

BIRCHTREE CHARTER SCHOOL

Family Guide 2022-2023 School Year



Birchtree Charter School

7000 E. Wonder Circle

Palmer, AK 99645

(907) 745-1831

Website: www.birchtreecharterschool.com

Email: birchtreecharterschool@gmail.com

Facebook (Private Group): [Parents at Birchtree](#)

Birchtree Charter School Family Guide

Part I: Introduction to our Program

Welcome

Welcome to the Birchtree Charter School Community! The Family Guide is a supplement to the Matanuska-Susitna Borough School District Student Handbook. Important topics such as Student Rights and Responsibilities, Attendance and Discipline are covered in the District Handbook with additional guidelines specific to Birchtree in this Guide. This Guide provides basic information about the school schedule, policies, school-home communication, and Waldorf-inspired philosophy. Please do not hesitate to contact school administration or members of the APC if you have any questions that we have not answered. Parents are the founders of Birchtree Charter School and they are viewed within the Birchtree community as partners with the school staff in the education of Birchtree students.

Mission Statement

Birchtree Charter School will provide an innovative, standards-based education, enhancing the growth of student creativity and imagination through the arts. Our aim is to provide a holistic learning environment and demonstrate that all children are natural and inspired learners who can achieve. To do this, we will use a whole child curriculum, based on the Waldorf educational philosophy. **Our mission is to nurture and promote the development of healthy, responsible, and creative human beings.** We aim to enliven and support families in our local community. Specially trained teachers will use developmentally attuned approaches and the arts to encourage academic achievement, creativity, social intelligence, and ecological awareness.

Program Philosophy

At the heart of our Waldorf-inspired whole child curriculum is the recognition of how much children change from year to year, placing pivotal importance on the mental, emotional, and physical nature of each grade level. The curriculum ensures that the material presented – and how it is presented – is developmentally attuned to the appropriate age at every grade level. This model values the stages of childhood development, greater interaction between child and teacher, and the integration of the arts into a rigorous academic program.

Whole child education focuses on educating children intellectually, emotionally, socially, and physically, often referred to as “head, heart, and hands.” Another aspect of whole child education is the consideration of different learning styles. Storytelling, language arts, math, science, art, music, drama, and movement are integrated to provide students with opportunities to receive information through many modes of learning.

Governance Structure

Email: birchtreecharterapc@gmail.com

Academic Policy Committee (APC)

Birchtree’s APC is the governing body of the school that makes decisions about administrative staffing, budget, and policy, while holding the school to the vision of the charter. The bylaws of the APC are modeled on other successful charter schools and have been reviewed by the MSBSD School Board and the State Board of Education. APC members are unpaid volunteers who welcome your feedback, concerns, ideas, and help toward improving Birchtree’s program. All APC official meetings are open to the public and will be announced with notice so parents can attend and give testimony and input if they desire. Please check our website for upcoming APC meeting dates.

Birchtree Parents' Guild

Email: birchtreeparentguild@gmail.com

The Birchtree Parents' Guild is a 501(c)3 that serves the school in two main areas - fundraising and parent education. Examples of fundraising events have included Auction, Fall Faire, May Faire, and craft shows. Every parent is a part of this group, all are welcome to participate by attending the monthly meetings and/or participating as part of a committee. We welcome your feedback and ideas!

How You Can Support Your Child at Birchtree Charter School

We offer the following "10 Needs for a Healthy Childhood and Educational Experience" for your consideration. These recommendations were shared with our teachers through their Waldorf training.

1. Proper Nutrition: A good, hot, nutritious breakfast every day before school. Breakfast, snack and lunch should contain lots of protein, and no sugar or food additives.
2. Adequate Sleep: Be in bed no later than 8:00 p.m. on school nights. Most young children still need 10 to 12 hours of sleep each night.
3. Minimal Media: No computer, TV, video games, or other screen time on Sundays through Thursdays. No murder, mayhem, or adult movies or videos on the weekend, ever.
4. Quiet Time: Provide some daily quiet time, without radio, CDs or tapes. Give your child the gift of silence.
5. Time in Nature: Spend some time in nature every day. Experience the weather; pay attention to the seasons, moon stars, and sky.
6. Chores at Home: Assign some responsibilities for taking care of the home, pets, and yard.
7. Appropriate Dress: Pay attention to keeping your child warm and dry while at school, especially their feet.
8. Cultivate Reverence: All traditions offer practices that help to develop the reverence for life that supports home, school, and community relationships.
9. Support Your Child's Education: Help to develop healthy homework habits, participate in school activities, and communicate honestly about your concerns with your child's teachers.
10. Support the Class Community: Get to school on time. Plan vacations during breaks. Support the class code of conduct. Children need shared values and alignment among their adult role models.

Curriculum Overview

Kindergarten: children learn primarily through imitation and imagination. The goal of kindergarten is to develop a sense of wonder in the young child and reverence for all living things. This creates an eagerness for the academics that follow in the grades. Kindergarten activities include:

- storytelling, puppetry, creative play
- singing, movement
- games and finger plays
- painting, drawing, and beeswax modeling
- baking and cooking, nature walks
- circle time for festival and seasonal celebrations

Grades 1-8: children learn through the guidance of class teachers who stay with, or “loop,” with the same class for grades 1-5 and grades 6-8. The curriculum includes:

- English- based on world literature, myths, and legends
- history that is chronological and inclusive of the world's great civilizations
- science that surveys geography, astronomy, meteorology, physical and life sciences
- mathematics that develops competence in arithmetic, algebra, and geometry
- foreign languages, physical education (movement), music and orchestra
- arts- including music, painting, sculpture, drama, sketching
- handwork such as knitting and woodworking
- cooking and gardening

For a more detailed description of the curriculum for each individual grade, please see the curriculum page on our website or speak to your child’s teacher.

Part II: Practical Information

School Hours

School hours are as follows:

- Grades 1 – 8: 8:30 a.m. – 3:00 p.m. Mon. Tues. Wed. Fri.
Thurs. 8:30 a.m. – 2:00 p.m.
- Kindergarten 8:30 a.m. – 12:30 p.m. Mon. Tues. Wed. Fri.
Thurs. 8:30 a.m. – 2:00 p.m.
- **Early Release Every Thursday from 8:30 a.m. – 2:00 p.m.**

Drop-off Procedures

In order to protect the safety of the children, the speed limit at all times in the school parking area is 5 miles per hour. Please drive slowly and carefully around the drop off area while watching for children who may be walking to and from vehicles.

Drop-off for all students begins at 8:00 a.m. Please wait until 8:00am to drop your students off as there is no one to watch your children and the doors will not be open until that time. Kindergarten students begin their day in the kindergarten play area across the parking lot from the main entrance.

A staff member or parent volunteer will be waiting to greet the children as they enter the building. Students enter by the front office. Grades 1-5 go to the gym prior to 8:20am to wait with their classes until the teacher picks them up at 8:20am. Grades 6-8 gather outside of their classrooms upstairs until their teachers let them enter the room at 8:20am. If you park your car and walk your students in, please supervise your children closely in the parking lot and watch for cars. Children are able to go to their classrooms at 8:20 a.m. Classes begin promptly at 8:30 a.m.

Drivers are expected to be nice. They should follow traffic patterns and staff directions. Road rage and unkind behavior have no place at our school. Concerns regarding the driveway and parking lot should be brought to the administration.

Pick-up Procedures:

Parents pick-up students at the curb outside between 3:00-3:20 (2:00-2:20pm on Early Release Thursday).

- Students are called down by family for pickup beginning at 3:00 (2:00 on Early Release Thursday)
- At 3:20(2:20 on Early Release Thursday), all remaining students will be brought into the school and parents should come into the school to pick them up.

Kindergarten teachers will be with their students out front at 12:30 p.m. On early release days, kindergarten will be waiting at the front of the building beginning at 2:00pm.

Important notes:

Please do not line up for pick-up prior to 2:45 on normal days or 1:45 on early release days. We need the driveway open for business traffic and open in case of an emergency.

Please contact the main office if someone other than your child's parent or legal guardian is going to pick up your child from school. Anyone who is not a legal guardian should be on the emergency contact list and must provide a valid ID before your student/s can be released to them. Please keep your emergency contact list updated.

Late Arrival or Early Pick-up

If you arrive at school after 8:40 a.m., please park your car and walk with your child to the office. Students may not go directly to class if they arrive late. In the office, each child will need to log their late arrival before heading to class. Recurring late arrival negatively affects academic achievement and the harmony of the classroom environment, so please plan accordingly.

If your child has an appointment and must be picked up early, please call the office when you are 5 minutes away from the school. We will call your child down to the office. When you arrive on campus, please come to the office to sign your child out.

Cell Phones and Electronic Devices

Please keep electronic games and personal music devices at home. Cell phones and other electronic devices are permitted on school property for safety purposes but should be turned off and stored in students' backpacks or assigned technology bins during the school day. Devices used without permission will be collected and given back to the parent or legal guardian at the end of that day.

School Enrichment Fees

Birchtree Enrichment Fees will be \$150 per student for the 2022-2023 school year; \$175 per student for the 2023-2024 school year; and \$200 per student for the 2024-2025 school year. A yearly review of the data will occur every spring prior to the end of the school year and families will be informed of the fee for the upcoming school year.

Supplies used in Waldorf schools are high-quality specialty items that can last children many years. Since these supplies are not available locally, Birchtree will order them in bulk for families to purchase at a significant discount. We ask that families pay \$150 per child each year. As this money only covers a portion of our total cost, parents may make additional donations to the supply fund if they wish. You make cash/check payments at the school during registration.

Lost and Found

A lost-and-found area will be kept on campus. Please check it regularly, as unclaimed items are donated to charity at the end of each quarter.

Chain of Communication for Parent Concerns

Addressing parent concerns is a high priority at Birchtree and all concerns will receive prompt and thoughtful attention. The health and harmony of our school community depends on all parties taking a responsible and constructive approach to raising and resolving concerns. When raising a concern, it is essential to speak directly to the person(s) involved. Speaking directly may be difficult but it is the most effective way to resolve a concern. When you go directly to the person involved and let them know of your concern you can work together to find a solution.

Chain of communication for concerns regarding classroom issues:

1. Speak directly to your child's teacher and try to find resolution at this level.
2. If you are unable to find resolution after speaking to the teacher, speak to an administrator.
3. All approaches to resolving concerns and conflicts including mediation will be considered, if needed.
4. Our *Conflict Resolution Form* can be found on the school website. Please, use this form to file a formal request for mediation.

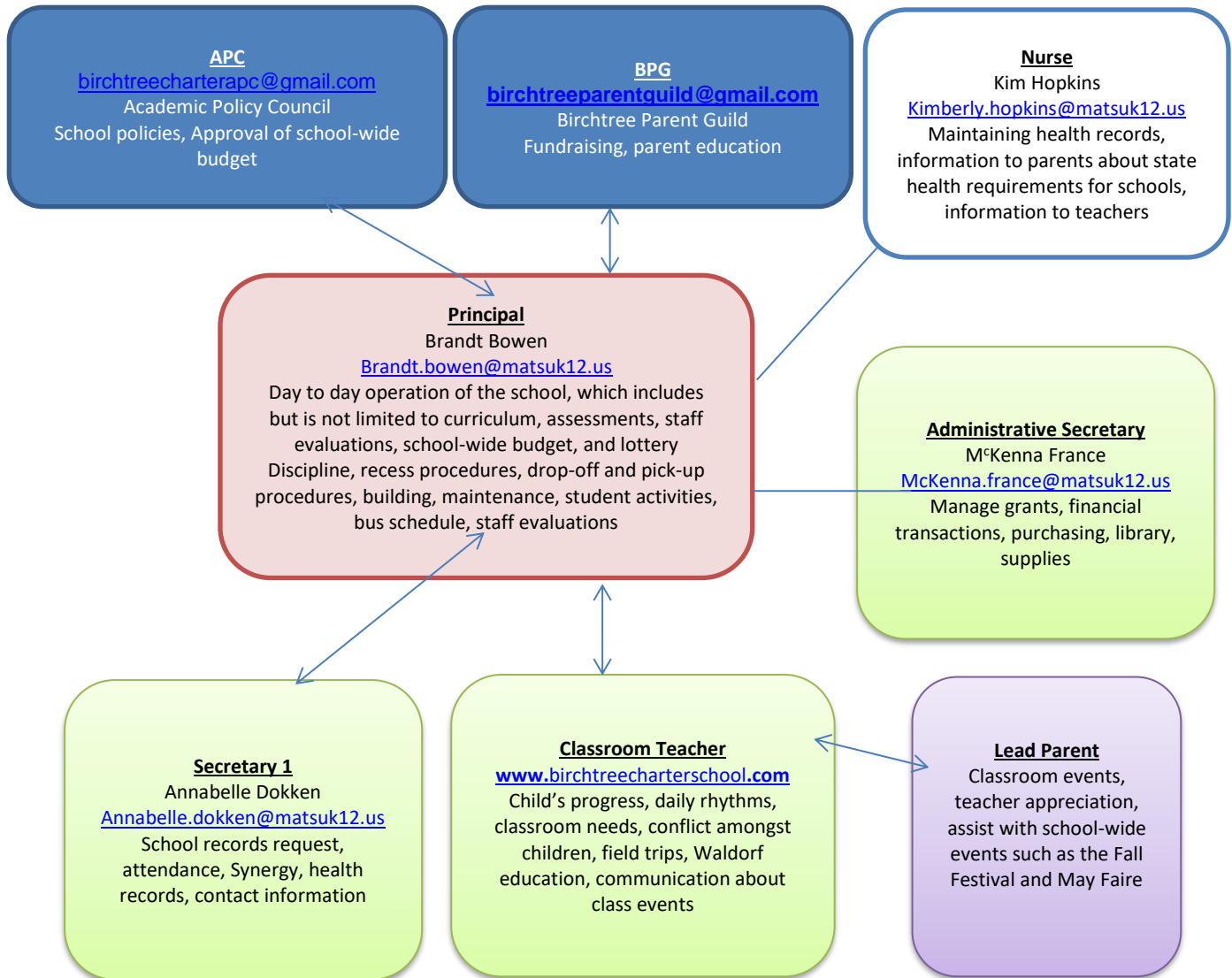
For concerns regarding school operations and policies it is best to contact the principal or assistant principal directly.

Request to Change Teachers:

Waldorf Education places high value on providing consistency throughout the child's elementary and middle school years. Therefore, transferring a child to another teacher occurs very infrequently at Birchtree. If a parent wants to request a change to his/her child's teacher, the parent should make this request in writing to the school Principal and include specific reasons for the request. The principal will consult with the student's teacher and will make a decision taking into consideration the following factors:

- Evidence of the parent's efforts to mitigate concerns directly with the teacher;
- Timing of the request (e.g. prior to the start of the school year vs. during the school year);
- Class size in the classroom that is being requested;
- Other factors as deemed appropriate by the Principal

Whom Do I Ask?



Communication Between School and Home

Birchtree Charter School uses the following methods to communicate with families:

- Email through our Gmail account – birchtreecharterschool@gmail.com
- Newsletters via Smore (we use email from your district online registration)
- Birchtree Charter School website – www.birchtreecharterschool.com
- Facebook private group “Parents at Birchtree”
- Parent/teacher conferences and conversations
- Class meetings/Parent Nights
- Teacher Emails

Homework

At Birchtree Charter School, the objective of homework is to develop a student’s independence and sense of responsibility. Homework is intended to be a purposeful activity, involving meaningful work, and is given in accordance with the developmental model of Waldorf education. One underlying tenet in Waldorf education is that students be provided time each day for physical and artistic pursuits in addition to intellectual work. Homework assignments may include activities that depart from traditional assignments, such as helping to prepare dinner, taking a walk to make specific observations, or handwork.

Regularly scheduled homework can be expected in 3rd grade through 8th grade. While the rigor and time devoted to homework increases at each grade level, the time required to complete homework will vary with individual children.

Will development, original work, and creativity are inherent to Waldorf education. Computers will not be employed for homework until assigned in grades 6, 7, or 8. An exception may be made for students requiring a learning adaptation.

Parents can anticipate homework from specialty teachers as well, beginning in 4th grade.

Parents are expected to support their children’s learning in the following areas:

- **Organization:** build a routine for homework at home to include a consistent time and a quiet place for completing homework.
- **Reading:** read to, listen to, or share reading with their children (depending on their ages) 20 minutes each day
- **German:** ask 4th-8th grade students (only) to teach parents the weekly vocabulary
- **Orchestra:** listen to students in grades 4-8 practice their string instrument on a daily basis. Additionally, attendance and participation at two concerts each school year is mandatory for all 4th– 8th grade students. Only under prearranged circumstances or medical emergencies will alternate assignments be given.

Complete and timely submission of homework is a basic expectation to maintain good standing in relevant subject areas. Students who habitually do not complete homework assignments will not be held in good standing, which may affect their eligibility to participate in extracurricular events and athletic programs.

Student Assessment

In lieu of traditional letter grades, Birchtree Charter School uses many assessment tools to monitor the growth and development of students. These include:

- Standards based report cards
- Standardized assessments such as Measures of Academic Progress
- Portfolios
- Teacher observation
- Oral recitations
- Exhibitions
- Student projects
- Assemblies

Throughout the year, parents are informed of student growth in the following ways:

- Informal conversation with teacher
- Parent nights at least twice a year
- Twice a year report cards (middle and end of the year) - The report cards are standards based. The standards listed are expected to be met by the end of the school year.
- Twice a year parent/teacher conferences (first and third quarter)

Mandated Standardized Tests

Per our charter, Birchtree students will participate in all federal and state required assessments and screeners. These include state testing given annually to students in grades 3-8 and MAP testing for students in grades 3-8. Literacy screenings will be done for grades K-3.

Part III: Attendance and Discipline

Please note that these are the two areas that can lead to a student being dismissed from Birchtree Charter School.

Attendance Policy

As a school, we greatly value rhythm and regularity. Both contribute to our students' individual and collective well-being in ways that are subtle and profound. Little else replaces the experience of lessons delivered as live education, particularly in Waldorf education where learning especially during the main lesson time is primarily auditory and visual.

Expectations for Attendance

1. Class begins promptly at 8:30 and students are expected to be in class by that time. Drop-off time at 8:20 helps to ensure that your child will be ready to begin the school day on time.
2. Per district policy, absences and tardies will be recorded as follows:
 - a. A student who attends less than 3.5 hours will be recorded as absent for a half day.
 - b. A student who arrives after 8:40 will be counted as tardy.
3. Consequences of Chronic Absence
 - a. For students with 8 or more absences at any time during the school year, a written notice will be sent to parents reminding them of our attendance expectations.
 - b. For students with 12 or more absences any time during the school year, a conference will be held via phone call to discuss how to improve the child's attendance at school, including the consideration of other schooling alternatives.

c. For students with 15 or more absences within a school year, a notice of “probationary enrollment” for the remainder of the semester will be sent to parents. A phone call or face to face meeting will occur. For parents who wish to continue the enrollment of their children at Birchtree, parents will be asked to sign an Attendance Contract committing to their child’s improved attendance.

d. Any student who has 20 absences will be dropped from enrollment at either the last day of the first semester (December) or the last day of the second semester (May). Parents may re-enter the lottery for the following year, but any preference for the lottery will not be re-instated.

e. Extenuating circumstances will be considered only for medical issues, child custody issues, and/or family illness. Valid documentation of the issue would need to be provided to the school.

f. Any school sponsored activity such as Battle of the Books or a class field trip if the activity is during the school day would not be considered an absence for the student.

Family Travel

Please attempt to schedule family travel during school vacation times. Family travel is still considered an absence per the attendance policy, however, if family travel occurs during the school year the following criteria needs to be followed to maintain the student’s academic level:

- a. Written notice of at least 2 weeks is provided to the teacher and front office.
- b. A plan is developed with the teacher for the completion of commensurate work.
- c. The plan is completed to the teacher’s satisfaction.

Discipline Philosophy

We believe that children have a right to a quality education in a safe and caring environment. We strive to accomplish this by fostering respect for self and others and by promoting pro-social behavior among our students. Students will be held to the highest standards of conduct in order to maintain a healthy learning atmosphere for everyone.

Any student who chooses to interfere with others’ learning will be held accountable. In order for this discipline program to be consistent and effective, it is important that parents and school staff work together to support each other. Age-appropriate discipline will be the school’s guide. (i.e. Something considered “severe” in an eighth grader’s behavior may not be considered severe for a first grader.)

The Mat-Su Borough School District School Board policy 5144.1 states the following:

Certain student conduct is prohibited because it diminishes the learning abilities of that student or other students in the educational community. Students who fail to conform to the required conduct may be subject to appropriate corrective action. Such action may range from simple discipline to expulsion depending on the nature of the conduct and the potential or actual harm caused by the conduct. Illegal as well as other wrongful behaviors are subject to disciplinary action by the school district.

Expected Behaviors

- 1) **Academic Honesty** – Students will reach their full potential only by being honest with themselves and with others.

- 2) **Attendance** - Students are expected to be in class on time and to make proper use of the instructional setting by assuming the responsibility of being on task and completing all assignments.
- 3) **Proper Attire** – please see guidelines under the dress code.
- 4) **Safety** -Students are expected to honor all safety guidelines, respecting the need for an environment where students are physically and emotionally safe. Students will refrain from bringing the following prohibited substances to school:
 - a. Alcoholic beverages
 - b. Over the counter medications (If a student needs medication, it needs to be turned in to the front office and required forms signed.)
 - c. Drug paraphernalia and illegal substances
 - d. Tobacco
 - e. Weapons (any item used with the intent to do harm or cause fear of harm may be deemed a weapon)
 - f. Replicas of weapons, unless permission to do so is obtained from an administrator or teacher.
- 5) **Respect for others** - Students are expected to treat others with respect and consideration, using polite language with no profanity, teasing or put-downs.
- 6) **Respect for property** - Students are expected to treat the school property and environment with respect and use it responsibly. This includes desks, bathrooms, equipment, books, and materials.
- 7) **Peaceful Conflict Resolution** - Students are to treat others as they would like to be treated. As such, students are expected to choose positive alternatives to physical or verbally abusive confrontations. Such alternatives may include seeking teacher assistance for help in conflict management.
- 8) **Cooperation with School Personnel** - Students will stay within school boundaries and within sight of adult supervision. When instructed to do so students will line up quietly and promptly. Students must obey the lawful instructions of all Birchtree employees.
- 9) **Proper Use of Electronic Devices** – Cell phones, pagers, electronic games, and personal music devices are not permitted at school unless there is prior approval by the principal or teacher. This includes school activities that are off campus. If approval is given for a cell phone, the student must keep the cell phone turned off and, in a backpack, or cubby during the school day. Students may use school phones during and after school to arrange for transportation. District computers are only to be used for educational purposes.

Consequences for Unexpected Behavior

When a student chooses to not follow the rules and guidelines, the teacher or responsible adult will work with the student to help him or her respect the rules and regain self-control. The teacher will complete a behavior form to ensure communication with administration and parents.

Parents and guardians are expected to meet all school and district expectations. Our actions and words set the tone for student learning, and we expect adults to lead by example. We expect disagreements and conflicts to be resolved through our conflict resolution process. This process and the conflict resolution form can be found on the school website:

<https://www.birchtreecharterschool.com/forms-and-applications>.

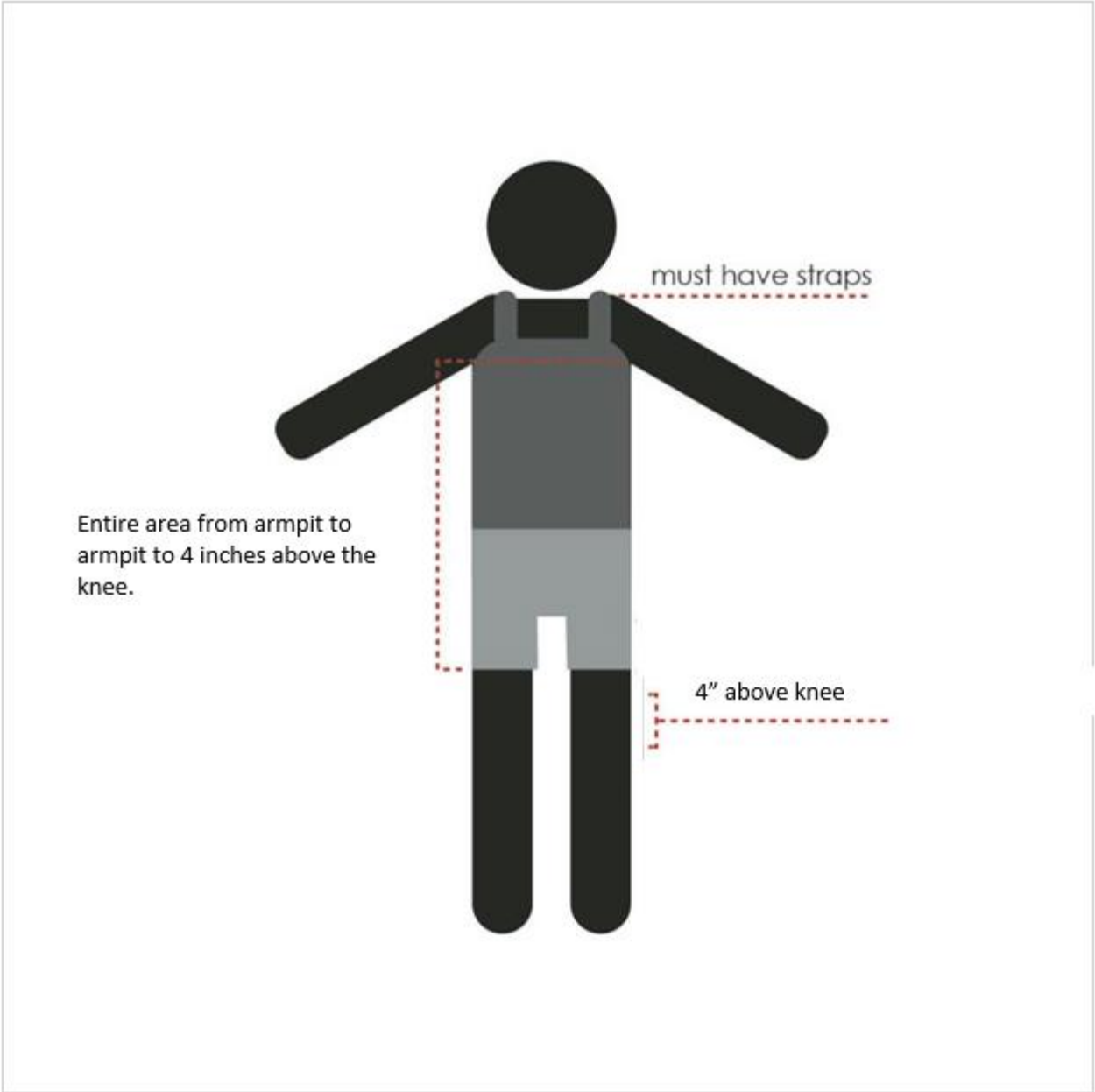
Continual severe discipline issues from students, parents and/or guardians may result in the dismissal of your student from Birchtree Charter School. This will be on a case by case basis with the final decision resting with the principal.

Birchtree's Dress Code Policy

Student dress and general appearance is a shared responsibility among students, parents, and the school. The Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. Additionally, a Waldorf education deliberately attempts to avoid the distractions of blatant branding and media influence. The following minimum standards will be enforced:

- a. We ask families to avoid wearing clothing with media images such as large commercial logos or cartoon characters. Alternatives to the above would be clothing comprised of: solid colors, stripes, polka dots, or patterns. We also ask that all outerwear and accessories (including indoor shoes, backpacks, lunchboxes) also follow these guidelines.
- b. Prohibited clothing includes revealing clothing that is transparent, extremely low cut, blatantly shows visible undergarments, attire with holes above mid-thigh, shirts or tops that do not cover the waist band of pants, leggings, shorts, or skirts (e.g. no portion of the midriff is to be visible).
- c. Spaghetti straps, strapless tops, muscle shirts, off-shoulder shirts are not allowed.
- d. Leggings, athletic tights, yoga pants, are allowed but they may not be transparent.
- e. Dresses, skirts, and shorts must cover the mid-thigh when the student is sitting down.
- f. Clothing and accessories (e.g. notebooks, patches, tattoos, and jewelry) must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive or inappropriate language or images; promotion of products that students may not legally buy such as alcohol, tobacco, electronic cigarettes, and illegal drugs; or anything that promotes harm to another or one's self.
- g. Prohibited items include sunglasses and hats (unless medically required), sleepwear or anything resembling sleepwear.

Any exception to the dress code for special reasons (Upper grades socials, spirit days, class reward, etc.) must be approved by school administration. If a student chooses to wear inappropriate clothing, the student will be asked to meet the dress code. If necessary, the student may call a parent to bring in an appropriate change of clothes. If a student continually violates the school dress code, they will be subject to disciplinary action. The following diagram can help illustrate minimum clothing coverage requirements for all students.



Lunch and Nutrition Guidelines

Students in grades 1 – 8 will need to bring a healthy snack and lunch every day. Please pack a well-balanced lunch focusing on whole and healthful foods, such as whole grains, protein, fruits and vegetables. Kindergarteners need a lunch daily.

A Sample Tool-kit for School Lunches:

- Re-usable water bottle
- Thermos to keep soups warm
- Insulated lunch box with ice pack
- Eating utensils

If your child has special nutritional needs or if you have questions about any of these guidelines, please let your child's teacher know. Food allergies must be listed on the emergency medical form and be made known to the teacher at the beginning of the school year.

The school will call home for the parent to bring a lunch to the student.

Health Guidelines

In case of minor illness, our nurse or office staff, will evaluate the child and notify the parent if he/she becomes worse. The following communicable diseases or conditions require a student to go home, to protect other students:

- | | |
|---|--------------------------------------|
| -Oral temperature above 100 degrees | -Rash of unknown cause |
| -Immunization out of compliance | -Vomiting |
| -Impetigo | -Diarrhea |
| -Severe Cough | -Conjunctivitis (pink eye) |
| -Tuberculin Skin Test (PPD) out of compliance | -Scabies |
| -Positive Covid test | -Any reportable communicable disease |

It is advised that any student with a fever above 100 degrees should stay at home for at least 24 hours from the time the fever resides without the use of fever reducing medications.

As a rule, any student well enough to come to school is well enough to participate in all activities including movement, recess, nature walks, and sports. Missing such activities would require a doctor's note stating the need to miss and then another note reinstating the child's ability to fully participate.

Birthday Celebrations

Each class will have its own birthday protocol to honor students. If you would like to bring in a wholesome snack in celebration of your child's birthday, please check with your child's teacher regarding food allergies. In general, we suggest birthday treats such as popcorn, fruit, vegetables, or homemade goods. Please, avoid artificial dyes and additives as many children are sensitive to these ingredients.

Media Philosophy

We discourage media use in all of its forms (television, movies, video games, computers, etc.) during the school week. In grades K-5 we use computers minimally to meet required state and local assessment requirements. In grades 6-8 we teach keyboarding, research skills, multi-media presentations and the ethical use of technology.

Current research increasingly points to the adverse effects of media and child development. The American Academy of Pediatrics (AAP) and the American Psychological Association (APA)

continue to share research and guidelines to help support parents and caregivers in their attempt to raise well balanced children. In schools as well as the home, we are confronted by many forms of attention deficit disorders and other learning disabilities. We also see a fading of the powers of imagination and wonder. Young children are by nature “doers.” The media expose children to an artificial world that allows no engagement of their own will and imagination. Not only is the nature of the media foreign and directly harmful to the child’s developing brain and inner being, the content of most television programs, video games and movies is glaring in its disregard for what childhood really is meant to be. Because of this, exposure to the media works at cross purposes with what Waldorf education aims to bring.

Therefore, we recommend limiting television, video games or movies to weekends, leaving the school week free for creative learning and other hobbies.

Parent Involvement-Commitment Hours

Each family is required to volunteer a minimum of four (4) hours per month or thirty-six (36) hours per year, per family. This consideration is given so that volunteer time does not become a burden to families with more than one child attending the school. However, families are encouraged and welcome to increase their volunteer time as they are able and willing. Please contact the parent representative of your child’s class to see about volunteering.

Any family who has not met their commitment hours for the year by March 31st will be put on probationary status for the following year. If during the following year this family does not meet the commitment hours by March 31st those students will have to enter the lottery and be selected to reenroll.

Sample Volunteer Opportunities:

- Fundraising
- Supply Purchases for class (\$20 = 1 commitment hour)
- Volunteering in the classroom
- Helping with outdoor site activities
- Building projects around the school
- Sewing projects
- Baking
- Cleaning and organizing
- Traffic/outdoor safety duty
- School store

Contact your teacher for more opportunities.

Lead Parents

Each grade may have 1-2 parents who support the teachers and keep in touch regarding the needs of the classes. This may include setting up a phone tree, organizing class events, helping with class plays, and gathering special classroom supplies. If you are interested in being a Lead Parent please contact your child’s teacher.

Closing

We would like to thank all of you for embarking on this journey with us. Your participation at Birchtree will have a positive impact on your child and the community in which we live. Please do not hesitate to contact any member of the school staff, the Academic Policy Committee, or the Parents’ Guild if you have questions or concerns. We look forward to both the challenges and the exciting learning opportunities this year will bring!