



Burr Elementary School

Utica Community Schools
41460 Ryan Road
Sterling Heights, MI. 48314

JEANNE POLESKI
Principal

Main Office: 586-797-4100
Absence Line: 586-797-4199
Child Care: 586-797-4140

August 17, 2017

Dear Burr Families:

On behalf of the entire Burr Staff, I am happy to welcome you to the 2017-2018 school year! We look forward to working together to help our students meet the challenges they will face as they live and work in the 21st century. Books are unpacked, technology is charged, supplies are being organized and the floors are waxed! All we need now is your children ready to start another year of learning, making friends, and enjoying the many activities of school.

Please take time to read and review the enclosed information regarding the start of school, as you will find many of your questions answered. **One very effective means to communicate to our families is through email. Please be certain that your email address is up to date, so that you can receive valuable and timely school information.** We also have a Facebook page that is updated frequently, so be sure to "like" Burr Elementary to see what is happening around the building.

- **School begins on Tuesday, September 5th for grades K-6.** All students will be dismissed at 12:04 p.m. on that day. Wednesday, Thursday, and Friday will be full days, with school in session from 9:00 a.m. – 3:50 p.m. A suggested supply list can be found here:
http://burr.uticak12.org/UserFiles/Servers/Server_584653/File/burrsupplylist.pdf

This year, we will communicate grade level classroom assignments for your child in a convenient and secure manner. We will be emailing the classroom assignments to you directly using the email addresses on file in PowerSchool on Wednesday, August 30, 2017. Your child's assignment can also be viewed via the PowerSchool Parent Portal that will be available beginning August 30, 2017. If you do not receive an email or are unable to access the information through the Parent Portal by the end of the day on Wednesday, August 30, 2017, please contact our school office.

Parents and students with existing PowerSchool IDs and passwords can continue to use those IDs and passwords from last school year. Parents/students new to the district will need the access ID and access password for each student. If you do not have a PowerSchool ID/Password, Utica Community Schools requires parents to come to the office, show picture ID, and sign for the personal information. Our office is open from 9:00 a.m.-3:00 p.m. to assist you.

The Burr staff put a great deal of thought and planning into class assignments to make the best match for each student within the broader classroom mix. Thank you for supporting the professional decisions that went into each child's best fit placement for the 2017-18 school year.

You can access the Parent Portal by navigating to the URL below:

<http://uticak12.org/parentportalinfo>

Look for the Parent Portal link at the bottom of the web page (if you already have an account and password), or the Parent Portal Account Set-up Quick Reference link (if you need to set up an account/password).

Burr Bulldog Day:

The school will be open for a classroom “sneak peek” from 5:00-7:00 p.m. on Wednesday, August 30th. I hope to see you there, as this will allow students the chance to become acquainted with the school and classrooms so that their first day of the new school year will run smoothly. Our Burr PTO is also hosting an ice cream cup social in the gym during this time.

SACC:

If you have not yet registered, open registration will take place on August 29th at Burr from 6:00 pm – 8:00 pm. You can also register at the Walsh building, for more information call 586-797-6900. Pre-registration is required for your child to attend this program. Our Burr School Age Child Care program (SACC) will be in session before school on Tuesday morning, September 5, from 7:00 a.m. until 9:00 a.m. and after school from 12:00 p.m. until 6:00 p.m. Normal hours for SACC for a full school day are 7:00 a.m. until 9:00 a.m. and 3:50 p.m. until 6:00 p.m.

Student Breakfast:

Breakfast will be available to all students starting at 8:40 AM until 9:00 AM. The cost is \$1.75 and .30 for students who qualify for the reduced program.

Student Lunch:

Students will have 45 minutes for lunch/recess. Students may either bring their own lunch to school or purchase a lunch. Elementary lunches with milk will be \$2.75 and .40 for students who qualify for the reduced program. Milk is .45.

It is very important that students who wish to purchase hot lunch order the day before. All lunches are ordered from the kitchen at Stevenson High School. They prepare enough lunches based on the count taken the day before. Please discuss the menu with your child and make sure he/she will eat it before they order. You will be given a menu each month so that you can inform your child of what is being served for lunch. **Students not ordering the day before will have to wait until all preorders are served.**

Burr Students’ Entrance and Exit Procedures:

Our line-up procedures will be very similar to last year with our K-3 classrooms lining up outside of entrance door 7, our 4th grade students lining up outside of the main entrance door 1, and our 5-6 students lining up outside of entrance door 2. Students will exit via the same doors as they enter.

Every morning before school, staff will be outside to help with the drop-off procedure. This procedure includes parents driving into the parking lot near the school, remaining in their driver’s seat, and stopping to let their student exit the car. Staff will be there to help students swiftly and safely exit the vehicle and line up at their door while parents exit the lot.

At the end of the school day, we ask that parents park their vehicles in the school lot, or the neighboring church lot, and walk up to their child’s exit door to safely walk their child to their vehicle. Please drive with extreme caution at the end of the day as students with their parents walk between their parked vehicles and the school.

Should your child need to be dismissed early, please let their teacher know in advance if possible. It will be necessary for you to report to the school office and sign your child out. Should your child return to school the same day it will be necessary to come into the office and sign them back in.

Absences:

To report your child’s absence, please call our absence line at 586-797-4199 and leave a message. Please clearly state your child’s name, teacher, date, and reason for the absence. The answering machine will take absence calls between 4:30 p.m. and 8:30 a.m. You may use the office line during regular school hours.

Visitors:

In accordance with school district policy, everyone entering Burr must report directly to the main office. Our office staff will be happy to help you. If you are volunteering, or have a prearranged visit planned with your child’s teacher, you will need to sign in. All visitors will be given a visitor sticker to wear. For student safety purposes, your cooperation in this matter is greatly appreciated.

Volunteers:

To protect students' health, safety and welfare, every volunteer must have a Volunteer Request form on file well in advance of volunteering their assistance at school or school related events. UCS conducts criminal background checks on volunteers through the Michigan State Police. The form, which asks for basic information such as a driver's license number, is available through the school office.

Outdoor Recess:

Because fresh air and exercise have been proven to aid in the physical and educational growth of children, Burr has an outdoor recess program. It is important that children wear appropriate clothing so they can go outside each recess. Generally, if a child is well enough to come to school, they are well enough to go outside for recess. Students will remain inside during inclement weather.

Meeting with Teachers:

Our teachers at Burr are always happy to meet with you! Please make an appointment with your child's teacher before or after school to avoid any interruptions to the students' instructional time.

Proper Dress:

We ask that you keep in mind that what children wear to school affects how they act during the school day. Please encourage your child to dress appropriately. Students can wear shorts of appropriate length when the weather cooperates. We discourage cut-offs, spandex, and gym shorts. Also, flip-flops, tank tops, halter tops, and cropped tops are not to be worn to school. During cooler months, it may be necessary to dress in layers so students can regulate their comfort level.

Student Emergency Cards:

For the safety of all students, it is important that we have an emergency card on file in the office for each student. These cards go home with the students on the first day of school. Please return them to your child's teacher on the second day of school. If there is any information that changes during the school year, please contact the office.

Administration of Medicine:

Students sometimes need to take medication. Parents should administer medication to their children at home. If it is not possible, the school may administer their prescription or non-prescription medicine only when authorized by the student's parent/guardian. Requests must be made by completing an Authorization for Medication form available in the office.

Bus Procedures:

K-1 students will receive a bus tag to attach to their backpacks. This will help our staff to make certain that our youngest students get on the correct bus at the end of the school day. You can help us by making certain that the tag remains attached to the backpack. When students exit the bus in the morning, they will walk to their entrance door and line up with their classmates.

I hope the above information is helpful to you. If you require further information or have any questions, please feel free to contact the school office. Throughout the year, look for my emails and newsletters to keep you aware of what is happening here at Burr.

As a part of the Utica Community Schools, we hold high expectations regarding the success and achievement of all our students. Our staff strives to provide the most positive educational climate possible for academic growth. Don't hesitate to stop in or call if you have a question, concern, or would like to support any of the activities planned for this year. By working together as a team, we will make this school year a very successful one for your child. **We are all looking forward to another GREAT year at Burr!**

Your Proud New Principal,

Jeanne Poleski

Bulldog Dates to Know:

August 23	6:00 p.m. - Popsicles on the playground to meet the new principal (Mrs. Poleski), welcome new families, and get reacquainted with school friends (you may choose whichever date for this event that works best for your family)
August 24	11:00 a.m. - Popsicles on the playground to meet the new principal (Mrs. Poleski), welcome new families, and get reacquainted with school friends (you may choose whichever date for this event that works best for your family)
August 25	You are invited to celebrate back to school with the entire UCS community at a special night of baseball at Jimmy John's Field on Friday, August 25 th . The UCS Back to School night will allow district residents and supporters to receive a special food and ticket package and watch the hometown Utica Unicorns take on the Eastside Diamond Hoppers at a 7:05 p.m. matchup on Auburn Road in downtown Utica. For ticket and meal specials, visit https://uspbl.com/schedule and enter the promo code UTICASCHOOLS in all capital letters. We hope to see you there.
August 30	Burr Bulldog Day: An informal "sneak peek" to come and walk through the school, see the location of your child's classroom, and enjoy an ice cream cup in the gym from our PTO! Our doors will be open from 5:00 p.m. – 7:00 p.m.
September 1	Parent Portal Opens
September 5	Student first day – Half day (12:04 dismissal) all students
September 6	Full day for students (9:00-3:50)
September 17	Constitution Day
September 19	Open House/Curriculum Night 7:00 p.m.
September 25	Burr PTO Meeting 7:00 p.m.
September 26	Picture Day
September 27	PTO Cookie Dough/Entertainment Bool Sale Kick-off
October 31	Half day (12:04 dismissal)
November 4	End of first marking period
November 7	No school – teacher professional development
November 16	Half day (12:04) of school all students P.M. parent conferences
November 22-24	No school – Thanksgiving Break
Dec. 23 - Jan. 2	No school – Holiday Break
January 3	Classes resume
January 16	No school – Martin Luther King Jr. Day
January 25	Half day (12:04 dismissal)
January 26	Half day (12:04 dismissal) End of second marking period
February 19-23	No school – Mid-Winter Break
March 30	No School- Good Friday
April 2 – 6	No school – Spring Break
April 13	½ Day- Elementary Students ONLY
May 28	No school – Memorial Day
June 14	½ Day- 12:04 Dismissal
June 15	Last day of school - Half day