



Dr. Michael Eicher
Principal
John Burroughs Elementary
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

August 12, 2022

Dear John Burroughs Families:

It is with great excitement that I welcome our students and families back to the 2022-2023 school year! I'm proud to be the principal at John Burroughs this year. I join Columbus City Schools with seven years as a school leader. This year promises to be filled with exciting learning opportunities that will engage and motivate your students. At John Burroughs, we are focusing on providing learning environments that maximize the potential for each student's individual success as well as ensuring that each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

We will kick off the school year with an Ice Cream Social on Monday, August 22nd from 3:45pm to 4:45pm. During this time, students and parents will have the opportunity to meet the teachers, review our school schedule, connect to your child's Clever account, and answer any questions you may have.

The first day of school for students in grades 1-5 will be on Wednesday, August 24th, 2022. Students can begin arriving at school at 8:30 am, and breakfast will begin at 8:40 am. At 9:00 am our instructional day begins.

Kindergarten: The first day of school for students in kindergarten is Monday, August 29th, 2022. Kindergarten Readiness Assessments which are required prior to entering kindergarten will be scheduled from August 24th through August 26th by appointment only. Your child's kindergarten teacher will contact you to schedule the appointment. If you have not been contacted by Tuesday, August 23rd, please call the school office at (614) 365-5923 to schedule an appointment. Your child's assessment will take approximately 30 minutes. Orientation for kindergarten families will be on their first day, Monday, August 29th from 9:00 am until 9:30 am. Kindergarten dismissal will be at 3:30 pm. A packet of information including the kindergarten supply list will be provided during the orientation session.

Pre-School: The first day of pre-school is Thursday, September 8th. Your child's pre-school teacher will be in touch with more information about orientation to be held on September 6th and 7th, 2022.

In an effort to have a safe and smooth arrival and dismissal for our students, please assist us with the following procedures:

Arrival—Students will arrive at 8:30 am. Students are not to arrive before 8:30 am as there is no one on duty to supervise them. Please understand there is a window of time to drop off your student(s), anytime between 8:30 am and 8:50 am; this will ensure they get an opportunity to get breakfast and get to class without being tardy.

All walkers and car riders in grades K-5 will enter the building through the cafeteria doors. Students that ride the bus will also enter through the cafeteria doors. The front driveway is a one-way road; so, please follow the signs accordingly. Cars can pull up to the sidewalk, drop off their child, and continue out the driveway. Parking is not allowed in the driveway or along the sidewalk. If you choose to park and bring your child to the door, you must park in a designated space or on the street. Please be mindful of other cars and children around you when driving through the school area. For those walkers who need to cross South Richardson Avenue, please only do so at the crosswalk. In summary,

8:30am Morning begins on the playground

8:40am Breakfast begins in the cafeteria

- All walkers will enter the building through the cafeteria doors.
- All K-5 bus riders will enter the building through the cafeteria.

9:00am The School Day Begins

Dismissal—Students riding a bus: At 3:20 –Bus riders (K-5) will be escorted to the cafeteria and walked to the bus. If buses have not arrived, students will remain seated in the cafeteria.

Students who walk/ride a bike will be released at 3:25 pm from the locations listed below: This is also the location in which parents/guardians intending to meet their students will pick them up. The crosswalk at South Richardson will be supervised and any K2 student remaining at 3:40 pm will be escorted to the library.

PK, K (Larkin, Steggeman, Limmer)	Northwest door
K, 1st grade (Rhoades, Taylor)	Northeast door
1 st grade (Haas, Simon)	Sullivant Avenue door
2nd/3rd grade	Playground
4th grade	Southwest main building door
5th grade	Cafeteria north door

Thank you in advance for your cooperation with these dismissal procedures. As always, we want to maintain a safe environment for all our students.

Attendance—Please use the attendance email to report absences. Submit absence and doctor's notes by taking a photo of the document or scanning it and attaching it to the email. The attendance email is checked daily. The attendance email address is: <attendance.burroughs@columbus.k12.oh.us>. Parents may also call the school at (614) 365-5923 at any time of the day or night and leave a message on the school voicemail. If your child becomes sick at school, a responsible adult will need to pick him/her up within 30 minutes. We ask that students not be signed out between 3:00 and 3:30 pm. A valid state driver's license or ID is required to pick up a student and to be inside the school.

Parent Portal access: If you don't have Parent Portal access, please email <parentportalaccess@columbus.k12.oh.us> with a picture of your ID. You will need

your ID and email address for you to activate your account. It is very important to keep your telephone number and email up to date. You may email updated phone/email information to your child's teacher or Ms. Tucker at the school email burroughses@columbus.k12.oh.us. All information can also be updated through the Parent Portal.

Chromebooks: If your child has a damaged Chromebook, please send it to school with them. An attempt will be made to repair the Chromebook and/or a new one will be issued.

Family Resource Fair: Before CCS heads back to the classroom, families are invited to one of the largest back-to-school celebrations in the city! Join us **Saturday, August 20, from 10 a.m. to 3 p.m.**, on the campus of Fort Hayes Arts & Academic High School for the CCS Back-to-School Family Resource Fair. [Visit the Family Resource Fair page for more information.](#)

Supply Lists: Are listed below by grade level.

Again, I want to express to you how excited I am to be at John Burroughs Elementary School and to once again be part of such a fantastic, parent supported, learning community. If you have any questions, please feel free to contact me at school (614) 365-5923 or by email at <meicher@columbus.k12.oh.us>. Enjoy the rest of summer break!

Respectfully,

A handwritten signature in blue ink that reads "Michael D. Eicher, Ed.D.".

Dr. Mike Eicher
Principal
Burroughs Elementary School