

## 2017-18 Murch @ UDC Procedures



### Breakfast

Breakfast will be served in the UDC bubble/cafeteria tent every morning starting at 8:15 AM. Parents should enter the complex off of Van Ness Street to monitor their children during breakfast; for those arriving on the bus, adult supervision is provided.

### Buses

Sign Up for Bus Transportation to and from Murch @ UDC at the following link:

<https://docs.google.com/forms/d/11MVZVFXqzP3ysKVU5aEaLCGaGW9sBq4s9VA92NR2uhk/edit>

#### AM Bus Details at Murch @ 36th Street:

- Morning Buses arrive at 8:00 AM at Murch @ 36th Street and line up along 36th Street (between Davenport and Ellicott Street). Overflow buses will line up at the corner of Ellicott and 36th Street, NW and, if needed, will also utilize the eastern portion of Ellicott Street, NW.
- Pre-K students will load onto bus #1 (they will have their own bus with seating that is aligned with national safety standards). Bus #1 (pre-k) will depart at 8:15 AM.
- K through 2nd graders will load onto bus #2, and 3rd through 5th graders will load onto bus #3. Once buses # 2 & 3 are full and depart, K-5th grade students are loaded together onto "overflow buses."
- Siblings may ride together, but should ride on the younger sibling's bus (i.e. a 4th grader should ride on the K-2 bus with a 2nd grade sibling).
- ALL Buses (including overflow buses) depart at 8:15 AM SHARP for the trip to Murch @ UDC. Please arrive between 8:00 and 8:15 AM to ensure that you meet the bus on time.
- Parents are responsible for walking their children to the bus door. Please do not let students out in the middle of the street and allow them to run to the bus. This is not safe.
- Once students arrive at Murch @ UDC, supervision is provided until teachers pick student up at 8:35 AM.

#### PM Bus Details at Murch @ UDC:

- Buses line up along the front of the Murch @ UDC complex beginning around 2:15 PM. Please DO NOT park in front of the complex in the afternoon. Doing so makes dismissal harder for our bus company and Murch staff as it means there is no room for the 6 large buses and 3 small vans to pull over and safely load our students.
- Once students dismiss at 3:15 PM, pre-k students will load onto bus #1 (they will have their own bus with seating that is aligned with national safety standards). K through 2nd graders will load onto bus #2 and 3rd through 5th graders will load onto bus #3.
- The pre-k bus departs once all pre-k students are loaded.
- The K-2 and 3-5 buses depart once full. After which, K-5th grade students are loaded together onto "overflow buses."
- Students off-load at Murch @ 36th Street on 36th Street, NW.
- A Murch bus monitor/staff member is on-site to assist with off-loading and to ensure all students are picked-up. It is the parent's responsibility to make sure students are picked up on time. Adults should be on-site no later than 3:15 PM (for pre-k) and 3:20 PM (for K-5) to receive your student.

**\*\*Students participating in the Capital Language Program and X-Day program (and, therefore, riding the bus in the morning and afternoon) should complete this form as well.**

**\*\*If there is a two hour delay, the buses arrive at 10:00 and depart at 10:15 AM SHARP.**

**\*\*If there is a half-day, the buses will depart UDC at 12:15; adults should be on-site at Murch @ 36<sup>th</sup> Street no later than 12:15 (for pre-K) and 12:20 (for K-5) to receive your student.**

**\*\*The bus list will be printed and shared with teachers DAILY during the first two weeks of school. If you sign up to ride the bus after Labor Day, please also confirm this with your child's teacher by emailing them.**

## **Bus safety and etiquette**

We take safety on the bus seriously. We will hold an assembly for bus riders within the first two weeks of school to review rules and expectations. The rules will also be discussed at Back to School Night.

### **Student Behavioral Expectations**

- Students will behave appropriately, just as if they were in a classroom.
- Students will keep the aisle and emergency door clear of obstructions
- Students will not use profane language, bully or fight with others.
- Students will be seated and make room for other to sit as well.
- Students must discard trash in appropriate containers.
- Students will not be allowed to eat or drink on the bus.
- Students are not allowed to deface, destroy, or damage the school bus or behave in a way that interferes with the safe transportation of other students.
- Students will stay on the sidewalk or grass until they are ushered to the bus.
- Students are responsible for their belongings.

### **Parent/Guardian Responsibilities**

- Parents will communicate effectively with transportation point of contacts directly at the school-level.
- Parents will keep contact information accurate and up-to-date.
- Parents will ensure children are at the pick-up location in a timely fashion.
- Parents will ensure an adult is available for the afternoon drop-off at the homeschool.
- Parents will ensure children know the bus rules and etiquette that help ensure safe, orderly, and pleasant bus trips.

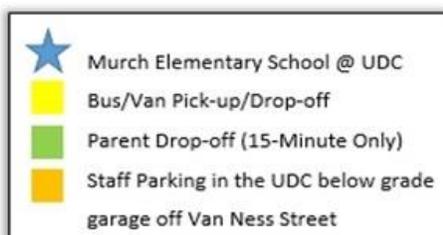
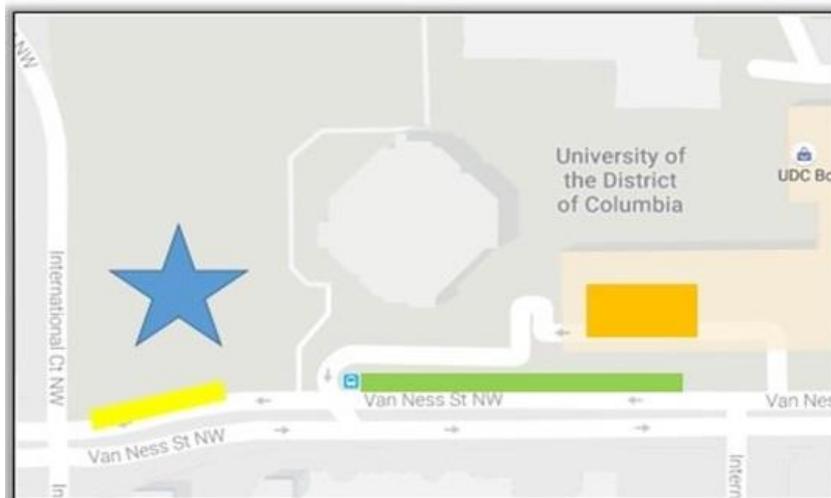
If a child receives 3 infractions while riding the bus, students will be dismissed from riding the bus and parents will have to find another way to transport kids.

In the **event of an emergency** – traffic, accident, major delay, etc. – the bus monitor will notify the main office, who notifies the principal. Principal Cebzrzynski will send a robo-call notifying parents of the situation.

If there are any bus issues, contact the main office or email [mary.eckstein@dc.gov](mailto:mary.eckstein@dc.gov).

## **Parking**

- Park in a local garage or in the neighborhood (Veazey, Yuma, or Van Ness Streets). Do NOT park along International Court (by the embassies) or you will be towed and we will receive a visit from the Secret Service.
- There is free 30 minute parking in the UDC parking garage (enter off of Van Ness Street, NW).
- The bus loading/unloading zone at UDC is right in front of the trailer complex. Do NOT park or off-load in front of the trailer complex as this area is reserved for our buses.
- 15 minute parking is available closer to Connecticut Avenue. Please be mindful of the UDC garage exit and do not park or off-load in front of this exit. It is a safety hazard to park or off-load there.



## Arrival

Pre-K students will walk with their parents to their classroom; this is the policy for the entire year. Pre-k students may enter the classroom at 8:35 AM. For pre-k students riding the bus, adults will assist with off-loading and will escort those students to their classrooms.

K through 3<sup>rd</sup> grade students will line up at their line-up lines in the mulched area at the front of the trailer complex. The lines will be color-coded by grade. Look for the following line-up colors:

- K: Yellow
- 1st: Blue
- 2nd: Green
- 3rd: Orange

**NEW for 2017-18:** 4<sup>th</sup> (purple) and 5<sup>th</sup> (teal) grade students will line up in the bubble in the morning.

Extra staff will be on hand the first few days to assist with new routines, but **parents should remain with students throughout the year until teachers come out at 8:35 AM to receive students and take them into their classrooms.** This is to ensure the safety of your children. Extra adult supervision will be provided for students arriving via the bus.

For the 1<sup>st</sup> day, K through 5<sup>th</sup> grade parents will be allowed to enter the complex with their students. On day two, we ask that students in grades K-5th grade enter the complex without their parents.

### **Late Arrival**

All students arriving after 8:45 AM should report to the front office for a tardy slip.

### **Lunch**

3<sup>rd</sup>-5<sup>th</sup> grade students will eat in the bubble/cafeteria on our trailer complex. Pre-K through 2<sup>nd</sup> grade will eat in their classrooms. We have a separate kitchen trailer for food preparation/service.

### **Recess**

Students will use the large soccer field behind our trailer complex for play space, as well as the playground at the end of the access road and the front mulch area (as needed). The bubble will be used for PE classes.

Each grade level will have a dedicated recess time for that grade only. Pre-K & K has two recess times. These times are built into the master schedule. Please speak to your child's teacher if you would like to know their recess time.

### **Peanut and Tree Nut Free**

Murch will continue to be peanut and tree-nut free this year. A FAQ has been posted to our website and will be shared at back-to-school night.

### **Classroom Visits**

Classroom visits must be scheduled in advance. All visitors to the complex are required to wear a visitor sticker, which is obtained after announcing yourself in the main office and then receiving a badge.

### **K-5<sup>th</sup> Grade Resources**

Art and Music classes will be held in dedicated trailers with Ms. David and Mr. Branch; Spanish classes will be held in student's homeroom classroom with Mr. Casten visiting each class. Mr. Hayden will hold PE classes in the bubble.

### **Security**

Murch will have 4 security guards next year.

### **Early Dismissal**

If you need to pick up your child early, sign them out in the early dismissal book in the main office. The office will call the child to the front office.

### **Dismissal**

At 3:15, students who participate in Flex Academies (after school programming) will dismiss to the bubble/cafeteria, where attendance and supervision is provided from 3:15-3:30 PM. At 3:30 PM, instructors will pick students up and take them to the designated classrooms. Students in grades Pre-K through 1<sup>st</sup> will be escorted; students in grades 2-5 are allowed to walk to the bubble on their own.

Students who participate in X-Day or language will dismiss to those programs. Staff from those programs will take attendance in the front mulch and provide supervision before boarding buses to ride together to St. Paul's Church.

Students who ride the bus will be walked to the front mulch by their teacher. They will line up along the inside of the fence (at designated bus gathering spots) and will board buses under the supervision of teachers and staff.

K through 3<sup>rd</sup> grade students who are picked up by parents will dismiss from their dismissal line in the fenced area by Van Ness Street. The dismissal area will be the same as the pick-up area and will be color-coded. Pre-K will dismiss from their classrooms. 4<sup>th</sup> & 5<sup>th</sup> graders will dismiss from the front mulch (closer to the southern fence).

### **Changes to Dismissal**

If your child's normal dismissal plan will change for any given day, please let us know **no later than noon on the day of the change** (except in the case of an emergency). This will ensure that your child's teacher sees the notification.

To communicate a change, please follow the following steps:

Before Noon on the Day of the Change: Email your child's teacher if your child's dismissal plan will change.

After Noon on the Day of the Change (only in the case of an emergency): Call the Murch Front Office (202-282-0130) so the change can be communicated directly to your child's teacher.

### **Inclement Weather/Arrival**

In the event of inclement weather, Pre-K students will report to their classroom door, which opens at 8:35 AM. K through 5<sup>th</sup> grade students will report to the bubble. Supervision is provided beginning at 8:20 AM. Students are encouraged to wear rain coats and bring umbrellas.

### **Inclement Weather/Dismissal**

In the event of inclement weather at dismissal, students will be dismissed from their classroom doors. Look for the weather related flag by the main office. If the flag is out, indoor dismissal is in effect.

**It is going to be a great year; we look forward to seeing you on August 21<sup>st</sup>!**

# UDC Campus Map with Murch Trailers (in Blue)

