



MURCH PARENT HANDBOOK

WELCOME

Welcome, Mustangs, to the upcoming school year!

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!

COMMUNICATION

Our school website— www.murchschool.org—provides school announcements, important dates and events, messages from Principal C (posted quarterly) 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 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' k12.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, General Expectations: Principal Chris Cebrzynski (Chris.Cebrzynski@k12.dc.gov)
- Discipline, Special Education Program, IEP Meetings, 504 plans, etc.: Assistant Principal Devario Hawkins (Devario.Hawkins@k12.dc.gov)
- School-wide schedules, special projects, logistics, facilities, etc.: Director of Strategy and Logistics Mary Eckstein (mary.eckstein@k12.dc.gov)
- Enrollment POC & School-wide Logistics: Coordinator of Strategy and Logistics Rebecca McGraw (Rebecca.McGraw2@k12.dc.gov)

SUPPLY LISTS

Students in grades Pre-K through 5th are asked to bring specific school supplies with them by the first day of school. Updated supply lists can be found by visiting our website.

BREAKFAST

Free breakfast will be served in the Cafeteria every morning starting at 8:20 AM for any interested Pre-k through 5th grade student. Students arriving for breakfast should enter through the doors on Davenport Street.

PARENT PARKING & DROP OFF

During the school day, there is 15-minute parking along the school-side of Ellicott Street (between Reno Road and 36th Street). 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 should remain in their vehicle if they are utilizing this zone.

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

Please check the Murch website to view a line-up map with zones marked for each grade to gather in the morning and to dismiss in the afternoon.

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

Teachers meet Pre-K students at 8:40 AM.

Kdg-5th: During arrival, Kdg-5th grade students gather on the **main playground (which runs parallel to Ellicott Street, NW)**:

For the first week of school, teachers meet Kdg-5th grade students at 8:35 AM and bring them in for instruction, which begins at 8:45 AM.

After Labor Day, students in grades 1-5 will enter the building starting at 8:32 AM, to be personally greeted by their teacher as they approach the classroom door. Kdg will continue to line up outside to wait to be picked up by their teacher.

SAFETY IN EARLY AM

Extra staff will be on hand the first few days to assist with new routines.

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 are encouraged to report to school by 8:45 AM to ensure they have access to a full day of instruction. 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/absent.

SECURITY

Murch has security guards assigned to our campus. 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, as well as meetings. All visitors who have made an appointment and enter the building 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 that we all follow COVID protocols and to ensure the safety and welfare of all students. We thank you for cooperating.

RESOURCE CLASSES

Art, Music and PE/Health will be held in dedicated classrooms and students will rotate through the offerings on a regular schedule.

RECESS

The Early Childhood Playground (closest to Davenport Street, NW) will be utilized by our Pre-K and K students, who may have multiple outdoor learning times (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 their classrooms.

K students will eat lunch in the early childhood commons.

1st-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. Please check the Murch website 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. No student medication is allowed on school grounds without proper documentation via the Health Suite. If medication is found in a student's possession without paperwork, it will be taken to the Health Suite. Parents will be notified to come and complete paperwork.

We will make every attempt to contact parents in the event of an emergency. 911 will be called at the **discretion of the nurse**. 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 at the Security Desk. This will ensure the safe accounting of all Murch students. The office will call your child to the Welcome Center once they are officially signed out. If your child is at recess when you pick them up early, they must still be signed out in the Early Dismissal Book for accounting purposes. To be able to sign out a child, the person must be an adult 18 years or older and must be listed as a parent or emergency contact in our system, unless permission is given.

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 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, Kdg-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 after care programs will dismiss to the appropriate locations. Staff from those programs will take attendance and provide supervision.

DISMISSAL PROCEDURES: WALKERS

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

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 in late August, if not before!