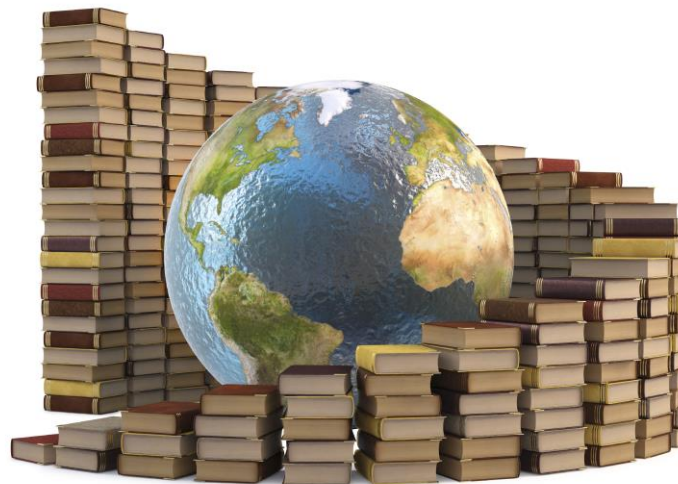




**Burch Charter School of Excellence Student Handbook**

**2022-2023**



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***“We require Excellence!”***

## INTRODUCTION

Welcome to the Burch Charter School of Excellence. This Student-Parent/Guardian Handbook is developed to acquaint you with the Burch Charter School of Excellence. The policies and guidelines within this handbook will ensure that our school environment is consistent with the mission of our school. We are committed to the academic growth of our students in an environment that fosters respect for oneself and others.

This handbook will ensure effective communication and cooperation among teachers, students, parents/guardians and administration. It establishes behavioral guidelines for our students and the expectations of the school.

Parents/Guardians are encouraged to discuss the contents of the handbook with their child(ren). Parental/Guardian support is critical to ensuring a child's academic and social success in school. Cooperation in following these guidelines will develop a strong relationship between the home and school.

The Burch Charter School of Excellence thanks you for selecting our school for your child(ren) and we look forward to an exciting and successful school year.

Please feel free to contact the school with any comments or concerns.

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***“We require Excellence!”***



**#WeAreTheBurchLionsofExcellence**

## OUR MISSION

The Burch Charter School of Excellence (BCSE) was founded in September, 2008. Our primal mission is to enable students to reach their intellectual and personal potential. We strive to instill integrity and respect in our students in partnership with families and the community. We maintain a blended learning environment that enhances positive character traits that ensures our students become productive 21<sup>st</sup> century world citizens.

The Burch Charter School of Excellence, a public school, is committed to providing best practices for educating our students in an environment that enables them to develop into critical thinkers that evolve into digital, life-long learners. Our curriculum emphasizes literacy and mathematics infused with technology.

### F- Families and Community

A-Academics

C-Critical Thinking

T-Technology

S-Scholars



## OUR HISTORY

The Leaguers Incorporated was founded in 1943 by Mary B. Burch and incorporated in 1948. The agency's mission for over 55 years is to enhance the quality of life for children and families through diverse programming that fosters self-growth, pride in one's community, personal empowerment and the attainment of self-sufficiency. We believe in opportunity through education. Our goals include: assisting youth obtain self-realization by allowing them to express their hobbies and talents, developing civic responsibility and establishing a sense of economic self-sufficiency.

## OUR CORE VALUES

We incorporate ten core values into our educational philosophy. Through our curricula, school climate, and emphasize on service, our students are encouraged to apply the lessons of the classroom to the world around them. Our ten core values are:

| Month     | Topic   |
|-----------|---------|
| September | Sharing |

|          |               |
|----------|---------------|
| October  | Respect       |
| November | Perseverance  |
| December | Honesty       |
| January  | Diversity     |
| February | Courage       |
| March    | Self-Control  |
| April    | Integrity     |
| May      | Determination |
| June     | Confidence    |

## **ORGANIZATION**

### **BOARD OF TRUSTEES**

The Board of Trustees is the primary governing body of the school incorporating a varied range of skills and expertise to the governance of the school, including educational, accounting, personnel, legal and business. The Board is responsible for the establishment of policy, the appointment of the School Administrator and the preservation of the school's mission, finances, facilities and educational program.

Regular Board meetings are open to the public and are held at 6:00 p.m. on the second Monday of each month at the school.

### **ADMINISTRATION**

The Chief School Administrator, appointed by the Board of Trustees, is responsible for the daily operation of the school and the implementation of the school's mission and policies.

### **FACULTY AND STAFF**

The faculty and staff work collaboratively with Administration to fulfill the school's mission. Faculty and staff can be contacted by calling the main office: **973-373-3223**.

### **PARENT TEACHER ASSOCIATION**

The PTA of the Burch Charter School of Excellence will be an active and supportive association. The PTA welcomes all to join a group of parents, guardians and teachers who support the Burch Charter School of Excellence in the education of our students.

## VISITORS

We welcome visitors, but to ensure the safety of our faculty, staff and students, we require that they observe the following rules:

- **Parents/guardians and visitors must sign in at the Security Desk to receive a visitor's badge/pass and sign out when exiting the building.**
- Parents/guardians and visitors must report to the main office after receiving a visitor's pass and sign out when exiting the building.
- Parents/guardians must obtain permission from the main office to walk their child(ren) to class.
- Unauthorized classroom visitations and interruptions to learning are in violation of school policy and will be considered trespassing.
- Parents/guardians are always welcome to visit our school and can make appointments for classroom visits or teacher conferences.

### Visitor Procedures for Contagion Prevention

*In order to prevent the spread of diseases and to protect the health and safety of students and staff against any infections, viruses, communicable diseases, etc., BCSE will continue to follow local, state and federal guidelines regarding health best practices and protocols. Visitors will need to follow the school's health and safety guidelines in order to gain entrance into the building. The principal has the right to exclude visitors if the principal determines that it is necessary to protect the health and safety of the school community.. To gain entrance into the building, the visitor may need to conduct a screening procedure (e.g., temperature and exposure questionnaire) and may be required to wear a face mask while in the school building. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.*

## SCHOOL ATTENDANCE POLICIES

### SCHOOL HOURS

|                       |                                                |
|-----------------------|------------------------------------------------|
| Monday-Friday         |                                                |
| 7: 45a.m. - 8:00 a.m. | Student arrival                                |
| 8:00 a.m.             | (Breakfast served in class, ends at 8:15 a.m.) |
| 3:30 p.m.             | Dismissal                                      |
| 5:00 p.m.             | School Building closes daily                   |

### ATTENDANCE

Students are expected to be present on all days that the Burch Charter School of Excellence is in session. The Burch Charter School of Excellence is required to comply with New Jersey policy NJSA 18:38:26, which requires regular attendance if a student is to receive full credit for any course.

Students must be present for instruction from 8:00 a.m. - 3:30p.m. School is dismissed promptly at 3:30 p.m. Scholars are marked tardy if they arrive to school after 8:10 a.m.

## **ABSENTEEISM**

There are two general categories of absences:

**Excused Absences** - Examples of excused absences are illness, religious observance and family emergencies. If an absence is excused, the student is permitted to make up class work assignments, including quizzes and tests.

**Unexcused Absences** - When a student is not present in school for family vacation or other reasons that do not fit in the above categories the student is marked absent. Upon the student's return to school, parents must provide proof of excused absence. (i.e.; doctor's note, obituary, etc.) If a student is going to be absent from school, the parent/guardian must notify the school by 9:00 a.m. To report an absence, parents must call the main office at (973) 373-3223. **The Attendance Committee will investigate all absences of three or more consecutive days. 5 days or more will require a mandatory meeting with the Attendance Committee. 10 or more days will require a meeting with the Chief School Administrator.**

***The student is at risk of being retained after 18 absences.*** (Chronic absenteeism is defined as missing 10 percent or more of a school year -- approximately 18 days a year, or just two days every month which can lead to a scholar being retained).

The instructional day starts promptly at 8:00 a.m., any students arriving after 8:00 a.m. are considered tardy. Students who are tardy must be accompanied by a parent to the main office to sign in and receive a late pass.

Excessive tardiness will result in:

- a. Three (3) or more days of tardiness, in a cycle, will result in a letter being sent home by the attendance clerk.
- b. Five (5) days of tardiness is equivalent to one day of absenteeism.
- c. Continued infractions will result in additional consequences, including possible referral to the Irvington Municipal Court System.

## **EARLY DISMISSAL**

The school day ends at 3:30 p.m. and students are expected to remain in school all day while school is in session. However, we understand that circumstances arise that may make it necessary for a student to be dismissed early. No student shall be permitted to leave the school before the close of the school day unless he/she is accompanied and met

in the school office by his/her parent/guardian or a person authorized in writing by the parent/guardian to act on his/her behalf.

- An early dismissal shall be considered unexcused unless for the following reasons:
  - Medical or dental appointments which cannot be scheduled outside of school hours documented by a doctor/dentist note
  - Medical disability documented by a doctor's note
  - Family emergency documented by a parent's note
  - Court appearance documented by a court subpoena
- Requests for excused early dismissals for any other reason must be submitted to the School Administrator or his/her designee for approval prior to the student's dismissal from school.
- Early dismissals for reasons not listed above or early dismissals that are not accompanied by the required documentation prior to the student's dismissal from school are considered unexcused.
- **Three (3) unexcused early dismissals will be equivalent to one (1) unexcused absence and may put the student at risk of retention.**

## SCHOOL CLOSING

In the event of an emergency or hazardous weather conditions, school may be dismissed. On mornings in question, the local radio and television stations will announce the decision as early as possible. The Burch Charter School of Excellence follows the Irvington Board of Education's protocol when school is closed due to inclement weather conditions. When the Irvington Public Schools are closed due to inclement weather the Irvington Fire Department will sound an alarm at 6:30 a.m. and again at 7:00 a.m. This notifies the township that the school district is closed for the day.

School closing will also be posted on the school websites: [www.burchcharterschool.org](http://www.burchcharterschool.org) and [www.irvington.k12.nj.us](http://www.irvington.k12.nj.us) and on local television stations:

**In addition, Robo texts and phone calls will be sent out in case of school closures.**

### Closing Information Stations

WNBC TV – Channel 4  
WABC TV – Channel 7  
CABLE TV – Channel 36

FOX 5 WNYW – Channel 5  
NEWS 12 NJ – Channel 12

If for any reason, the Burch Charter School of Excellence has an emergency closing during the school day (e.g. snowstorm, power outage, etc.), the school staff will contact the parents/guardians.

## HEALTH

The purpose of the health office is to maintain, improve and promote the health of the children.

### School Nurse

The school nurse will give emergency treatment to those children injured on the playground, in the classroom or in the school building. If students need to visit the Nurse because they feel ill, they first must get a pass from their classroom teacher. If the nurse determines that the student is too ill to remain in school the nurse will contact the parent/guardian to pick them up. Students who are sent home from the nurse's office may not participate in after school activities that day. The Burch Charter School of Excellence mandates that all parents/guardians refrain from bringing any/all food into our school for classroom parties/celebrations due to allergy concerns.

### **Immunization**

The state of New Jersey requires all children in public school to be immunized against certain vaccine-preventable diseases. Parents are required to provide a Doctor's certificate stating the month, day and year each immunization was administered.

Students who do not have the required immunizations may be granted a 30-day provisional admittance by the school nurse in compliance with regulations set forth in NJAC 8:57-4.10. This admission is granted with the understanding that the parents/guardians fully intend to continue with the immunization series until all State required immunizations have been received.

### **Medication/prescriptions**

All medications given during school hours require prescriptive authority and parent/guardian signed permission. This is required for both over-the-counter and prescription drugs. Any medications given at Burch Charter School must be administered through the nurse's office.

Medication will be supplied by the parent and will be administered with the completion of the required paperwork.

- a. Medication must be in original container with the student's name.
- b. Any change to the medication will require a new order.
- c. Parent/guardian is responsible for checking their child's medicine in and out of school.
- d. Only prescribed medications will be administered during specific school hours.
- e. Medication administration forms will be updated at the beginning of each school year or as needed.

### **Inhalers**

Students with the diagnoses of asthma who require the use of inhalers must keep an inhaler in the health office. Inhalers must be kept in their original prescription box. An asthma action plan/permit must be completed and signed by the parent. Qualified



students will be allowed to carry their inhalers with the appropriate documentation signed by the parent and physician.

### **Illness**

If a child has any of the following symptoms, he/she should not attend school. If the student has these symptoms, they will be removed from the classroom and the parent/guardian will be contacted:

- Constant runny nose
- Severe pain or discomfort
- Acute diarrhea
- Acute vomiting
- Elevated oral temperature of 101.5F
- Yellow eyes or jaundiced skin
- Blood in urine
- Red eyes with discharge
- Skin rashes lasting more than 24 hours
- Swollen joints
- Severe coughing
- Shortness of breath

### **COMMUNIABLE DISEASES**

When a child is absent from school due to a communicable disease, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, strep throat, influenza, impetigo, pink eye, ringworm, etc. A written excuse should accompany your child when he/she returns to school.

*Your child will not be re-admitted into school without a doctor's note.* Please stop into the nurse's office when returning your child that has been sick.

**\*\*If a child has limitations to participate in school activities, it is necessary to submit a written notice to the nurse to be excused. Continued limitations will require a medical doctor's written excuse to be kept on file.**

### **CONTACT TRACING**

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves

identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

- A. Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- B. Notifying contacts of their potential exposure;
- C. Referring contacts for testing;
- D. Monitoring contacts for signs and symptoms of COVID-19; and
- E. Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

The school nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptom of COVID 19 may be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID 19 include:

- A. A fever of 100° F or greater;

- B. Cough;
- C. Shortness of breath or difficulty breathing;
- D. Chills;
- E. Repeated shaking with chills;
- F. Muscle pain;
- G. Headache;
- H. Sore throat;
- I. New loss of taste or smell;
- J. Fatigue;
- K. Congestion or runny nose;
- L. Nausea or vomiting;
- M. Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

## **LUNCH/ BREAKFAST PROGRAMS**

Breakfast is served each morning between 8:00 a.m. – 8:15 a.m. No breakfast will be served after this time. Burch Charter School of Excellence is currently participating in the United States Department of Agriculture Community Eligibility Program (CEP) where all students are free for the food program. At the beginning of each school year, parents are

required to complete a survey for the New Jersey Department of Education to determine income for School Aid purposes.

Students who do not participate in the lunch program may bring lunch from home. No glass containers or bottles. Please pack nutritious food for your child.

## **GRADING SYSTEM**

Information on the educational progress of your child will be reported to parents on a regular basis.

1. Parent-Teacher conferences are scheduled twice per school year; however, conferences may be arranged at any time a need arises.
2. Communication will also be made on a regular basis regarding possible student retention
3. Report cards will be issued four times a school year.

### **GRADING SCALE (Standards-Based Reporting System effective September 1, 2020)**

4 - The student is meeting grade level expectations with distinction. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence, and a high level of quality.

3 - The student is consistently meeting grade level expectations, with little or no support. Performance is characterized by thorough understanding of concepts and skills.

2 - The student is progressing toward grade level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.

1 - At this time, the student is not meeting grade level expectations. Performance is inconsistent with guidance and support.

*Awards will be given to students who have achieved academic success. The awards that will be given are the Principal's Honor Award, Honor Roll Award, and Perfect Attendance Award.*

## **STUDENT PERSONAL PROPERTY**

Students are advised not to bring valuables or large amounts of money to school. Students, not the school, are responsible for their own personal property. Articles of clothing and personal belongings should be marked with the student's name.

Toys or electronic devices used as toys must not be brought to school unless they are to be used in a class activity. Such items should be taken to the teacher's room and left there until the end of the day. They are not to be used outside the classroom at any time.

## **DISCIPLINE POLICY\*\***

The Burch Charter School of Excellence is a community of active learners, our children learn about the personal value of positive behavior that benefits the child and community. Students are taught the rules and responsibilities of the community and learn that following these rules and carrying out their responsibilities is a way to gain the approval and respect of the community.

**\*\*What is included under Discipline Policy is only a summary of the School's Code of Conduct. The full code will be available in September once school has started. \*\***

## **STUDENT CONDUCT**

Positive behavior expected of students includes:

- Mental and physical preparation for the process of learning
- Respect for people and property
- Using time and other resources responsibly
- Sharing responsibility when working as members of a group

The Burch Charter School of Excellence expects students to take responsibility for their behavior in school. They must recognize the rights of other students and teachers in the school to be physically safe, emotionally secure, and able to pursue learning and work without interference. The School will work closely with any student having difficulty conforming to the rules of the school and will communicate concerns to parents/guardians before negative behavior becomes a serious problem. We expect and appreciate the support of parents/guardians in reinforcing the positive environment of our School.

Any student who does not comply with the school policies/rules or who exhibits disruptive or particularly dangerous behavior will be subject to disciplinary action, suspension and/or expulsion from School. Discipline policies 5131 and 5114 can be requested for additional information.

Students can expect disciplinary action for negative behavior, including but not limited to the following:

- Failure to show respect to those authorized to be responsible for the student.
- Failure to respect school property.

- Failure to respect the school community through disruptive school/classroom conduct.
- Failure to respect others through the use of unkind, disrespectful, obscene or profane language.
- Assault or threatening to assault or abuse any student or school

| Level I Behaviors | Actions Taken For Level I |
|-------------------|---------------------------|
|-------------------|---------------------------|

- employee
- Fighting and failure to respect others in a way that endangers their own or the well being of others.
  - Harassment, intimidation or bullying.
  - Failure to act responsibly and safely during bus transportation.
  - Cheating or other forms of academic dishonesty.
  - Possession, use or distribution of drugs, dangerous substances or weapons at school, on class trips or school buses
  - Possession of electronic devices such as cell phones, beepers, chirpers, CD players, MP3 players and other musical devices.
  - Stealing.
  - Throwing food in the cafeteria.
  - Failure to wear school uniform.
  - Playing cards/gambling in school.
  - Willful disobedience.

Consequences of inappropriate behavior:

- Conference between the teacher, the student, and/or the parent/guardian
- Loss of privileges
- Referral to building administrator
- Referral to out-of-school personnel (physician, psychologist, law enforcement personnel, etc.)
- Detention
- In-School Suspension
- Other alternative placement
- Expulsion

**SUSPENSION**

- In-School
- Out-of-School

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Disruptive behavior<br/> Unexcused tardiness/class cutting/absence<br/> Cheating<br/> Defiance<br/> Failure to complete assignments<br/> Failure to follow instructions<br/> Wearing hats or other apparel disruptive to the educational process or other Dress Code<br/> Pushing another student<br/> Teasing another student</p>                                                                                                                                                                                                                                                                                        | <p><b>By Teacher:</b></p> <ol style="list-style-type: none"> <li>1. Verbal reprimand</li> <li>2. Contact parent</li> <li>3. Conference with student &amp; parent</li> <li>4. Withdrawal of privileges - recess</li> <li>5. Teacher Detention</li> <li>6. Refer to Student Support Services</li> </ol> <p><b>Student Support Services</b></p> <ol style="list-style-type: none"> <li>1. Mediation</li> <li>2. Behavioral contract</li> <li>2. Behavioral Improvement Program</li> </ol>                                                                                                                                                                                         |
| <b>Level II Behaviors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Actions Taken For Level II</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Level II Misconduct</b></p> <p>Continuation of unmodified Level I misbehavior<br/> Defamation<br/> Indecent exposure<br/> Insubordination<br/> Harassment/Intimidation and Bullying<br/> Leaving school without permission<br/> Defying (Disobeying the authority of school personnel)<br/> Disruptive behavior on the school bus<br/> Profane, obscene, indecent and immoral or seriously offensive language and gestures<br/> Using forged notes or excuses<br/> Unauthorized sale or distribution of products<br/> Unauthorized use of portable electronic communication devices<br/> Truancy/absences/lateness</p> | <p><b>By Teacher:</b></p> <ol style="list-style-type: none"> <li>1. Confiscated items and forward to administration: confiscated items will only be returned to parents</li> <li>2. Refer to Student Support Services</li> </ol> <p><b>Student Support Services</b></p> <ol style="list-style-type: none"> <li>1. Counseling</li> <li>2. Parent/guardian conference <b>required</b></li> <li>3. Referral to Social Worker<br/> Behavioral contracts<br/> Referral to I&amp;RS member<br/> Referral to outside agency</li> </ol> <p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Suspension</li> </ol> <p>***No students in grade K may be suspended</p> |

**TELEPHONES**

The school telephone is for business use only. Children are not called to the telephone except in cases of emergency. Please make advance arrangements for your child(ren) in the event of an unexpected early closing of school. If you wish to speak to your child's teacher, leave your name and number, and he/she will return your call as soon as possible. The nurse will contact the parents when a child needs to go home because of illness. If it is necessary for your child to have a cell phone at school, the cell phone must be turned off and remain in the backpack from the time the child arrives at school until he/she leaves the campus at the end of the day. School administration reserves the right to collect and secure cell phones each morning. Scholars who are found to be using cell phones without permission will have their cell phones retrieved by administration and held until a parent/guardian can pick the phone up from school. **The school is not responsible for damaged and/or lost cell phones.**

### **CONTACT INFORMATION**

The Burch Charter School of Excellence  
100 Linden Avenue  
Irvington, NJ 07111  
Office: (973) 373-3223  
Fax: (973) 373-3228  
Web site: [www.burchcharterschool.org](http://www.burchcharterschool.org)

### **WEAPONS**

Weapons are not allowed on school grounds, school events, or on school property. Suspension is mandatory when a student possesses, uses, displays, transmits, or handles a weapon on school grounds. This includes, but is not limited to destructive devices, explosive devices, BB guns, knives, etc. Look-a-like guns of any type are prohibited. Burch Charter School of Excellence has a no-tolerance policy regarding dangerous weapons. Safety of our school population is a priority.

### **ADMISSION**

The Burch Charter School of Excellence is a public school in the Irvington School District and is regulated by the State of New Jersey. There is no charge to attend. Waiting lists are maintained. Preference is given to students with siblings already attending the school. Pre-registration forms are available in the school office.

Prior to a child's admission to the Burch Charter School of Excellence, the parent or guardian must provide the school with the following documents:

- 1.) Indication of the child's age with one of the following:
  - a. Birth Certificate or copy of a birth certificate
  - b. A passport
  - c. An affidavit of the date and place of birth by the child's parents or guardians
- 2.) Current Physical and current immunization record
- 3.) Proof of Irvington residency



4.) Transfer from an Irvington Public School

## **DRESS CODE**

The Burch Charter School of Excellence has a student uniform policy. Students who arrive at school not wearing the proper uniform, will be sent to the Vice-Principal's office and the appropriate procedure will be followed. All students are expected to come to school wearing their uniform and well groomed.

The Burch Charter School of Excellence basic uniform for students consists of:

### **BOYS AND GIRLS:**

- Light Blue Jersey-long or short-sleeved with Burch Charter School of Excellence label/logo (from approved vendor).
- Khaki Pull-On Pants.
- Navy Vest Sweater with Burch Charter School of Excellence label/logo.
- Khaki Cotton Crew Socks or Khaki Orlon Crew Socks.
- Closed navy blue, black or brown shoes (no sandals, cleats, clogs, runners, cros or slides). Appropriate footwear is to be worn at all times. For safety, closed toe shoes must be worn.

### **GIRLS:**

- Khaki jumper with Burch Charter School of Excellence label/logo.

### **Physical Education**

Students may wear only light blue tee shirt (with Burch Charter School of Excellence label/logo, navy blue mesh shorts or sweatshirts/sweatpants with Burch Charter School of Excellence label/logo (from approved vendor). All other colors will not be considered appropriate. Black sneakers should be worn on gym days.

*Apparel that is not listed is unacceptable. Exercise and sweat clothing are not appropriate dress except during Physical Education. Any concerns, questions, or requests for exemptions should be directed to the School Administrator.*

## **FIELD TRIPS**

The Burch Charter School of Excellence anticipates providing educational field trips throughout the course of the school year. All parents will be notified and will receive a permission slip from the school for field trips. Parents will also be notified of any costs that need to be covered for the field trip. Students are permitted to bring spending money. The Burch Charter School of Excellence will not be responsible for any lost or damaged property.

Students are subject to the same school rules of conduct while traveling. Appropriate disciplinary action may be taken against students who violate the conduct rules.

***Any student that does not have a permission slip signed by a parent/guardian will not be permitted to attend Field Trips. Any student that is on suspension at the time of the Field trip cannot attend.***

## **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records. FERPA applies to any public or private elementary, secondary, or post-secondary school and any state or local education agency that receives funds under an applicable program of the US Department of Education. The Act serves two primary purposes. It gives parents or eligible students more control over their educational records, and it prohibits educational institutions from disclosing “personally identifiable information in education records” without the written consent of an eligible student, or if the student is a minor, the student’s parents (20 U.S.C.S. § 1232g(b)). An eligible student is one who has reached age 18 or attends a school beyond the high school level.

### **Permitted Disclosures**

FERPA allows schools to disclose information from a student’s education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

For more information, visit the United States Department of Education

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



Photo Release Form

Dear Parents,

As you know, when your children work on lessons or participate in special events, we often have many great photo opportunities. We would like your permission to use photographs taken during class time, field trips, special events or celebrations to post internally in classrooms, hallways, for teacher education, and as a historical record.

Burch Charter School of Excellence also uses photographs of children for publicity purposes. We promote our school using color brochures, our website, and other types of promotional materials. When photographs are used for publicity purposes, children are never identified by name. All photos used for publicity will be available for the child's parents to review upon request. In addition, parents reserve the right to request that any photograph not be used for publicity.

Please sign the permission slip below to indicate your preference for photographs.

.....

I DO / DO NOT (PLEASE CIRCLE) give Burch Charter School of Excellence permission to use photographs of my child, taken during class time, playground time, school functions, and field trips. These photos will only be used internally and will be posted inside the classroom, in the hallways, for teacher education, and for historical record. I also understand that all photos will be available for review if I should request to do so.

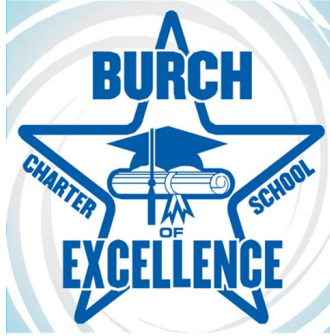
Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

I also give my permission for photographs of my child to be used for publicity purposes on the school website, in brochures, or other means of publicity. I understand that my child will not be identified by name when photos are used for publicity purposes.

\_\_\_\_\_ Yes \_\_\_\_\_ No



## PARENT/GUARDIAN RESPONSE FORM

I have enrolled my child in the Burch Charter School of Excellence for the school year beginning Tuesday, September 6, 2022.

I have read and reviewed the Student Handbook with my child and we understand the information that it contains and we agree to abide by its regulations/procedures.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out the bottom portion and return to the Burch Charter School main office.

\_\_\_\_\_  
NAME OF PARENT/GUARDIAN (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF STUDENT (PRINT)

\_\_\_\_\_  
GRADE



## **Student Conduct**

To ensure the safety of students and their families, teachers, staff, volunteers and visitors, as well as to foster a safe and healthy learning community, the school prohibits all acts of harassment, intimidation or bullying.

Students are expected to act in a positive manner that demonstrates respect for others' and their property. They are expected to take responsibility for individual behavior and learning, to treat others with consideration and to be truthful and honest. They are expected to follow instructions, obey all school rules and remember that they have come to school to learn. Burch Charter School of Excellence students are expected to work cooperatively with others and to engage in nonviolent resolution of conflict. Students must understand that our school facility, equipment and instructional materials are costly. Therefore, they will not deface, destroy, or waste that which has been provided for their benefit. Students who act inappropriately are subject to disciplinary actions in accordance with school policy.



## 2022-2023 Student, Parent and Teacher Agreement

**As a student I, \_\_\_\_\_ will**

- Do my best in completing my work.
- Display good behavior in school.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and others.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

**As a Parent/Guardian, I \_\_\_\_\_ will**

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home.
- Support the educational program of the school.

**As a teacher I \_\_\_\_\_ will**

- Show respect for each child and his/her family.
- Provide parents with frequent reports on their child's progress.
- Provide an environment conducive to learning and academic success.
- Help each child grow to his/her potential.
- Provide high quality curricula and instruction to assist students in meeting and exceeding the NJ Student Learning Standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with each student and his/her family through parent teacher conferences.
- Suggest ways to involve parents in the school program.
- Demonstrate professional behavior and a positive attitude.

**Student:** \_\_\_\_\_

**Parent:** \_\_\_\_\_

**HR Teacher:** \_\_\_\_\_

*“We require Excellence!”*



**#WeAreTheBurchLionsofExcellence**