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**Walnut Grove Elementary**

**Parent / Student Handbook**

**75 Taylor Road**

**Suwanee, GA 30024**

**770-513-6892**

**Disclaimer:**

**The officers, employees and officials identified in this procedure/process/practice/manual/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure/process/practice/manual/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.**

**PARENT & STUDENT HANDBOOK**

**GWINNETT COUNTY PUBLIC SCHOOLS MISSION STATEMENT**

 The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

**GWINNETT COUNTY PUBLIC SCHOOLS VISION**

 Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

**WALNUT GROVE ELEMENTARY MISSION STATEMENT**

The Mission of Walnut Grove Elementary is to pursue excellence through the alignment of a quality instructional focus and rigorous instruction resulting in academic growth, measured improvement, and the development of student leaders.

**WALNUT GROVE ELEMENTARY VISION**

 The vision of Walnut Grove Elementary is to foster excellence through academic success and leadership development.

**WALNUT GROVE MOTTO**

Achieving Excellence, Developing Leaders

**WALNUT GROVE PARENT-TEACHER ASSOCIATION (PTA)**

**Walnut Grove Parent-Teacher Association (PTA)**

The Parent-Teacher Association is an active part of our school. Please show your support by joining the Walnut Grove Parent-Teacher Association. All PTA programs, activities, and functions are designed to enhance the learning experience for all students.  If you would like to get involved with the Walnut Grove PTA, please contact the school or email ptawges@gmail.com. The PTA officers are posted on the Walnut Grove Website.

**WALNUT GROVE SCHOOL COUNCIL**

 The Walnut Grove School Council is designed to be an advisory board that brings communities and schools closer together to: improve academic achievement, solve difficult educational problems, provide support for teachers and administrators, and bring parents into the school-based decision process. All parents are invited to attend school council meetings. Check the Walnut Grove News for meeting dates.

**Names of the Walnut Grove School Council members are posted on the Walnut Grove Elementary website.**

**SCHOOL CALENDAR**

**Important school dates are posted on the Walnut Grove Elementary website.**

**WALNUT GROVE POLICIES AND PROCEDURES**

**ABOVE ALL**

 **Above all, it is critical that parents/guardians update the school with current phone and address information for the safety and well-being of their children. Parents should notify the school in writing if any changes in contact information occur during the year.**

**ATTENDANCE**

***School Hours***

8:50 am – 3:20 pm

***Arrival***

Students may enter the building starting at 8:20 am. Parents should not drop off students before 8:20 am. We cannot guarantee adult supervision until 8:20 am.

***Attendance***

Parents support the academic success of students by ensuring that students attend school each day. In accordance with the State Attendance Rule 160-5-1-.10 states that students will be excused from school under the following circumstances, as a minimum.

* Personal illness or attendance in school endangering a student’s health or the health of others.
* A serious illness or death in a student's immediate family necessitating absence from school.
* A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
* Observing religious holidays, necessitating absence from school.
* Conditions rending attendance impossible or hazardous to student health or safety.
* A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
* Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
* A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence.

**All absences require a written note from the parent or guardian upon the student’s return to school.** Parents need to send in a note or doctor's excuse to the teacher stating the reason for a student’s absence within five (5) days of the absence. **After this time, absences will be listed as unexcused**. Only check ins/outs for the above reasons will be excused. All other reasons, including vacations, are considered unexcused. Students checked out before 12:10 pm will be counted absent for that day unless they return to school. Students must attend school for a total of three (3) hours and 20 minutes in order to be counted present for the whole day. The school counselor or an administrator will address repeated absences, tardiness or early check outs. **Please review the GCPS attendance policy in the GCPS Student Handbook.**

***Tardiness***

Students are tardy if they are not in their classrooms by the 8:50 am bell. Parents of tardy students must park in the car rider parking lot and accompany students into the school for check-in purposes. The front driveway is reserved for bus transportation until 9:00 am.

**CHECK IN / OUT OF STUDENTS**

***Check In (late)***

Parents support learning by helping students arrive at school on time each day. **Students arriving after 8:45 am must be accompanied by a parent to the welcome desk to check in.** Students will be issued a pass before reporting to class.

***Check Out***

For the safety of students, it is necessary to present picture identification at the time of check out. Relatives, neighbors, or others will be allowed to check out students only if written parent/guardian authorization is on file and has been verified. Teachers will be notified by the office to send students to the atrium for check out. If there is an emergency, please inform the office staff and arrangements will be made for immediate assistance. **Check outs are not permitted after 2:45 pm.**

**BIRTHDAYS**

**Treats of any kind (cupcakes, cakes, cookies, etc.) may NOT be provided for birthday celebrations. This also includes**:

* balloons, candles, flowers, party favors, goody bags, or any other things that will disrupt the instructional day.
* birthday party invitations cannot be distributed at school.

However, you can celebrate your child’s birthday by purchasing a Walnut Grove Birthday celebration package for $35 that includes:

* Hooray! Hooray! It's Your Birthday Certificate displayed outside child’s classroom.
* Birthday announcement on the school news.
* Ice Cream for classmates & teacher.
* Birthday sticker for your child to wear on his/her special day!

Pay online using mypaymentsplus.com (preferred), or **CASH** for in-school payments will be accepted.

* **Note**: **A five (5) school day notice is required.**
* **No orders will be accepted after May 1, 2024.**
* **All birthdays occurring after May 1, 2024, through the last day of school will need to be paid before the May 1st deadline.**
* Ice cream choices: Birthday Cake and Juice Rush.
* We take care of all deliveries**. No refunds on birthday packages**. If child is absent, we will deliver on the next available date.
* Hooray! Hooray! flyers can be downloaded from school website.

And / Or

Celebrate your child’s birthday in lights for only $15. Wish your child a Happy Birthday on the digital marquee in front of Walnut Grove Elementary School. Student’s name will appear on the sign throughout the day of their birthday. Due to space limitations, the HAPPY BIRTHDAY message will remain the same, only the student’s name will change.

* Order forms **must be submitted no later than 5 school days prior** to your student’s birthday.
* Payments can be made on MyPaymentsPlus.com.
* Birthdays celebrated over any school break (ex. holiday or summer) will be displayed on the student’s birthday. Students with a summer birthday will need to be paid before the last day of school in May.

**BUS TRANSPORTATION**

**All students in Gwinnett County are provided free bus transportation contingent upon proper conduct. Failure of students to comply with bus rules may result in one or more days of suspension from the bus or other consequences as determined by the principal. Each student must have a GCPS issued bus tag attached to his/her bookbag at all times. Bus tags should not be removed nor damaged. Repeated incidents of loss or damaged tags may result in an administrative consequence.**

Students eligible to ride a GCPS bus are allowed one address for morning service and one address for afternoon service. Students must ride the bus they are assigned and will only be permitted to get on and off at their assigned stops. **Bus tags will be distributed at the beginning of the school year.** Students will not be allowed to get on the bus without a bus tag. Due to the importance of the bus tag, each student is responsible for taking care of his/her bus tag. Change of transportation notes must be received in our office by 2:00 pm on the day of the change in order for the appropriate pass to be issued. The note should include the following information: student’s name, teacher’s name, exact street address of the location he/she will be going. Additional information about GCPS School Bus Safety Guidelines and Safety Procedures can be found in the GCPS Student/Parent Handbook. If you should have questions or concerns about bus routes or pickup and drop off times, please call and leave a message for the Collins Hill Cluster Bus Supervisor, at 678-985-3598. If you should have questions or concerns involving student behavior on the bus, please call and leave a message for an administrator at 770-513-6892.

**CAFETERIA**

**(*FAST FOOD AND SOFT DRNKS ARE NOT ALLOWED IN THE WALNUT GROVE CAFETERIA*)**

Cafeteria Manager: Kenny Efford: 770-513-6888

***Breakfast***

Students must arrive at school by 8:30am to be served breakfast. The cost of breakfast is **$1.50 for students and $2.50 for adults.** Students who qualify for Free or Reduced Lunch will automatically qualify for Free or Reduced Breakfast. Students are not permitted to charge breakfast.

**Prices above are for the 2023-2024 school year.**

***Lunch***

A well-balanced lunch is offered daily in our cafeteria. $2.25 student lunch $4.00 adult lunch

**Prices above are for the 2023-2024 school year.**

***Ice Cream***

Ice cream will be sold for $1.00 cash on Fridays only. Orders must be made and paid for by student before 9:15 am with their classroom teacher. No money will be accepted at the front desk.

***Lunch from home***

Students may bring lunch from home and purchase milk ($.40) or bottled water ($1.25) if desired. Please do not send soft drinks to school.

***Free and Reduced Lunch***

Free and Reduced Lunch applications are available in the cafeteria office and on the Walnut Grove website. Applications must be made at the beginning of EACH school year. Charges incurred prior to approval of applications are the responsibility of the parent or guardian.

***Lunch Payment***

Lunch may be purchased daily on a cash basis or on a pre-paid basis at any time. Cash and checks should be placed inside a sealed envelope. The outside of the envelope should have student name, teacher name, and student ID number. Please send a separate check for each student. If you sent in one check for multiple students, please provide the names of the students and how much money to put on each child’s account.

***Prepay Program***

Parents may also prepay lunches at **www.mypaymentsplus.com**. Parents may also sign up to receive emails regarding account balance.

In addition there is an app for mypaymentsplus for use on your smart phone or tablet.

***Lunch Charges***

Parental assistance is appreciated in reminding students to bring lunch money and checking with them about when additional payments are needed. Our school system has adopted a policy that governs students’ charges. Only two charges are permitted. After the third charge, the parent will be contacted by the lunchroom manager to inform parents of the student’s current payment status and the need for immediate payment. No student will go without lunch. The cafeteria will provide the student an alternate lunch (e.g., peanut butter and jelly sandwich along with white milk) until the student’s account has been made current. We welcome parents and guests to eat with students and enjoy a cafeteria-prepared meal. However, the name(s) of any lunch guests must appear on the Student Information card at the Welcome Desk. Parents need to specify who can eat lunch with their child. The names of any possible lunch guests can be added when completing online registration, or parents may send in a signed/dated note with the name of guest(s) who may have lunch with their child. Parents are asked to communicate with teachers regarding plans to attend lunch. Parents/Guests need to sit at Guest Tables with their child; however, other classmates need to eat lunch with the class. If there is no room at the Guest Table, please ask the monitors/teacher for directions on where to sit during lunch.

***Sharing of Food***

**Sharing of food among students is not permitted at any time**. Some of our students have severe food allergies or other medical issues. Eating, touching, or smelling the wrong food can cause severe and possibly life-threatening reactions for some students.

***Cafeteria Behavior Expectations***

1. Use good manners.
2. Follow the directions of the monitor/adults.
3. Use inside voices when speaking.
4. Be silent when standing up or in line.
5. Clean up after yourself. Pick up your trash on the table and floor.

**CAR RIDER/WALKER INFORMATION**

***Car Riders* (Please refer to the car rider information packet for more detailed information).**

**Morning Procedures**: The car rider lane is open from 8:20 am – 8:40 am.Parents arriving **after 8:40** am need to park in the side parking area and walk with students to the front entrance of the school to check in**.** Students should never be dropped off without an adult present. **Students eating breakfast at school should arrive by 8:30 am. This will allow students time to eat breakfast and begin learning at 8:50 am.**

**Afternoon Procedures:** Students are dismissed from classrooms at 3:20 pm. Parents may pick up their students by driving through the car rider line located in the large parking lot to the right of the building. Car rider pick up will remain open until 3:40 pm. After that time students may be picked up from the school front office.

***Walkers***

**Morning Procedures:**  Students walking to school may enter the building through the front doors at 8:20 am when the school day begins. A staff member will monitor crosswalks until 8:35 am. Students who are not able to arrive at the crosswalk by 8:35 am should use an alternative method for transportation such as bus transportation or car rider.

**Afternoon Procedures:** Walkers will be dismissed at 3:20 pm and will exit the building at 3:25 pm escorted by a staff member**. Kindergarten students must be met at the crosswalk by parent or designated responsible person.**

**CHANGE OF ADDRESS OR PHONE NUMBER**

 For your student’s safety and in the event of an emergency, updated contact information is required. Please notify the main office in writing of ANY changes in address or phone numbers. Proof of residency for the new address must accompany all address changes.

### CLINIC

 Parents will be called to pick up students if they have been injured or have a fever of 100.3 F or above. When students are ill or running a fever, they should not be sent to school. This presents a risk of infecting other students. Students who have fever, vomiting, diarrhea or any infectious condition should not return to school until they are symptom-free or taking antibiotics prescribed by a physician for at least 24 hours.

 The clinic worker does not diagnose illness nor make recommendations about treatment. The clinic worker will clean scrapes and bruises, take temperatures, give out medication with written permission, and call parents if students need to go home. To insure the safety of all students, the following guidelines will be followed regarding the administration of medications:

1. All medication must be brought to and from school by the parent/guardian. All medications (prescription and non-prescription) must be taken directly to the clinic by the parent/guardian for safekeeping. Students may not transport medications. An Administration of Medication Request form must accompany all medication. This form can be obtained from the clinic. Medication cannot be kept in the classroom.
2. All medications must be in the original, childproof container. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. will not be given. Parents should check with a family physician regarding the need for medications to be administered during school hours.
3. Parents may send in a dated and signed note with directions regarding use of cough drops at school. Parents must limit the number of cough drops to the maximum number that can be given in one day.

**COMMUNICATION**

Communicating effectively is a priority at Walnut Grove. There are a number of ways we communicate with parents and our community throughout the school year.

***Classroom Communication***

Each teacher establishes a system for communication of students’ academic and/or behavioral progress (Friday folders). In addition, teachers share information about classroom activities and events with parents. Teachers review these communication systems with parents at the beginning of the year. GCPS Parent Portal and Walnut Grove Website are examples of communication methods.

***Curriculum and Instruction Communication***

Parents may access GCPS curriculum information through the school system’s website at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us/). The AKS outline teaching and learning expectations for each grade level. In addition, the school and teachers will provide more specific curriculum information as appropriate.

***Email and Internet Communication***

Parents can learn more information about our school from our website ([www.wges.org](http://www.wges.org/)). Teachers have an opportunity to review their e-mail before school and after school. Teachers will respond to emails within 24 hours; however, confidentiality issues may necessitate that a teacher call parents rather than respond via email.

***Parent-Teacher Communication***

**Concerns about your student should first be addressed with the teacher.** Parents can email teachers directly and/or leave messages for teachers at 770-513-6892. Teachers are unable to check for messages during the school day; however, they have an opportunity to review messages before school and after school. Teachers will return calls within 24 hours.

***Parent-Teacher Conferences***

Early Release conferences are scheduled twice during the school year using a digital sign up. These dates are posted on WGES website. Additional conferences may be scheduled as needed. Call 770-513-6892 for additional information.

***Walnut Grove Communication***

We strongly suggest parents sign up for a mypaymentsplus.com account. We use this for orientation agreements, events, dues/fees, and more information. Information on how to register can be found on our website. Monthly newsletters may be found on our website <http://www.gcpsk12.org/walnutgrovees>. Walnut Grove also utilizes ParentSquare, Facebook for emergency notifications, reminders, and important school messages.

**DIGITAL LEARNING DAYS**

Four (4) Digital Learning days have been scheduled for the 2023 – 2024 school year. These days are scheduled to take place on (Friday, September 15), (Friday, November 3), (Friday, February 2) and (Friday, March 15).

**DRESS CODE**

Walnut Grove Elementary School is a learning environment. Therefore, it is important that all students dress appropriately for the school setting. **It is essential that students respect the learning environment by being appropriately dressed for school.**

 General Guidelines:

* **Hats/Headgear** is prohibited at school. This includes, but is not limited to: caps, hats, hoods, bandanas, wave caps, sunglasses, sweatbands, or any other head covering. **The exception is a School Hat Day.**
	+ There may be exceptions for religious or medical reasons to be granted by the principal.
* Health regulations and safety factors require **shoes** to be worn at all times. **Students are required to wear tennis/athletic shoes and socks on PE days for safety reasons and the care of the gym floor.**
* Shoes should fit properly and the heels should not be too high for safety reasons. Students may not use wheels on shoes while on school property.
* No **clothing** with offensive language, pictures, inappropriate slang, or alcohol/drug advertisements will be permitted. No student clothing or accessories shall be worn that are disruptive or have caused past disruption to the school environment.
* **Undergarments** should not be visible at any time.

Students not following this dress code will be sent to the office to call home for a change of clothing. **Administrators will review each violation.**

**Spirit Day is every Friday. Students, staff and parents are encouraged to wear Walnut Grove spirit wear or school colors of green, silver and white. We celebrate school pride every Friday.**

* **Exceptions to the Walnut Grove Elementary School dress code may be made by the Principal or his/her designee for specific reasons.**

**FORGOTTEN OR LOST ITEMS AND PERSONAL PROPERTY**

***Forgotten Items***

In order to keep classroom interruptions to a minimum, please bring forgotten items to the Welcome Desk. We will make sure the items get to your child. Please help students learn to be responsible by checking to be sure they leave home with all of the necessary items for the day.

***Lost and Found***

A large number of lost and found items (i.e., jackets, sweaters, lunch boxes) accumulate throughout the school year**. Personal items including clothing should be labeled with student names.** A lost and found rack is located outside of the cafeteria**.** Unclaimed items will be donated to a local charity at designated time during the school year.

***Personal Property***

**The school is not responsible for personal property items that are lost or stolen**.

Students should not bring large sums of money, expensive jewelry, sentimental belongings, toys, nor electronic devices such as radios, cameras, IPODs, MP3 players, E- readers, tablets, and hand-held computer games to school. Cell phone use is not permitted during school hours. Cell phones brought to school for other purposes are to be turned off and kept in book bags during the school day.

### GWINNETT PARENT PORTAL

Parents can check student progress throughout the grading period on the Gwinnett Parent Portal. Parents may register for access to student’s attendance, grades, course history, test history, schedules, and discipline by completing a Parent Portal registration form. Parents need to present driver’s license for verification. An email will be sent with a token/password that will be needed in order to log on to the portal at **go2.gwinnett.k12.ga.us**.Parents and students may also download **ParentVUE** and **StudentVUE** mobile apps for student information.

### GRADING

### *GRADES*

Student grades can be accessed through the Parent Portal. Teachers update their gradebook on a weekly basis but not always immediately following an assignment or assessment. Specific questions or concerns regarding grading should be addressed with the teacher.

### *REPORTING TO PARENTS*

### Elementary report cards describing student progress are sent to parents every semester. Students’ grades reflect their achievement of the Gwinnett County curriculum (AKS) at their grade level. In addition, parents will receive progress information during designated conferences (one per semester). Students are promoted to the next grade based on achievement of Academic Knowledge and Skills and at certain grades (3-5), achievement on specific state assessments. Grading scales for each grade level are as follows:

|  |  |
| --- | --- |
| **Grades K & 1** | **Grades 2 -5** |
| E = Surpass Standard | A = 90-100 Excellent Progress  |
| S = Satisfactory | B = 80-89 Above Average Progress |
| N = Needs to Improve | C = 70-79 Average Progress |
| U = Unsatisfactory | U/F = 0-69 Unsatisfactory Progress |
|  |  |

**Grading Scale for Special Areas and Health**

All students, kindergarten – fifth grade, will receive a grade for special areas including art, music, physical education, STEM, computer science, and health. The following scale will be used for conduct/effort:

 E = Surpass Standard

 S = Satisfactory

 N = Needs to Improve

 U = Unsatisfactory

Teachers will also evaluate the conduct/effort of each student based on the established school rules found in this Parent/Student Handbook and will communicate misbehaviors and areas of concern through the Special Areas Parent Communication Reports. **Students are required to wear tennis/athletic shoes and socks on PE days for safety reasons and the care of the gym floor.**

***RE-TESTING***

More information will be provided from your child’s teacher during Curriculum Night. Parents should contact classroom teacher regarding any questions or concerns.

**GUIDANCE**

Our school counselors works with students at every grade level. Our counselors support the academic environment by providing classroom lessons in areas such as problem academics, career and social and emotional learning. Our school counselors also work with students in small groups as well as individually at the request of the student, teacher, or parent. Our counselors are available for consultation to all Walnut Grove parents.

**HOMEWORK**

Homework is used to provide students additional time and opportunity to practice, extend, apply skills, or to review new learning. Each student is expected to spend some time in addition to regular class instruction to achieve satisfactory work. Homework expectations will be discussed during Curriculum Night. Parents should contact classroom teacher regarding any questions or concerns.

**INCLEMENT WEATHER**

Our school occasionally is delayed or closed due to inclement weather. Official information will be available on Gwinnett County Public Schools website [**www.gwinnett.k12.ga.us**](http://www.gwinnett.k12.ga.us)**, GCPS Facebook page,** and **www.wsbradio.com** (AM 750 or 95.5FM). In order to ensure the safety of all students and less confusion on these days, parents are asked to monitor WSB television and radio for updated information. Walnut Grove utilizes GCPS School Messenger for emergency notifications, reminders, and important school messages.

### INSTRUCTIONAL MATERIALS

### The fine for replacing a consumable workbook is $10.00. The fine for replacing a book from the Bookroom collection is $8.00. Fees will be determined for damages to other instructional materials on a case by case basis including Chromebooks and other technology.

**MAKE UP WORK**

The general rule regarding makeup work is to allow one day for each day of absence if work was assigned on date of absence. Absences shall not penalize student grades if the following conditions are met

1. Absences are justified and validated for excused reasons.

2. Make-up work for all absences is completed satisfactorily.

### MEDIA CENTER

The Walnut Grove Media Center is open every school day from 9:30 am till 3:00 pm for book check-out. Kindergarten may check out one book at a time, first grade may check out one book at a time during first semester and two books during second semester, second graders may check out two books at a time and third-fifth graders may check out three books at a time. Students may check out books for two weeks.

Students are expected to use proper care with books. Extra caution should be used with books by students who transport food/drinks in backpacks. Books should not be shared with others, especially younger siblings, to prevent damage or loss. Students may not check out additional books if any book is 30 days overdue, lost or damaged beyond repair. The fine for a hardback book is $15.00 and the fine for a paperback book is $5.00. Damaged books are sent to the County Processing Center. Hardback books with damage that can be repaired will be charged a fine of $5.00. If a lost book is returned in good condition, a refund will be issued by check and sent to the address on file or refunded to the credit card associated with the mypaymentsplus.com account. Once the fine is paid, student check out privileges will be resumed.

The Media Staff is always available to assist those who need help. More information about the Media Center program is available on the Walnut Grove Website at [www.wges.org](http://www.wges.org).

**MEDIA RELEASE**

Walnut Grove Elementary School may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year. Those developed by Walnut Grove students, staff, GCPS personnel and/or commercial enterprises may include but are not limited to photographs of students and activities, slide/tape presentations, videotapes of students and activities, computer-generated presentations which may incorporate scanned photographs and video clips, computer-based productions transmitted via telecommunications, web pages, etc. Please understand any such materials become the property of the local school or district and may be used by the school, district or others with their consent, for educational, instructional or promotional purposes determined by the district in formats now existing or created in the future. Each year, parents who opt out of media permission for their child have an opportunity to state this on the media release form. **Parents must write a letter to opt out per GCPS handbook. Parents should refer to the GCPS Student/Parent Handbook for more information.**

**Opting out of the media release and/or directory information will result in your student’s picture not being included in the yearbook.**

**PARENT INVOLVEMENT**

***PTA***

The Parent-Teacher Association is an active part of our school. Please show your support by joining the Walnut Grove Parent-Teacher Association. All PTA programs, activities, and functions are designed to enhance the learning experience for students. If you would like to get involved with the Walnut Grove PTA, please contact them at wgeaglespta@gmail.com or connect with them on Facebook – Walnut Grove Eagles PTA.

***BoxTops***

There is an app for the BoxTops for Education program. Please visit <https://boxtops4education.com> for information on downloading and using the BoxTops App. Each BoxTop symbol earns 10¢ for the school.

 

***Visitation of School and Classrooms***

**No pictures or videos are to be taken while on school grounds.**

Parents are welcome to have lunch with their child. Please allow extra time as individuals entering the school will only be allowed to enter one family at a time in order to follow our safety protocol. Depending on the number of individuals trying to enter the school will determine the amount of time this will take. When visiting the school to have lunch with your child, please remember that no Fast Food and Soft Drinks are allowed in the cafeteria and the only place you may go in the building is the cafeteria. Also, remember to sit at the visitor’s table for lunch. During testing windows, special occasions and other school events, it is possible that your child’s lunch schedule will be changed. Please contact your child’s teacher or call the school to verify your child’s lunch schedule.

To ensure the safety and confidentiality of our students, Gwinnett County Public Schools limits classroom visitors during school hours to parents/guardians of current students, other family members of current students who are approved by the student’s parents/guardians, and those persons invited by the Gwinnett County Public Schools for official business. Gwinnett County Board of Education Policy states that parents and visitors will need to make an appointment to visit their child’s classroom. Classroom visits are limited and not to exceed one instructional segment. Parents need to contact an administrator to arrange for a classroom visit.

All visitors with legitimate business on school grounds must follow the appropriate process to enter the building and must register their visit by signing in on the computer located at the Welcome Desk. Visitors are given a badge to wear. The visitor’s badge must be clearly visible while on campus. Before leaving school, visitors need to return to the Welcome Desk to sign out.

***Messages***

Parents may contact teachers via email or call the front office to leave a message (770-513-6892). Parents wishing to schedule conferences should contact teachers directly to schedule a meeting during non-instructional times (before school, after school, or during teacher planning time). Parents can access email addresses on the website <http://www.gcpsk12.org/walnutgrovees>.

**PARTIES**

***Classroom Parties***

Each classroom may have two parties per year – one Winter party and one End of Year party. PTA room representatives will coordinate these parties with teachers and parents. Parties are not permitted for any other occasion so that instructional time can be protected.

**REGISTRATION, RECORDS, AND WITHDRAWALS**

***Registration***

See Walnut Grove Elementary School website (<http://www.gcpsk12.org/walnutgrovees>) for registration information.

***Records Release***

Copies of a student’s educational record may be transferred to officials of other school systems in which the student seeks to enroll. Unless parents express at the time of enrollment in the Gwinnett County Public School a need for additional notice of transfer of student records, the transfer of records to the enrolling school or school system will occur without further notice.

***Parental Rights***

Parents may request the opportunity to inspect and review their student’s records by contacting an administrator. Requests for copies of records require a twenty-four hour notice.

### *Withdrawal*

### Parents should notify the school and complete a withdrawal form with the name and address of the new school when their student is withdrawing. A parent signature is required on this form. It is helpful to have at least a twenty-four hour notice when a student withdraws. This gives the teacher time to enter grades, determine if all textbooks, library books and technology devices have been turned in and all fees have been paid. If such notice is not provided, we will need additional time to provide parents with withdrawal information necessary for entrance into another school.

**SAFE SCHOOLS PLAN**

Scheduled fire, tornado and disaster drills are held throughout the school year as part of the Walnut Grove Safe Schools Plan. All staff members receive instructions regarding emergency procedures each year. Instructions are posted in each classroom and in key locations throughout the building indicating how to exit the building in case of a fire and where to go in case of a tornado. Drills are conducted regularly to practice emergency procedures. There will be no release of students in the event of an emergency until the situation is resolved as determined by the principal.

**STUDENT BEHAVIOR AND MANAGEMENT**

The goal of student management is to provide a safe, learning environment for all members of the school community. We achieve this goal by using a school-wide discipline system focused on helping each student learn to take responsibility for his or her behavior choices and expecting each student to demonstrate consistently appropriate school behaviors.

**School-wide Expectations**

The Gwinnett County Public Schools Student Conduct Behavior Code serves as a foundation for our school-wide discipline plan. The following rules apply when a student is on the school grounds, off the school grounds at a school activity, function, or event, and in route to and from school.

Parents and students are responsible for reviewing the Gwinnett County Public Schools’ Student/Parent Handbook, signing the response form and returning it to Walnut Grove Elementary School within ten days of receipt of book. Parents may also acknowledge and sign the handbook electronically using mypaymentsplus.com. If a student receives a GCPS referral, an administrator or teacher will contact the parent using available contact information. A GCPS referral becomes part of the student’s permanent record.

**STUDENT LEADERSHIP**

***Student Council***

Student Council gives members an opportunity to serve as student leaders and participate in community service projects. Student Council members share ideas regarding their school environment. Student Council meetings are held throughout the year. Meetings are held monthly to provide continuous training on becoming effective leaders. Fourth and fifth grade students are eligible to run for officer positions. Fourth and fifth grade students elect officers. A student council representative is selected from each third through fifth grade classroom.

***Eagle Team***

Eagle Team gives members an opportunity to serve as student leaders and serve as ambassadors during the school day and special events. Eagle Team members also assist with hall and flag duty. Meetings are held to provide continuous training on becoming effective leaders and ambassadors for Walnut Grove. Fourth grade teachers nominate students at the end of fourth grade year for consideration for Eagle Team. After nominations are received, a selection committee makes the final decision.

## STUDENT RECOGNITION

## Walnut Grove students are recognized in a variety of ways throughout the year for academic excellence, attendance, and good citizenship. We recognize students and support their worth, value and dignity as individuals. How students are recognized will be determined by the Student Recognition Committee.

**TECHNOLOGY**

***eCLASS***

* The Parent Portal encourages the home-school connection by offering the parents a location to :
	+ Access grades
	+ Access attendance, discipline records and program information
	+ Access course history for student
	+ Access standardized tests results
	+ Email teachers
	+ Find information about student textbooks and library materials
	+ Check MyPayments Plus balance information (school lunch balance)

To open a Parent Portal account, complete the registration form available at school. This form must be returned in person to allow the school to verify your identity.

* The MY eCLASS (Student Portal) provides students with access to a number of resources including:
	+ Google Workspace for Education (Google Classroom)
	+ C & I Course Pages that extend class online with information about assignments, a place for discussions, and other resources to help students.
	+ eTextbooks that correspond to the individual student’s class schedule.
	+ A Media Catalog specific to our school.
	+ An Online Research Library that includes general reference materials, ebooks, and databases full of learning resources that are organized by school level.
	+ Additional digital resources such as links to websites like Classworks, leveled readers, and math activities that all support what students are learning.
	+ Grades for classes.

All MY eCLASS resources are available with a single sign-on. Students log into My eCLASS using their GCPS student number and the password they use to log in to the computer at school.

**TESTING**

**Standardized Testing Administration Dates will be communicated when made available.**

**TRANSPORTATION**

Parents need to send a note to the classroom teacher regarding any changes in transportation **for that day**. All changes in transportation must be in writing. Transportation changes cannot be accepted over the telephone or via email. Change of transportation notes must be received in our office by 2:00 pm on the day of the change in order for the appropriate pass to be issued.

**VISITORS**

***Visitor Management System***

Our Visitor Management System requires visitors to be “buzzed” into the school. This is intended to enhance the safety and security of both students and staff by establishing greater door control at the primary entrance to the school. Once the school day begins, our doors will be locked and visitors will need to press the “bell button” to gain entry to the school. If your child arrives late to school, parents must come in to sign in their child. Please do not drop off your child after the start of school nor allow him or her to come to the locked entrance alone. Upon entering the school, visitors will follow our normal visitor procedure (ID is required) and sign in to receive a Visitor’s Badge. When visitors are ready to leave, they should officially “check out” and exit the school building through the designated doors at the main entrance.

**WEBSITES**

**Walnut Grove Elementary** [**www.wges.org**](http://www.wges.org)

**Parent Portal** [**www.go2.gwinnett.k12.ga.us**](http://www.go2.gwinnett.k12.ga.us)

**Gwinnett County Public Schools** [**www.gwinnett.k12.ga.us**](http://www.gwinnett.k12.ga.us)

**Georgia Department of Education** [**www.doe.k12.ga.us**](http://www.doe.k12.ga.us)

**Payments to school (lunch, field trips, contributions, etc.)** [**www.mypaymentsplus.com**](http://www.mypaymentsplus.com)

**Inclement Weather Information** [**www.gwinnett.k12.ga.us**](http://www.gwinnett.k12.ga.us) and [**www.wsbradio.com**](http://www.wsbradio.com)

**Walnut Grove Facebook Walnut Grove ES**

 **The officers, employees and officials identified in these procedures are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedures should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.**