

# **A.L. Burruss Elementary School**

## **2017-2018 Parent/Student Handbook**

Julie King, Principal

Jillian Johnson, Assistant Principal

325 Manning Road; Marietta, GA 30064

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

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

### **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 staff demonstrate mutual respect.
- We believe high expectations and structure are essential for maximum learning to occur.
- 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**

#### **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.

### **DESIRED STUDENT OUTCOMES**

When a child leaves A.L. Burruss School, this is what we want the child to have gained from their experiences in our school:

Self-respect

Responsibility

Love of learning

Respect for others

Communication skills

Foundation in science and social studies

Functional reading, writing and mathematical skills

Reasoning and problem solving skills

Creativity and resourcefulness

Commitment to excellence

Basic computer literacy

Self-confidence

Good character

Self-discipline



### **A.L. BURRUSS SCHOOL PHILOSOPHY**

At A.L. Burruss School we believe the foundation for a child's development is to provide a variety of learning activities that promote academic success, as well as physical, social and emotional growth. The atmosphere of the school reflects deep caring for children. Personal and individual attention is given to each student. On the foundation of academic achievement, the school seeks to develop students' character through many opportunities for success and recognition, a high rate of student attendance, fun in daily activities and pride in being a Burruss Beaver. As a public school, our doors are open to everyone. The strength of the school is an effective assimilation of diverse children into a safe environment for work and play.

### **THE A.L. BURRUSS SONG**

*Written by Amanda Hosmer, 4<sup>th</sup> 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 everyday,

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 early drop off\*

8:00-8:20 - Breakfast free for all students

8:15 – Students should be in classroom

8:30 – Instruction Begins, Students are marked tardy

### **Afternoon**

3:15 – 3:25 – Dismissal

3:25 – 6:30 – After School Program

*\*Students may enter the building as early as 8:00.*

**Supervision of students is not available before 8:00 unless your child is enrolled in Before School.**

### **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 @ [mariettacommunityschool.com](http://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 or email [kfelix@marietta-city.k12ga.us](mailto:kfelix@marietta-city.k12ga.us).

## **SCHOOL COMMUNICATIONS**

### **Burruss Express**

Each Thursday, your child will bring home a large brown envelope called “The Burruss Express.” This is the primary mode of communication between the school and parents. It is full of information from your child’s teacher, the PTA and the school. Be sure to read ALL of it. Please check it carefully, sign and return on Friday.

### **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. *Please do not leave changes in how your child should go home after school on voicemail or in email communications.* Contact the school office if you need help getting a message to a teacher.

### **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. Forgotten articles and making arrangements for after school social affairs are not considered good reasons to use the phone.

## **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. If there is any change (either for a day or permanently), notify the teacher in writing. Without a written note, 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. We do not allow students to walk or to 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**

Please make a line of cars down the driveway so that car riders can be loaded safely at the curb. Each car can move down quickly in a single file order for pick up. Please pull up to the bus lane (but no further), so that several students can be loaded at the same time. 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 (\$10 fee). 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. 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.

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. At the end of the year, awards are presented for perfect attendance. Perfect yearly attendance is defined as being present for each day of school with no more than five unexcused tardies.

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 on the monthly calendar. Parents are invited and encouraged to attend. Students of the Month are recognized. Awards are presented for various

achievements. A program is performed featuring a different grade level each month. There is always a need for help with the costumes, props, and stage set-up for assembly programs. Talk with your child's teacher. This is another opportunity for you to volunteer.

### 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 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:

- *Solid white or blue collared shirt or ALB or MCS logo shirt or PTA spirit wear.*
- *Denim, navy blue or khaki-colored pants, skirts, jumpers, skorts, shorts (fingertip length or longer).*

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

We respect that there may be a desire by parents to not allow their child's participation in this school-wide uniform policy. Parents wishing to use the "opt-out" provision of this policy must notify the principal in writing, within the first five days of school year. Students enrolling after this deadline must notify the principal in writing within two weeks of their intent to "opt-out." The "Opt Out" Application Form would then be provided by the principal to the parent for completion.

Our school community has chosen to have a school uniform policy. Following this policy is an important part of school leadership. Students must follow the uniform policy to participate in leadership opportunities at Burruss such as: student council, BNN, safety patrol, shirt and tie, student of the month, and classroom leadership positions.

Boys and girls may wear shorts provided they are appropriate for school. We ask that head coverings and sunglasses not be worn in the building.

On days your child will have P.E., please be sure that he/she wears sneakers. Girls should wear "bike shorts" under their dresses. Weather permitting, recess is outdoors each day. All children should have appropriate outdoor wear for each

season. 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, 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 Weeks are planned for September 18-22 and February 12-16. 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, Darcey Ethridge, can be reached at 770-429-3144, Ext. 107.

### **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.

### **Fun Day**

This is a fun day scheduled for May 18 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.

### **Honors Day**

At the end of the school year, students are honored in all academic areas as well as Art, Music, and P.E. In addition Citizenship, Perfect Attendance and Outstanding Attendance (including not more than 5 unexcused tardies), and All A and All A/B Awards (including Satisfactory in Conduct) are given.

### **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 Performance Standards ([www.georgiastandards.org/](http://www.georgiastandards.org/)). Instruction is organized according to the tenants of the International Baccalaureate Primary Years Program.

### **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; especially coats, jackets and sweaters; 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.

### **Gifted**

The Gifted 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.

### **Parties/Birthdays**

Burruss allows two parties per year. These traditionally are held before Winter Holidays and in observance of Valentine's Day. Please contact the home-room mother 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.

### **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 statement 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](http://www.marietta-city.org). If requested, the media specialist will help locate policies using school computers.

### **PTA**

The PTA will meet August 29, January 30, and April 24. Meetings begin at 6:30 p.m. Parents are notified before each meeting. PTA Presidents are Amber Harris and Jessica Turner.

### **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. Midway through the nine weeks, a progress report is sent home advising parents of progress. 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**

4<sup>th</sup> and 5<sup>th</sup> grade students may apply to participate in Safety Patrol. Guidelines and applications are sent through the Burruss Express.

### **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 outside the school 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](http://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. Additionally, products embroidered with the A.L. Burruss Beaver may be purchased from several vendors. Information is available on the school web site.

### **Standardized Testing**

Standardized test results are used to help track of student progress and to guide instruction. Kindergarteners participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS provides information regarding readiness for first grade. First 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 April. Milestones gives information about how well students are learning the Georgia Quality Core Curriculum. Parents receive copies of test results.

### **Student Council**

Students in grades 3-5 elect class representatives to the Student Council. Those elected represent their own class and their Partner Class in grades K-2. Student Council sponsors various activities including special days such as Hat Day.

### **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. Your child's teacher will provide this information. A list of suggested school supplies is available on the school web page. A \$10.00 per student donation is requested to purchase art and instructional materials which are consumed in the classroom during the year.

### **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.

### **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**

Breakfast is served free to students each morning from 8:00 am until 8:20 am. Children may bring their own lunch or purchase one from the cafeteria. Menus are sent home at the beginning of each month.

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**

\$ 2.20 - child

\$ 3.50 – adult

\$ 11.00 - 1 week (child)

#### **Breakfast prices**

\$ .00, complimentary - child

\$ 1.50 - 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](http://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**

<b>A.L. Burruss School Office</b>	<b>770-429-3144</b>
<b>A.L. Burruss Fax Machine</b>	<b>770-429-3146</b>
<b>A.L. Burruss Cafeteria</b>	<b>770-429-4921</b>
<b>ALB Principal Julie King</b>	<b>770-429-3144, Ext. 103</b>
<b>ALB Assist. Pr. Jillian Johnson</b>	<b>770-429-3144, Ext. 104</b>
<b>ALB Counselor Darcey Ethridge</b>	<b>770-429-3144, Ext. 107</b>
<b>Marietta Board of Education</b>	<b>770-422-3500</b>
<b>Marietta Community Schools</b>	<b>770-429-3170</b>
<b>(After and Before School Programs)</b>	
<b>ALB After School</b>	<b>404-372-5452</b>
<b>Marietta Department of Special Services</b>	<b>770-427-4631</b>
<b>Marietta Food Services</b>	<b>770-429-3107</b>
<b>Marietta Transportation</b>	<b>770-429-3110</b>

**A.L. Burruss website** <http://alburruss.marietta-city.org/>  
**Marietta City Schools web site** [www.marietta-city.org/](http://www.marietta-city.org/)