



2018-2019 PARENT HANDBOOK

WELCOME

Welcome, Mustangs, to the 2018-2019 school year! We are so excited to move back to our permanent home at 4810 36th Street, NW and look forward to a year of learning and discovery.

If you have questions or need assistance at any time, please reach out to us via the Murch Welcome Center at 202-282-0130.

We look forward to seeing you soon!

IMPORTANT BACK-TO-SCHOOL DATES

- **Parent-Only Open House:** Thursday, August 16th: 5:30-6:30 PM (Pre-K parents in the Commons) and 6:30-7:30 PM (K-5th grade parents in the Gym)
 - ** Learn about new procedures and see the building.
- **EL and SpEd Open House:** Friday, August 17th: 1:30-3:30 PM
- **K-5th Grade Sneak-a-Peek:** Friday, August 17th: 2:30-3:30 PM
 - **Students & families are invited to stop by their K-5th grade classroom anytime between 2:30 and 3:30 pm to sneak a quick peek and to drop off your supplies.
 - **The sneak-a-peek will be followed by a Q & A with Mr. C in the gym at 3:30 (the Q & A will provide the same information as Thursday evening and will be geared towards those who are not able to attend on Thursday evening; students welcome at the Q & A)
- **First Day of School (K-5th grade):** Monday, August 20th
- **Pre-K Conferences:** Monday, August 20th & Tuesday, August 21st (sign up online once you receive your class placement letters)
- **First Day of School (Pre-K):** Thursday, August 23rd

- **Back-to-School Night:** Thursday, August 30th
- **New Parent Breakfast Sponsored by Murch's HSA:** Friday, August 31st
- **Labor Day (No School for Students):** Monday, September 3rd

COMMUNICATION

Our school website— www.murchschool.org—provides school announcements, important dates and events, messages from Principal C (posted every Friday) and all the latest news about students and teachers.

To receive the latest information into your email in-box every Friday, sign up for the Murch HSA's e-newsletter. The newsletter includes all new information from our website (including Mr. C's message) and is your go-to source for information each week. Sign up for the newsletter by clicking [HERE](#).

Teachers also send Friday Folders home every Friday. The folders include important information regarding school events, field trips, and classroom assignments. Please check Friday Folders regularly and return any paperwork that needs to be completed.

Finally, please follow Murch on Twitter (@murchschool) for regular updates about school events, news and activities.

WHO's WHO?

You may contact any staff member directly by visiting our [Murch Staff Page](#) and clicking on the staff member's name to link to staff members' dc.gov email address. Please contact staff via their government-provided email account.

Although the teacher should still be included in emails and conversations to every extent possible, these staff members can provide direct assistance:

- School Policy, Vision/Goals, Master Schedule, Programmatic Questions, Discipline, General Expectations: Principal Chris Cebrzynski (Chris.Cebrzynski@dc.gov)
- Assessments, Response to Intervention, Data Analysis, Morning Collaborative, Professional Development: Assistant Principal Penelope Miller (Penelope.Miller@dc.gov)

- Special Education Program, IEP Meetings, 504 plans, etc: SpEd Manager Devario Hawkins (Devario.Hawkins@dc.gov)
- School-wide schedules, special projects, logistics, facilities, etc.: Director of Strategy and Logistics Mary Eckstein (mary.eckstein@dc.gov)
- Enrollment POC & School-wide Logistics: Coordinator of Strategy and Logistics Rebecca McGraw (Rebecca.McGraw2@dc.gov)
- Murch Plus After-School Program & School-wide Logistics: Assistant of Strategy and Logistics Stefanie Berger (Stefanie.Berger@dc.gov)

**A full staff email list will be posted at Back-to-School Night and is available on our website.

SUPPLY LISTS

Students in grades Pre-K through 5th are asked to bring specific school supplies with them by the first day of school. These supply lists can be found by clicking [HERE](#).

BREAKFAST

Free breakfast will be served in the Cafeteria every morning starting at 8:15 AM for any interested Pre-k through 5th grade student. Parents should enter the complex off of the main entrance on Davenport Street and escort their children to the Cafeteria. Parents should remain with their children during breakfast and then walk them to their arrival location by 8:25 AM (for Pre-K/K) or 8:35 AM (for 1st-5th).

PARENT PARKING & DROP OFF

***This information is subject to change from DDOT. Please be extra observant of signage around the new school and follow all posted instructions/restrictions.*

During the school day, there is 15-minute parking along the school-side of Ellicott Street (between Reno Road and 36th Street). Please do not leave your car longer than 15 minutes or it is subject to towing. The bulk of Davenport Street on the school-side is a NO STANDING OR PARKING ZONE. This is designated for bus loading/unloading and is the KISS AND

RIDE AREA for students who are off-loading. Parents must remain in their vehicle if they are utilizing this zone or your car is subject to tow.

Please do not park on the school-side of 36th Street (between Davenport and Ellicott Streets). This is designated as staff parking.

Please consider parking on one of the side streets (not immediately adjacent to Murch) to alleviate pressure around the school. We also encourage all our students & families to walk to school, if possible.

ARRIVAL/DISMISSAL LINE-UP SPOTS

Click [HERE](#) to link to our line-up map with zones marked for each grade to gather in the morning and to dismiss in the afternoon. Teachers will have signs to hold to designate their classroom lines. Students will line up in the color-coded zone that corresponds to their grade.

Pre-K: During arrival, Pre-K students gather **in the Early Childhood Commons (in the early childhood wing)**. The doors open at 8:20 AM. **Teachers meet Pre-K students at 8:25 AM** and walk them to class.

Pre-K: Red

K: During arrival, K students gather on the **early childhood playground (near the main entrance on Davenport Street, NW)**.

K: Yellow

Teachers meet K students at 8:25 AM and bring them in for instruction, which begins at 8:35 AM.

1st-5th: During normal arrival, 1st-5th grade students gather on the 1st-5th grade **main playground (which runs parallel to Ellicott Street, NW) according to their color-coded zone:**

1st: Blue
2nd: Green
3rd: Orange
4th: Purple
5th: Teal

Teachers meet our 1st-5th grade students at 8:35 AM and bring them in for instruction, which begins at 8:45 AM.

Parents may walk in with their students to their classrooms on the 1st day of school. Starting day 2, we ask all grades (K-5th) to walk in the building with their teachers ONLY.

SAFETY IN EARLY AM

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 greet students at 8:25 AM (for Pre-K/K) OR 8:35 AM (for 1st-5th graders) and walk them to their classrooms. This is to ensure the safety of your children.

ATTENDANCE

Regular school attendance is critical for academic success. If you need to report a student absence, go to our [Murch Absent Form](#) to report this.

If you have questions related to attendance, email MurchAbsence4810@gmail.com.

LATE ARRIVALS

All students arriving after 8:45 AM should report to the Welcome Center for a tardy slip. Habitual tardiness will affect a student's academic progress. You can expect a call from a Murch staff member if a student is consistently tardy.

SECURITY

Murch will have 2 security guards during the 2018-19 school year. One guard will be posted at all times at the security desk, monitoring cameras and receiving visitors. The other guard will patrol; they will rotate per their post orders.

CLASSROOM VISITS & VISITORS

Classroom visits or observations must be scheduled in advance. All visitors that enter the building after 8:45 AM must sign in at the security desk off Davenport Street to receive a visitor badge before reporting to the Welcome Center. This is to ensure the safety and welfare of all students. We thank you for cooperating.

RESOURCE CLASSES

Art, Music, PE/Health, and Spanish classes will be held in dedicated classrooms with Ms. David, Dr. Branch and our new Spanish teacher, Mr. Giron. Mr. Hayden and our new PE teacher, Ms. Gainey, will hold PE classes in the gym.

Students in grades K-5th will have Art, Music, PE-1, PE-2 and Spanish on a rotation schedule. We are excited that all Murch students will receive twice as much PE as they have received in the recent past.

Students in Pre-K will receive Library, Guidance, and PE resources weekly, as well as Art, Music and Spanish on a trimester rotation.

Monthly resource schedules will be posted to www.murchschool.org in advance of the upcoming month. The resource calendar is found on the yellow horizontal bar found on our home page.

RECESS

The Early Childhood Playground (closest to Davenport Street, NW) will be utilized by our Pre-K and K students, who have outdoor learning time 2-3 times a day (for 20-30 minutes at a time)

The Main playground (running parallel to Ellicott Street, NW) will be utilized by our 1st-5th grade students, who will have recess once a day for a minimum of 30 minutes.

LUNCH PROCEDURES

Pre-K students will eat lunch in the early childhood commons.

K-5th grade students will eat lunch in the main cafeteria.

Students either bring their nut-free lunch from home or purchase their lunch. If you would like your child to purchase a school lunch, please visit www.myschoolbucks.com to set up an account. You will need your child's student ID number, as well as the student's date of birth. Please call the Murch Welcome Center at 202-282-0130 if you need your child's student ID number.

It takes 5 business days for money to show up in your child's account, so please allow time for this process.

If there is trouble with your account during the school year, please contact www.myschoolbucks.com at 1-855-832-5226.

PEANUT AND TREE NUT FREE

Murch will continue to be peanut and tree-nut free this year. Click [HERE](#) for more information and an FAQ, which will also be available at back-to-school night.

SNACKS

Students in grades Pre-K through 3rd grade typically have a mid-morning snack. Please check with your child's teacher directly regarding snacks and plan to pack an extra nut-free snack for your child during snack time.

HEALTH SUITE & EMERGENCIES

Murch's health suite is located on the main floor in the Admin Wing. It is accessible to students during the school day. If it becomes necessary for your child to take a form of medication at school, parents must see the school nurse and fill out the appropriate forms.

We will make every attempt to contact parents in the event of an emergency. If students need medical attention, the DC Fire Department Emergency Unit will transport students to Children's Hospital or to the nearest hospital providing pediatric care.

EARLY DISMISSAL

If you need to pick up your child early, make sure to sign them out in the early dismissal book in the Welcome Center. This will ensure the safe accounting of all Murch students. The office will call your child to the Welcome Center. If your child is at recess when you pick them up early, they must still be signed out in the Welcome Center for accounting purposes.

CHANGES TO DISMISSAL ROUTINE

If your child's normal dismissal plan will change for any given day, please let your child's teacher 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 Welcome Center (202-282-0130) so the change can be communicated directly to your child's teacher. Please use this sparingly, as it can be difficult to communicate changes last minute.

DISMISSAL—NORMAL

At 3:05 PM, Pre-K students are walked to the early childhood commons and dismiss from their line-up lines. The dismissal line will be in the same spot as the morning line-up line.

At 3:05 PM, K students are walked to the early childhood playground and dismiss from their line-up lines. The dismissal line will be in the same spot as the morning line-up line.

At 3:15 PM, 1st-5th grade students are walked to the main playground and dismiss from their line-up lines. The dismissal line will be in the same spot as the morning line-up line.

At 3:15 PM, students who participate in Murch Plus (our Murch-provided after school programming) will dismiss from their teachers to the Media Center, where supervision is provided from 3:15-3:30 PM. Students in grades Pre-K through K will be escorted to the media center by adults after dismissal; students in grades 1-5 will dismiss to the media center with buddies.

At 3:30 PM, instructors pick students up and take them to the designated classrooms or areas of the media center for their class.

1st-5th grade students who participate in X-Day or the Language program will dismiss to the Cafeteria, walking with buddies or in a classroom group to the cafeteria. Staff from those programs will take attendance and provide supervision before walking together to St. Paul's Church by way of the 36th Street exit.

Students in grades Pre-K through K will be escorted by adults from the X-Day or Language program from their classrooms straight to St. Paul's Church.

DISMISSAL PROCEDURES: WALKERS

Parents of 5th graders may give permission for students to self-dismiss (i.e. walk home) by clicking [HERE](#).

MURCH PLUS: AFTER-SCHOOL ACTIVITIES

Murch will run Murch Plus, our own in-house after-school activities program during the 2018-19 school year. Murch teachers and staff will provide the classes, which will be free to students. The classes will run in three (3) 8-week cycles from 3:30-4:30 PM. Below is a schedule for the year:

Registration Opens	Classes Begin
(Fall): September 6 th	Week of September 17 th
(Winter): November 15 th	Week of December 10 th
(Spring): February 28 th	Week of March 18 th

***We thank our Murch HSA for generously providing the stipends to teachers and staff, which make the Murch Plus program possible.*

INCLEMENT WEATHER/ARRIVAL

In the event of inclement weather, **Pre-K students** should be walked by parents to their classroom doors. Doors open at 8:20 AM.

In the event of inclement weather, **K students** should be walked by their parents to their classroom doors. Doors open at 8:20 AM.

In the event of inclement weather, **1st-5th grade students** report to the gym and will be picked up at 8:35 AM by teachers. Grade-level zones will be designated for gathering students in the gym.

INCLEMENT WEATHER/DISMISSAL

In the event of inclement weather at dismissal, Pre-K through 5th grade students who are picked up by parents/caregivers will be dismissed from their classroom doors.

MURCH SPIRIT WEAR

If you wish to purchase Murch t-shirts or other apparel, click [HERE](#). Items are shipped directly to your home address.

It is going to be a great year; we look forward to seeing you on August 20th, if not before!