. If you need help during drop-off, place 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 do the following:

- **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 help dismissal stay safe and organized, please follow these steps:

- **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 who are not picked up by 2:40 p.m. may be sent to the After School Program. A drop-in fee may be charged.**

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

- We use PickUp Patrol (<https://app.pickuppatrol.net/>) for all daily dismissal changes. This system helps us track how each student goes home. It also lets parents update their child's dismissal plan.
- **All parents must create or log into their PickUp Patrol account.** Your login information stays the same each year. Each year, you will set a "Default Plan" in the app. This is your child's usual way home. The Default Plan will be followed daily unless you make a change in PickUp Patrol. You may make plan changes days in advance.
- **Submit daily dismissal changes in PickUp Patrol by 1:45 p.m. We do not 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.

EARLY CHECK OUT

If you need to pick up your child during the school day, please send a handwritten note to the teacher. This helps the process move faster. All early checkouts must happen before 2:00 p.m. The front office and classrooms are very busy during dismissal. A driver's license or photo ID is required to check a student in or out of school.

ATTENDANCE

Students learn best when they attend school every day and arrive on time. Please 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 present. Fayette County Board of Education attendance policies are explained in the Elementary Student Code of Conduct.

STUDENT ABSENCES: When a student is absent, the parent or guardian must send a signed and dated written note to the teacher. The note must be sent **no later than the third day after the student returns to school.** After five parent or guardian notes for excused absences, the **school may request medical documentation.** Students may make up work missed during lawful absences. See the Make-Up Work Policy below. Attendance policy information is available in the Elementary Student Code of Conduct.

BIRTHDAY CELEBRATIONS

Please follow these rules for student birthday celebrations:

- Celebrations must be simple, such as one snack or one treat, and must happen during 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 may only pass out private party invitations at school if all students in the class are invited.***

Because of Fayette County policy and severe food allergies, we strongly discourage birthday treats such as cakes, cookies, cupcakes, or other food items. Here are other ways to celebrate:

- **You may purchase a classroom ice cream pass for \$15. The class will receive school ice cream during lunch. School ice cream meets federal Smart Snack requirements.**
- Donate a book, board game, or puzzle to the classroom or library in honor of your child

CAFETERIA

School breakfast and lunch are offered daily. Last year, student breakfast was \$2.00 and student lunch was \$3.25. Prices for this school year will be announced. Families may add money to student accounts at www.myschoolbucks.com. Families may also send cash or a check to school. Please include the student's name and PIN number. Students will enter their PIN number when they leave the serving line. USDA-approved snacks

may be purchased if the student has enough money in the cafeteria account.

***PLEASE READ* Free and reduced meals:** Parents are encouraged to complete the free and reduced meal application at www.myschoolapps.com. Families must complete a new form each year. For the 2026-2027 school year, Georgia students who qualify for reduced-price meals will receive free breakfast and lunch. The Georgia Department of Education (GaDOE) will use funding to cover these costs for students who qualify for reduced-price meals.

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

Breakfast: Grab-and-Go Breakfast is served each morning from 7:10 to 7:30. Students should get breakfast from the cafeteria and go directly to class. Lunch is scheduled from 10:40 to 12:30. Please ask your child's teacher for the class lunch time.

Lunch Guests: Parents may join their children for lunch **after the first two weeks of school**. Parents must sit with their child at the classroom table. Please **limit lunch guests to two people**. Please follow **cafeteria procedures** and put **phones away** while eating with students. Please **do not bring fast food**, carbonated drinks, or food in glass containers. Outside **food may not be shared with other students**.

For safety, please send a written note to the teacher if an adult who is not a residential parent will come to lunch with your child.

Guests will be required to show identification when checking into the office.

Meals from Home: Students **cannot heat** lunch at school. Please plan accordingly.

If your child forgets lunch, you may bring it to school. Label it clearly with your child's name and place it on the table in the front lobby.

We do not accept food delivered by services such as Uber Eats, pizza delivery, or Grubhub. We also do not accept fast food drop-offs from parents because we cannot keep 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 बताएँ। (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 કસિમાં કે આ માહિતી સમજામાં તકીફ પડતી િય તો, કૃપા કરી અમને જણાવો. સંપર્કક (770-460-3535 ext 1058). ભાષા અંગે મદદ કે અન્ય સિાય વિનંતાં િ કરિથી વન:શલુ 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](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer), (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 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, 770.460.3990 x 1061

C.H.A.M.P.S.

The Fayette County Sheriff's Department teaches this 8-week course to all 5th-grade students. The course helps students learn skills to stay safe, healthy, and prepared for success. The program includes drug prevention and awareness education.

CHARACTER EDUCATION

We are proud to be a Leader in Me school. Our character education program teaches The 7 Habits of Happy Kids. These habits support students, staff, and families. To learn more, visit <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.

CLASS PARTIES

There will be two class parties during the year: the Winter Holiday Celebration and the End-of-Year Celebration. Room parents may help teachers plan these parties. Teachers may also request additional parent support. School parties and activities should focus on crafts, games, or other activities. Refreshments and treats should be limited. Room parents should check with the teacher about student food allergies or diet restrictions. To keep students safe and supervised, younger children and siblings should not attend class parties. This is especially important in the S.P.R.O.U.T. Program. Families and siblings may attend other events, such as Spring Fling, Winter Fun Night, the Parent-Child Dance, restaurant spirit nights, and the Bear Tracks 5K.

CLASSROOM OBSERVATION

Parents and guardians are valued partners. Classroom observations are welcome when the following guidelines

Medication Procedures: Students should not carry medication at school unless approved through the school clinic. All medication must be brought to the clinic by a parent or guardian and must follow FCBOE medication procedures. Please contact the clinic for health forms or questions about student medication.

- 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. Health screening may be required.
- Observations are **limited to two adult observers at a time and should not include children visitors**.
- Observers must respect the privacy of all students. Do not share personally identifiable information about any student.
- 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.
- School administration will decide whether to schedule observations for reasons other than the instructional needs of enrolled students.

CLINIC

Students who are sick or injured at school may visit the clinic. Clinic staff will assess the student and provide care or a referral as needed. Parents will be contacted for serious illness or injury.

Medication Procedures: Students should not carry medication at school unless approved through the school clinic. All **medication** must be **brought** to the clinic **by a parent or guardian** and must **follow FCBOE medication procedures**. Please contact the clinic for necessary forms or questions.

CLUBS/ ORGANIZATIONS

Burch Elementary offers clubs and organizations for students. Students must meet academic and behavior expectations to continue participating during the school year. Some clubs may charge a fee to cover expenses. More information is available at www.fcboe.org/RJBES.

- **Students' dismissal must be accurately listed in PickUp Patrol in order for them to attend clubs or after-school activities.**

CONFERENCES

Parent conferences help build strong communication between school and home. We expect each parent or guardian to have a face-to-face conference with the classroom teacher each semester. Teachers and parents may request additional conferences as needed.

COMMUNICATION

Parent To-Do List

Families should complete the [parent to-do list](#) at the beginning of the school year. This list includes important steps

such as setting up **Infinite Campus**, verifying **contact information**, **registering** students for the **bus**, signing up for **PickUp Patrol** and **ParentSquare**, submitting required **forms**, completing **mandatory volunteer training**, setting up student **cafe accounts** and applying for **free/reduced meals**.

- **ParentSquare** - This is our main communication platform. Parents can choose their preferred language. **ParentSquare provides two-way translation, text messages, emails, app messages, voice messages, and more.** New parents must respond to the activation email. Then, download the app to receive important messages. Families should look for weekly updates from the school and teacher.
- **PickUp Patrol** - Burch uses this app to manage afternoon dismissal. This is the only way to communicate or change student dismissal plans. **All dismissal changes must be entered before 1:45 p.m.** Students cannot attend after-school activities unless the activity is listed 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** - Families can see contact information, grades, lunch balances, attendance, and more. Parents must create their own account. To set up a new account, get your Activation Key from the front office. Then go to <https://www.fcboe.org/domain/103> and follow the steps. Need help? Call 770.969.2820. Infinite Campus information connects to ParentSquare and other FCBOE platforms.
- **Schoology** - Students in some grade levels may use this platform for some assignments.

Change of Contact Information

Please keep phone numbers, email addresses, home addresses, and emergency contacts up to date. Contact the front office at 770.969.2820 to learn how to update contact information.

Who Should I Contact?

Families should contact the staff member who best matches their question or need. School personnel can be messaged through ParentSquare. A Burch “Who to Contact” guide is available to help families know who to contact for topics such as PickUp Patrol, transportation, attendance, enrollment, health forms, counseling support, cafeteria, student work, technology, clubs, ASP, testing, grading, discipline, and academic support.

Response Time

When contacting your child’s teacher or school staff, **Sunday through Thursday**, please **allow 24 hours for a response**. Communication sent on **Friday** or **Saturday** may not receive a response until **after school on Monday**. Please limit phone calls to school business and emergencies. Teachers may be reached **by phone after 2:45 p.m.** Please **do not call your child’s teacher at home**.

DELIVERIES

We **do not accept** deliveries for students. This includes food, cookies, flowers, balloons, and similar items. If your child forgot something, please see the “Forgotten Items” section below.

DISCIPLINE

Our schoolwide discipline policy is based on the FCBOE Elementary Code of Conduct and PBIS (Positive Behavioral Interventions and Supports). PBIS teaches students self-discipline and appropriate behavior. Students are encouraged to make positive choices and take responsibility for their actions. Our PBIS matrix is on page 2.

The FCBOE Elementary Code of Conduct is linked on our school website at www.fcboe.org/RJBES. New students who enroll during the school year will receive this link when they enroll. Parents must sign and return a form showing that they received and read the FCBOE Code of Conduct. Students cannot access online resources until the form is returned.

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 CODE

Student clothing and shoes must allow students to participate safely in all school activities. Clothing and shoes must follow the Student Dress Code in the FCBOE Elementary Student Code of Conduct. If a student does not follow the dress code, parents will be contacted to bring appropriate clothing. Repeated or serious dress code violations may result in disciplinary action.

In summary, clothing, hairstyles, and accessories must not distract from learning. Clothing must cover the waist, back, shoulders, torso, and chest. Pants, shirts, dresses, and skirts must fit appropriately. Holes in pants or shorts must be below the fingertips. Pants, shorts, and skirts must be worn at the waist. The buttocks and upper thighs must be covered. Students may not wear clothing with discriminatory messages, inappropriate images, obscene language, or messages that promote drugs, alcohol, or tobacco. Hats and hoodies may not be worn inside the building. Please see the FCBOE Elementary Student Code of Conduct for more details.

EMERGENCY PREPAREDNESS AND INCLEMENT WEATHER PLAN

Our School Safety Plan and Emergency Preparedness Plan help keep students safe during an emergency. In an emergency, parents will be notified by email or phone using the information in Infinite Campus. Please make sure your child's emergency contact and medical information are correct and up to date. Contact the school immediately if this information changes.

Parents are responsible for staying informed about school closings or schedule changes. FCPS will notify staff and families through ParentSquare, phone call, and/or email using the information in Infinite Campus. You may also check www.wsb-tv.com or listen to WSB radio (750 AM) for school closing information.

During an early dismissal, each student's way home will stay the same unless you make a change. After School Program students must be picked up as soon as possible. Local television stations will be notified if school is closed for the day because of weather.

FIELD TRIPS

Each grade level may take field trips that connect classroom learning to real-world experiences.

- Donations may be requested to help pay for field trips. If enough donations are not received, the trip may be canceled. The school may cancel any field trip.
- Field trips are optional. Students who do not attend will complete learning activities at school.
- School behavior expectations also apply on field trips. Students with office discipline referrals may not be allowed to participate.
- **Chaperones are very important and each must complete the FCBOE required Mandated Reporter Training at <https://www.fcboe.org/mandatedreporter>.**
 - Parent chaperones agree to supervise 5 to 8 students, depending on the grade level. Siblings may not attend field trips. Chaperones may not always be able to ride the bus because space is limited. For insurance reasons, all students must ride transportation provided by the county.

FORGOTTEN ITEMS, LOST AND FOUND

Students are responsible for their personal belongings. Please label student belongings with the student's name. If your child is missing something, please ask them to check the lost and found. Unclaimed items will be donated to a local charity during the year.

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

GRADE REPORTING

Fayette County Schools use a semester system. Each semester includes two nine-week grading periods. **Report cards are sent home at the end of each nine-week period.**

Graded student work will be sent home in Friday folders. These assignments help families monitor their child's understanding of grade-level standards. Please **review them regularly at home** and use them to help your child **practice important skills**.

Families can also review the **grade-level quarterly content summaries** to learn what students are studying each quarter: <https://www.fcboe.org/departments/curriculum-instruction/k-5-academic-content>.

Parents and students should check progress regularly in Infinite Campus. **More information** is available in [Burch 2-5 Grading Practices](#).

Kindergarten Reporting: Reporting:

- [GKIDS \(Georgia Kindergarten Inventory of Developing Skills\)](#) is the reporting system for Kindergarten Reporting: students. Reports will be sent home at the end of each nine-week period. Teachers document student progress throughout the year.
- Specials grades and comments are entered in Infinite Campus each nine weeks.

Grades 1-5 Reporting:

- **Infinite Campus** is the grade reporting system for grades 1-5. Students and parents can use Infinite Campus to check grades.
- **Schoology** - Students in some grade levels may use this platform for some assignments.

Grade and Performance Reporting:

Grades K-1 may use the following performance levels: may use the following performance levels:	Grades 2-5 may use letter grades and/or performance levels, depending on the content area or assignment:
4 Exceeding proficiency of the standard 3 Meeting proficiency of the standard 2 Developing proficiency of the standard 1 Beginning to demonstrate understanding of the standard * Not formally assessed S Satisfactory NI Needs Improvement	A+ 98-100 A 93-97 A- 90-92 B+ 88-89 B 83-87 B- 80-82 C+ 78-79 C 73-77 C- 71-72 D 70 F Below 70 4 Exceeding proficiency of the standard 3 Meeting proficiency of the standard 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: Students miss important instruction when they are absent. Students should make up their missed work. To request missed work and arrange pickup, contact your child's teacher and allow 24 hours for materials to be prepared. Students are expected to make up assignments and tests after absences. Students will receive at least one day to make up work for each day absent, whether the absence is excused or unexcused. Exceptions may be made for severe or prolonged illness.

HOMEWORK

Homework gives students practice and review of skills already taught. Homework also helps students build responsibility and organization. Teachers assign an appropriate amount of homework for each grade. Homework is not used as punishment. Teachers work to make sure students can be successful with assignments. If you are concerned about your child's homework, please contact the teacher.

HONORS & RECOGNITION

Students are recognized for academic growth and positive character. Recognition may happen during announcements, assemblies, classroom awards, or special awards ceremonies. Parents of honored students will be invited to attend special ceremonies.

INFINITE CAMPUS (IC) PARENT PORTAL

Infinite Campus is where families can find nine-week grades and lunch account information. To set up the parent

portal, get your Activation Key from the front office. Then go to <https://www.fcboe.org/domain/103> and follow the steps.

LEADER IN ME

Leader in Me is a schoolwide framework that supports student leadership, trust, and academic success. Students and staff learn leadership skills through daily lessons and the 7 Habits. Students also have opportunities to practice leadership throughout the school. These skills help students grow and prepare for the future.

MEDIA CENTER

The media center provides resources for students, parents, and teachers. Students can check out books and use computers for learning. Students may visit with their class or when they need a new book. Students are responsible for items they check out. Families may be charged for lost or damaged items.

MOMENT OF SILENCE

Georgia law requires a daily “moment of quiet reflection” in every public school classroom. Teachers and students will observe a moment of silence during morning announcements.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) is a process schools use to support student learning and behavior. MTSS helps staff use data, work as a team, and choose the right supports for students. MTSS helps us answer these questions:

Are students making progress? How do we know they are learning? What will we do if students need more support or already know the material?

MTSS uses three levels of support for instruction and behavior. This process helps staff use common language and plan supports for students. MTSS helps the school explore different ways to help students learn.

MTSS includes PBIS, RtI, the Student Support Team, student mental health supports, and wraparound services. These supports work together to:

- provide research-based instruction and support in the general education setting;
- monitor student progress and use the information to guide instruction and educational decisions.

NONDISCRIMINATION POLICY

Burch Elementary does not discriminate based on race, color, religion, national origin, sex, or disability. Burch Elementary provides a free and appropriate public school education for each student and an appropriate work environment for each employee.

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 support the school through the PTO. PTO meetings are scheduled during the year and will be shared through school communication. Everyone is encouraged to participate. To find the PTO website, go to www.fcboe.org/RJBES, choose the Parents tab, and scroll down to PTO. You may also email burchptopresident@gmail.com for more information.

PARTNERS IN EDUCATION

Fayette County has an active Partners in Education program. This program encourages businesses and community

groups to support schools. Partnerships provide educational opportunities and support for students. Our current partners are Women's Medical Center, Peachtree City Orthodontics, Hopewell United Methodist Church, and Tyrone Community Church. If your business would like to partner with us, please contact the school office.

PERSONAL COMMUNICATION DEVICES

Students may not use phones, smartwatches, or other communication devices during the school day or on school transportation.

Student phones, smartwatches, and other communication devices must be turned off and kept in backpacks. This rule starts when students board the bus or arrive at school by car. It ends when students return to the bus stop or are picked up by car.

Students may not take photos or videos of others at school or on school transportation. Students may not send or receive messages or calls on personal devices during school hours or on school transportation.

If a student does not follow this rule, the device may be taken for 1 to 90 days.

In an emergency or urgent situation, office staff will call parents for students. Students must get permission from their teacher before coming to the office to make a call. Use PickUp Patrol for any dismissal changes.

PHYSICAL EDUCATION

Students have PE every other week for five days in a row. Students also have outdoor recess every day unless weather prevents it. Please remember:

- **Students should wear tennis shoes for every PE class.**
- **Shorts must be worn under dresses.**
- Please send a written excuse if your child should not participate because of illness. If your child needs restricted activities, please provide a statement from your child's doctor.

RECORDS REQUESTS

Parents may request copies of documents in their child's permanent record file. Copies will be provided within three school days after the school receives a written request. 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 **may not** sell tickets, candy, or other items on school property without permission from the principal.

SCHOOL COUNCIL, STAKEHOLDER LIGHTHOUSE TEAM

The school council helps families, community members, teachers, and administrators work together. The council shares ideas for school improvement and builds understanding and respect. At Burch, our Stakeholder Lighthouse Team serves as our School Council. Team members receive training to support families and the school with the Seven Habits and Leader in Me principles. The team includes at least six parents, two teachers, two business members, and the principal.

SEXUAL HARASSMENT, TITLE IX

All students have the right to an education free from sexual harassment. If a student believes their rights have been violated, the concern should be reported to the principal. All reports will be investigated promptly and thoroughly. Appropriate action will be taken. If the concern is not resolved, the Fayette County Board of Education Policy on Sexual Harassment may be used.

SPECIAL EVENTS

Special events may include Spring Fling, Winter Fine Arts Night, Parent Information Workshops, Book Fairs, Book Character Day, Spirit Nights, Paint Night, Veterans Day, the Parent/Child Dance, Red Ribbon Week, Relay for Life,

and the Bear Tracks Race.

STUDENT ASSESSMENT

Assessments help teachers understand what students have learned. Assessments also help teachers improve instruction and monitor student progress. Assessment is part of everyday learning. The following standardized or common assessments are given during the school year:

- STAR Early Literacy, Reading and 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
- Other teacher and grade level created formative and summative assessments

STUDENT RECORDS AND DATA

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to refuse permission for certain student information to be released. Parents may refuse permission on the Parent Consent Form. Parents may also notify the principal in writing at the beginning of the school year, or on the enrollment day if the child enrolls after school has started.

1. **The Fayette County School District identifies the following student information as “directory information” under FERPA. This information may be shared with appropriate institutions or agencies upon request:**
 - 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 a parent, guardian, or eligible student requests otherwise, this information may be shared with the public upon request. You have the right to refuse to allow all or part of this information to be listed as directory information. To do this, you must notify the principal in writing within 5 days after enrolling in school.
3. Students may sometimes be photographed, videotaped, or interviewed by the news media at school or during a school activity. If you do not want your student to be photographed, videotaped, or interviewed, you must notify the principal in writing within 5 days after enrolling in school. For more information, see FCBOE Policy JR - Student Records on the fcboe.org website.

SUPPORT SERVICES

We support students in many ways. Supports may include 504 Accommodation Plans, Early Intervention Program (EIP) reading and math, Special Education, Enrichment/Gifted, Title I 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 on the front page of the FCBOE Elementary Student Code of Conduct. Students must have this form on file to use technology resources. For information about personal devices, see the Personal Communication Devices section above.

The Code of Conduct includes the FCBOE Internet Acceptable Use Policy and Chromebook agreement. Please review these policies with your child. Signed forms must be returned before your child can access the internet.

Chromebooks will stay at school and will not be sent home. Some grade levels will assign each student a specific Chromebook for classroom use. Parents are encouraged to purchase optional Chromebook insurance for a

small fee.

TITLE I PROGRAM

Burch Elementary School is a Schoolwide Title I Program. Title I supports academic achievement for all students, especially students who need additional support. Title I also provides workshops and resources for families to support learning at home. For more information, please contact our Title I Parent Liaison.

VISITATION GUIDELINES

For student safety and learning, family and friends may not visit students during the school day. Please see the cafeteria section for lunch visitor information.

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

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

After School Hours: After school, students and visitors who need to go to areas outside of the After School Program (ASP) must be with an administrator or designee. We remind students each day to take all belongings at dismissal. To support responsibility and safety, students and parents may not return to classrooms after school unless an administrator or designee is with them.

VOLUNTEERS

Burch is fortunate to have dedicated community partners and volunteers. If you would like to volunteer, please contact the classroom teacher or the school office. Volunteers must complete the required Mandated Reporter Training at <https://www.fcboe.org/mandatedreporter>. Volunteers who work closely with students must complete fingerprinting and background checks through FCPS. These volunteers are also strongly encouraged to complete Friends Mentoring Training.

WEAPONS

Schools must warn students and parents that bringing any type of weapon to school can result in school discipline and serious criminal legal consequences. All threats will be taken seriously. Parents should talk with their children about the consequences of verbal threats. Georgia law 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 may include pistols, knives with a blade of three or more inches, razors, brass knuckles, black jacks, nunchucks, and throwing stars.