

A.L. Burruss Elementary School

2023-24 Parent/Student Handbook

Dr. Jillian Johnson, Principal

Jill Waldrep, Assistant Principal

325 Manning Road Marietta, GA 30064

Phone: 770-429-3144 Fax: 770-429-3146

A.L. Burruss website:

<https://www.marietta-city.org/alburruss>

MISSION

To develop globally-minded, life-long learners who take action to make our world better.

BELIEFS

- We believe our school should provide a safe, inviting, and nurturing environment where all students and
- We believe our students are empowered to take responsibility for their behavior and learning.
- We believe a student's physical, emotional, and social growth is developed in embracing their unique learning styles and diversity.
- We believe enthusiastic knowledgeable teachers continuously reflect on their effectiveness in order to provide quality instruction.
- We believe strong home, school, and community partnerships maximize student potential.

THE A.L. BURRUSS SCHOOL PROMISE

As an IB learner at A.L. Burruss Elementary School,
I am a thinker.

I am an inquiring, balanced and reflective student.

I am principled and caring with others.

I am open-minded. I am a risk-taker, and

I communicate my knowledge to the world around me.

ACCREDITATION

A. L. Burruss School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvanceEd.

MOTTO - BURRUSS BEAVERS ARE REAL ACHIEVERS

SCHOOL COLORS - BLUE AND ORANGE

MASCOT - BEAVER

The beaver was chosen as the school's mascot because a colony of beavers migrated down John Ward Creek to inhabit a narrow strip of land near Lee's Crossing. Through their diligent work the beavers built dams and flooded about forty acres of nearby land. The excellent work habits of the beavers will hopefully serve as a model for the Burruss Beavers.

THE A.L. BURRUSS SONG

Written by Amanda Hosmer, 4th grade, 1988

A.L. Burruss Elementary is the school for me,
It's the place to learn math and history,
Where the teachers are great, and I'm proud to state,
It's the only school for me.

Chorus: A.L. Burruss is the school for me.

A.L. Burruss is the school for me.

A.L. Burruss is the school for me,

It's the only school for me.

There's a time to learn and a time to play,

We make the most out of every day,

Where the standards are high, and we reach for the sky,

It's the only school for me.

Chorus

SCHOOL SCHEDULE

Morning

6:30 – 8:00 – Before School Program

8:00 - Doors open for drop off*

8:30 – Instruction Begins, Students are marked tardy

Afternoon

3:15 – 3:25 – Dismissal

3:25 – 6:30 – After School Program

After School Program and Before School Program

Before school and after school programs, supervised by Marietta Community Schools, operate each school day. The program is supervised by certified teachers and paraprofessionals. A registration form and application fee is required before a student attends the program. Information and registration information for this program may be obtained online @ www.mariettacommunityschool.com The before school program begins at 6:30 am and the after school program is open until 6:30 pm. For additional information you can call 770-429-3170

SCHOOL COMMUNICATIONS

Daily Folders: Students in grades K-4 will have blue daily folders that should be checked each evening by families. Students in 5th grade will use a daily agenda in addition to an envelope with important information, student work, etc.

Social Media

We have active accounts on Facebook, Instagram, and Twitter.

Facebook: A. L. Burruss Elementary

Instagram: alburrussbeavers

Twitter: @ALBurrussEle

Dr. Johnson: @jillian829

Ms. Waldrep: @JillWaldrepAP

Many teachers are also professionally active on Twitter and Instagram--check with your child's teacher!

Electronic Communication to Families

We send out weekly family newsletters via email.

Occasionally, we send other reminders and information via email or text. Make sure you have an active email address on

file and have given the school a number that can receive text messages.

Contacting Staff

School voicemail is checked at least once daily. You may also email staff members. If you do not receive an email response within 24 hours, call the school as a few email addresses differ. Transportation changes are only accepted through the front office—please do not contact teachers directly regarding transportation changes. Contact the school office if you need help getting a message to a teacher.

When there is a concern about your child in his/her classroom, please contact the teacher FIRST, and then, if the situation is not resolved, contact Administration.

Phone Numbers

Please make sure your child's teacher and the school office have a current home and work telephone number. If you change phone numbers during the school year, please let your child's teacher and the school office know how to reach you. We also need the names and phone numbers of two other people the school can call in case neither parent can be contacted. If your child is ill or injured during the school day, we need to be able to contact someone.

Telephone Messages for Students

Please give your child his/her after school instructions before leaving home in the morning. Delivering messages to the classroom is disruptive to the entire class. Permission to use the telephone will be granted when necessary.

TRANSPORTATION

Children may come to school by bus, car or by walking. If you drive your child to school, please exercise patience in the car pool line and remain single-file. It is extremely dangerous to everyone when cars try to go *around* the line. Be sure to let your teacher know how your child will be transported on a regular basis. If there is any change (either for a day or permanently), notify the front office. Without a call or note to the front office, children will be sent home according to the most recent written directions.

Change of Transportation

If there is a change in transportation arrangements, we require notice from the parent before allowing students to be transported by anyone other than a parent. You may send in a note with your child or email

ALBTransportation@marietta-city.org with the details of the change. We do not allow students to walk or ride home with unauthorized people.

At dismissal time bus riders will be put on the school bus unless a parent is present for pick-up or the parent has notified the school office of another arrangement. Students are not permitted to change buses to ride home with friends without a note from their parent. Please make arrangements with your child before he/she comes to school. If you must make a change during the day, notify the school office staff before 2:45 p.m.

Pick-up by Car in the Afternoon

Anyone picking up a child must have his/her QR code, or come into the front office with an ID to pick up a child during dismissal. Avoid stopping before reaching the first available

position, as this slows the process. If your child(ren) approaches your vehicle before you reach the first available position along the sidewalk, please wave them to stay on the sidewalk until you can advance. At no time should you pull out of, or around, the car line to have your child(ren) enter or exit your car. This can put others in danger.

Please do not park across the driveway or in the upper parking lot and tell your child to cross the traffic. This is extremely dangerous, and teachers on duty will stop children crossing the driveway unescorted by a parent or adult. If you need to come into the building, please park in a parking space.

Tardy Drop-Off

When a student arrives late (after 8:30), an adult must sign the student in at the office.

Early Pick-Up

Please limit early pick-up of children to emergencies and appointments. If a child is out for any portion of the school day, the missed time is recorded as a tardy. A note sent in the morning will help us to have your child ready. To avoid interruptions to instruction, no student will be released between 2:45 and 3:15. Parents will be asked to wait for the dismissal bell. Come to the office to check out a student. Please be prepared to present photo identification upon request. No student will be released to an unknown or unauthorized person.

Late Pick-Up

Students waiting to be picked up will be supervised until 3:25. After 3:25 they may be sent to the After School Program if they are pre-registered. Regular after school charges will apply. Many parents sign up for the program so their children can attend in case of emergency.

Emergency Closing of School

For information on school closings or late openings, please listen to radio channel WSB 750 AM and sign up for emails/texts from the district. If the school closes early, the after school program and after school activities are cancelled. Be sure your child knows where to go if school closes early. It is extremely important that parents/guardians keep the school up-to-date with any changes in emergency contacts.

Field Trips

Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. To attend, a student needs written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. A donation for transportation and admissions is often requested. A donation is not required for students to participate in a field trip; donations help supplement costs.

SCHOOL POLICIES

Attendance

Attendance is a critical component to the success of an elementary student. If an unavoidable situation necessitates an

absence, it is the parents' responsibility to notify the school office in writing *within 2 school days of the student's return to school*. An excused absence means that your child is absent for a legitimate reason, for example, personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety. All other absences will be considered unexcused. Georgia Law requires school action after five unexcused absences or ten tardies. The process begins with parent notification.

Absence excuse notes can be sent to ALBAffendance@marietta-city.org or to the teacher.

Students are tardy after 8:30 a.m. **A parent must sign the student in at the office if arriving after 8:30 a.m.** A student is counted present for the day if he/she arrive at or before 8:30 a.m. and stay until at least 11:55 p.m. or arrive prior to 11:55 p.m. and stay until 3:15 p.m. Partial attendance of a day is considered a tardy.

Good attendance is vital to the academic success of students.

- After three parental excuse notes in a semester, parents will be required to submit documentation from a physician explaining the reason for the student absence.
- If documentation from a doctor is not provided after three parental excuse notes in a semester, subsequent absences will be marked as unexcused.
- Excessive absences can result in the intervention of the school social worker.

Assemblies

School-wide assemblies are held at the end of each month. Dates and times will be announced in the weekly newsletter from the principal. Parents are invited and encouraged to attend. Students of the Month are recognized. Awards are presented for various achievements.

Change of Address or Phone Number

It is extremely important that the school have a home, work, and cell telephone number. If any of these numbers are changed during the year, please notify the school office and classroom teacher. If there is no phone in the home, the number of a phone where the parent can be reached is necessary. Also, notify the office of any change of address.

Child Abuse/Neglect

The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling and teaching must report to the proper authorities cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse & neglect.

Clothing

Students are required to be in compliance with the school uniform policy Monday-Thursday. Fridays will be "Be Yourself" days. Students are required to dress in proper attire that is not disruptive to the educational process or ongoing mission of the school. The administration reserves the right to interpret the appropriateness of student dress and appearance.

Uniform Policy (updated June 2022 by SGT)

Tops: shirts, dresses, jumpers, sweatshirts, sweaters, hoodies

- short or long-sleeve
- PTA spirit wear
- Burruss or Marietta Blue Devil
- Solid Blue, White, Orange, or denim

Bottoms - shorts, skirts, skorts, pants

- Blue
- White
- Khaki
- Orange
- Denim

Shoes

- Closed-toe only

All clothing must be in compliance with Marietta City Schools Policy JCDB: Dress and Grooming.

Please label all coats, jackets, sweaters, hats, and gloves with your child's name so we may return lost items to their owners.

1. Cleanliness of person and clothing required.
2. Shoes are to be worn at all times.
3. Tank tops, see-through clothing, narrow shoulder straps, low necklines, pajama-like clothes, bare midriffs, spandex, or other immodest dress is prohibited.
4. Clothing is to be worn appropriately on the body, including pants worn at the waist.
5. Hats, hoods, bandanas or non-religious headwear are not allowed to be worn in the school building.

Conferences

We recognize the importance of parent/teacher communication in helping each child be successful in school. Parent Conference Week is planned for October 17-21. When an additional conference is needed, please schedule it through the office or with the teacher. Teachers are not available for conferences during class time.

Counseling Services

Counseling services are available to our students in group settings and on an individual basis as needed. Students may be referred to the counselor for academic, emotional, and/or social concerns by a teacher or parent. Our school counselor, Anthony Pearson, can be reached at 770-429-3144, Ext. 6867.

EIP - Early Intervention Program

State funded EIP teachers provide reading and math instruction for K-5 students who qualify under the State's

guidelines each year, and qualifying students are served for the entire school year.

Emergency Preparedness Plan

A school emergency plan is maintained in the school office and one copy is filed in the system office. This file lists duties/persons responsible should a mass disaster or emergency occur requiring school-wide measures.

Field Day

This is a fun day scheduled at the end of the year filled with games and special treats. Parents are needed to supervise the games and may also help with the class as they participate during the day. Specific date to be shared in the spring.

Illness at School

Our full-time school nurse asks that you provide current phone numbers at all times. If you are called to pick up your ill or injured student, they should be picked up within the hour of the call. Students with fever, vomiting or diarrhea should be free of those symptoms for 24 hours without the need for medication before returning to school.

Instructional Program

Reading, language arts, mathematics, social studies, science, music, art and physical education are included in every grade level and are based upon the Georgia Standards of Excellence (www.georgiastandards.org/). Instruction is organized according to the tenants of the International Baccalaureate Primary Years Program, as the school is an IB PYP authorized school.

Lost and Found

Burruss provides an area near the cafeteria stage for items left at school and found by others. Items not claimed are donated to a local charity. Items should be labeled with your child's name.

Media Center

The media center is open daily for student use, and students may use the media center any time they have their teacher's permission. Students may check out books for one week at a time. Students with overdue books may check out no books. A wide variety of fiction and non-fiction is available. Students are responsible for books from check out until return to the media center. If books are damaged while in student's possession, the student will be responsible for the damage or replacement fee before other materials may be checked out.

Medicine

If your child requires medication during the day, please see the school nurse. Parents must fill out a form giving permission and directions to administer the medication. All medication must be in a clearly labeled original prescription container with the child's name and clear directions. All medications must be kept in the clinic. The school nurse will not dispense

medication of any kind, including aspirin, unless it is sent from home with a signed note of instructions and permission.

M.I.L.E.

The **Marietta Independent Learning Environment** program serves students in grades K-5 who qualify for the State's gifted program.

Notice of Non-Discrimination

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public. Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate Title IX

Compliance Officer (Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs; Central Administrative Offices; 250 Howard Street, Marietta, GA 30060; 770-422-3500

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services; Central Administrative Offices; 250 Howard Street, Marietta, GA 30060; 770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or listed in policy GAAA)

Director of Athletics; Marietta High School; 1171 Whitlock Avenue, Marietta, GA; 30064; 770-429-3154

Employment Issues

(Issues of discrimination on the basis of any category sexual harassment)

Director of Human Resources; Central Administrative Offices; 250 Howard Street, Marietta, GA; 30060; 770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education; Atlanta Office for Civil Rights; 61 Forsyth St. S.W., Suite 19T70; Atlanta, GA 30303-8927; Phone 404 974-9406, Fax 404-974-9471

Parental Involvement

You can provide a real service to children and the school by volunteering your time. Volunteers are needed in the media center, in classrooms, and with many PTA activities. Let us know how you would like to help. Call the school office or see the PTA section of this handbook to determine whom to contact. Volunteers who work with children must complete a Volunteer Application, available in the front office.

Parties/Birthdays

Marietta Board of Education policy allows two parties per year. These traditionally are held before Winter Holidays and in observance of Valentine's Day. Please contact the home-room parent if you wish to contribute snacks, favors, or your time. Birthday parties are not permitted. Occasional refreshments do not constitute a party. Only clear beverages will be permitted in carpeted areas. Snacks intended for

students other than your own may not be served if they contain nuts, nut oils or have been processed on equipment that comes into contact with nuts, as we have several students in the building with life-threatening nut allergies.

PBIS

We believe in positive reinforcement as the primary motivator for preferred student behavior.

Physical Education

P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A state-ment from a physician is required if a chronic problem exists.

Policy Manuals

Marietta City Schools Board Policy is available online under the “Board of Education” tab at www.marietta-city.org. If requested, the media specialist will help locate policies using school computers.

PTA

Parents are notified before each meeting. PTA Presidents are Stephanie Watts and Cris Hunt. All families are strongly encouraged to join PTA:

<https://alburrusspta.memberhub.com/store?category=Memberships>

Recess

Students go outside every day with the exception of rainy days. Please dress your child for the weather. All students go outside with the class unless a doctor’s note is provided.

Report Cards

Grade reports are issued every nine weeks. Students and parents are provided continuous information regarding academic progress through a web-based program called Aspen. This resource can be accessed via any computer connected to the Internet. Log-in information for Aspen is distributed at the beginning of the school year or during the registration process.

Residency

Two current proofs of residence must be maintained in school records. If you renew a lease, send a copy of your new lease to the office. If a student moves, please call the office.

Safety Patrol

4th and 5th grade students may apply to participate in Safety Patrol. Guidelines and applications are sent through the classroom teachers.

School Governance Team

School Governance Team meets once a month at Burruss and abides by open meeting rules. Parents are welcome to attend,

and each month’s agenda is posted on our school website and outside the main office.

Sexual Harassment

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends. Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

Special Education Services

Special Education services are available. Teachers highly qualified to teach academically gifted students or students with learning disabilities; visual, hearing, or speech impairment; behavior disorders, or students with other special learning needs work directly with students. Please contact your child’s teacher or an administrator about concerns that might require Special Education services.

Spirit Items

Spirit items are sold by our A.L. Burruss PTA at many school functions including each PTA meeting and Fall Festival. <https://alburrusspta.memberhub.com/store?category=Spiritwear>

Standardized Testing

Standardized test results are used to help track of student progress and to guide instruction. Kindergarten through Fifth graders take the norm-referenced MAP achievement test that provides comparisons to national norms. Third through Fifth graders take the Georgia Milestones in May. Milestones gives information about how well students are learning the Georgia Standards of Excellence. Parents receive copies of test results.

Student Records

It is the school’s policy to send educational records without parental permission upon request from another school. Student records may be made available to either natural parent unless a legal document instructs the school otherwise.

Supplies and Performing Arts

Materials and supplies vary with each class. The supply list for each grade [is linked here](#) and is posted on our social media pages as well as the school website.

Title I Program

A.L. Burruss is a Title I school. The purpose of school-wide Title I programs is to improve the entire educational program in a school which should result in improving the academic achievement of all students, particularly the lowest achieving students. The goal of such a program is to assist those students to demonstrate proficiency on academic standards.

Vision/Hearing Screenings

Mass hearing and vision screening of 3rd and 5th graders are conducted during the first weeks of school. Teachers and parents are notified of children who do not pass screenings. Hearing failures are rescreened one time. All students new to our school system must submit a Georgia #3300 form completed within 12 months prior to their entrance day.

Visitors

We welcome visitors and volunteers at Burruss. Many of our parents eat lunch with their children regularly. According to Georgia State law, all visitors, including parents and volunteers, are to go to the school office first. In the office, present your driver's license at the front desk and you will be issued a visitor's badge. If you need to bring anything to your child during the day, bring it to the office and the office staff will make sure your child receives the item. To maximize classroom instruction and minimize daily interruptions, all classroom visitations should be scheduled with the classroom teacher. A visit should be limited to an hour. Though parents may desire a series of visits or longer time, we must be mindful of the confidentiality of classmates and we must avoid distractions from instruction. Please talk with your child's teacher to determine the best times to observe to minimize disruptions to instruction.

Voluntary Contributions

From time to time our school may request a voluntary donation from parents to help pay for some of those extras which state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary, and no student will be penalized if he/she does not contribute. Donations may be made online or in person with our bookkeeper.

<https://marietta.revtrak.net/a-i-burruss-elementary-/#/list>

Withdrawal/Transfer Procedure

We ask that you notify the office as soon as you know a student is to be withdrawn. Textbooks and library books need to be returned prior to withdrawal. Your notification to the school office will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school.

CAFETERIA INFORMATION

To qualify for free or reduced-cost meals, families must apply: <http://mariettacity.strataapps.com/>

Children may bring their own lunch or purchase one from the cafeteria. Menus are sent home at the beginning of each month and can also be accessed on the MealViewer app.

Payment for meals may be made ahead of time by sending the money in an envelope on Mondays (please write the student's name, amount included, and the teacher's name on the outside of the envelope). Each day that your child buys their meal, the amount will be deducted from your child's balance.

Meals may also be paid for on a daily basis or online at mealpay.com. If your child is bringing their lunch they may purchase a drink (assorted milk and juices are available) from the cafeteria.

You are always welcome to join your child for lunch. Check with your child's teacher to find out what time the class goes to lunch each day.

Lunch prices **Breakfast prices**

\$ 2.45 - child \$ 1.80

\$ 3.75 - adult

\$.60 - milk/juice

Free lunch and reduced price lunches are available for qualifying families. Only one form is required per family. In consideration of other students, please do not bring in fast food lunch for students. Soft drinks are discouraged.

Please review the cafeteria rules frequently with your child:

- 1) Use restaurant manners.
- 2) Talk softly with the children at your own table.
- 3) Get everything you need before sitting down.
- 4) Restroom breaks are taken before or after lunch.
- 5) Raise your hand in an emergency.

Marietta City Schools Promotion Retention Policy

For the full text of the Marietta City Schools Promotion Retention policy, see www.marietta-city.k12.ga.us.

A student shall be promoted when in the professional judgment of the teacher, the principal and other school staff the student has successfully met instructional level standards for the grade level in which he/she is currently placed based on the following criteria:

- Mastery of state adopted grade level curriculum
- Overall classroom performance and participation
- Performance on state mandated curriculum tests and other standardized test data, as appropriate

Students in grades 3, 5 and 8 must pass the state adopted reading criterion referenced test for promotion to the next grade level. Students in grades 5 and 8 must also pass the state adopted math criterion referenced test for promotion to the next grade level.

Additional Promotion Criteria Students with Disabilities

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The school principal or designee must be present at the IEP placement committee meeting in which promotion retention decisions are made (State Board Rule 160-4-2.11)

English Language Learners (ELL) – Grades K-8

After three years of service through the system's ESOL program, ELL students will be subject to all provisions of the Marietta City Schools Promotion Policy. ELL students, in their first three years, will be promoted/ retained based on a recommendation from the state required Language Assessment Conference (LAC) Committee to the principal. The LAC recommendation is not a replacement for the promotion retention committee meeting. Consideration for the level of student language acquisition or years of participation in the system's ESOL program does not apply to students affected by the state promotion, placement and retention rules for grades 3, 5, and 8. Factors considered for promotion and retention of ELL students, excluding those in grades 3, 5, and 8 include the following: academic performance, ACCESS scores, CRCT performance, formative assessments, attendance, age, and previous schooling.



Important Numbers

A.L. Burruss School Office	770-429-3144
A.L. Burruss Fax Machine	770-429-3146
A.L. Burruss Cafeteria	770-429-4921
Principal Dr. Jillian Johnson	770-429-3144, Ext. 6865
Assist. Pr. Jill Waldrep	770-429-3144, Ext 6866
ALB Counselor Anthony Pearson	770-429-3144, Ext. 6867
Marietta Board of Education	770-422-3500
Marietta Community Schools	770-429-3170
(After and Before School Programs)	
ALB After School	404-372-5452
Marietta Department of Special Services	770-427-4631
Marietta Food Services	770-429-3107
Marietta Transportation	770-429-3110

A.L. Burruss [Facebook](#), [Twitter](#), [Instagram](#)

AL Burruss website <http://alburruss.marietta-city.org/>

Marietta City Schools web site www.marietta-city.org/