



CHATTAHOOCHEE ELEMENTARY SCHOOL HANDBOOK



WELCOME

Chattahoochee Elementary School strives to meet the educational needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impairment issues or handicapped access, please contact our school.

The following procedures and rules have been established to help students become contributing, effective citizens.

SCHOOL ENTRANCE REQUIREMENTS

RESIDENCY

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. The school office and/or our school website can advise you of what documentation can be accepted as proof of residency.

BIRTH CERTIFICATES

All students entering school for the first time must present an official copy of the birth certificate at the time of registration. Children must be five years old on or before September 1 to enroll in the Kindergarten program. Students must be six years old on or before September 1 to participate in the First Grade program.

IMMUNIZATION CERTIFICATES (Form 3231)

Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization. These certificates may be secured from local physicians or the County Health Department.

HEARING, VISION AND DENTAL CERTIFICATES (Form 3300)

All students entering school for the first time must present a certificate of ear, eye and dental examination by the Health Department, a physician and/or a dentist licensed by the State of Georgia.

SOCIAL SECURITY CARDS

1. At the time of initial enrollment, a Social Security Number will be requested for each student in accordance with Georgia Code 20-2-150.
2. Social Security Numbers are not required for enrollment.
3. No student will be denied enrollment for declining to provide his or her Social Security Number.

EDUCATIONAL RECORDS

Family Educational Rights and Privacy Act ("FERPA")

Parents have certain rights with respect to student educational records pursuant to the Federal Education Rights and Privacy Act. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. These rights are summarized as follows:

- The right to inspect and review student educational records maintained by the school;
- An opportunity to challenge the content of the student educational records;
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;
- The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purposes; (D) in connection with the student's application for financial aid; (E) state and local officials pursuant to State law; (F) organizations conducting studies on behalf of the school; (G) accrediting organizations; (H) parents of a dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

WEAPONS - DRUGS - ALCOHOL

Confidential

HOT LINE

Help keep YOUR school safe.

If you think or know that someone is carrying a weapon, drugs or alcohol on school property, please call:

770-822-6513

(You DO NOT have to give your name)
EMERGENCY TELEPHONE NUMBERS
SCHOOL HOURS – 8:15 AM - 2:45 PM

CHATTAHOOCHEE ELEMENTARY	770-497-9907
BUS INFO	770-338-4800
GWINNETT COUNTY POLICE	911
DULUTH CITY POLICE.....	770-476-4151
DULUTH CITY FIRE DEPARTMENT	911
GWINNETT EMERGENCY AMBULANCE	911
POISON CONTROL CENTER	404-616-9000
CHILD ABUSE AND NEGLECT (24 HOURS)	770-995-2122
GWINNETT ANIMAL CONTROL.....	770-339-3200

RESOURCE TELEPHONE NUMBERS:

AMERICAN RED CROSS.....	770-963-9208
GWINNETT COUNTY HEALTH DEPARTMENT	770-339-4283
GWINNETT COUNTY SCHOOLS	770-963-8651
GCPS TRANSPORTATION DEPARTMENT	
Duluth Cluster	678-473-6241
Director	770-513-6855
GWINNETT COUNTY FAMILY & CHILD SERVICES	770-995-2100
GWINNETT COUNCIL ON BATTERED WOMEN	770-963-9799
DULUTH CITY HALL	770-476-3434
DULUTH ZONING DEPARTMENT	770-476-1790
DULUTH PUBLIC LIBRARY	770-476-1992
GWINNETT VOTERS REGISTRATION	770-822-8787

SCHOOL HOURS

SCHOOL HOURS ARE 8:15 A.M. - 2:45 P.M. INSTRUCTION BEGINS AT 8:05 A.M.!

Gwinnett County Public Schools do not provide before school care. It is the policy of the Gwinnett County Public Schools to allow students to enter the school buildings thirty (30) minutes before the time school begins.

For Chattahoochee students this means **students may enter the building at 7:45 A.M. each morning**. To ensure children's safety, an adult must be assigned to be with students any time they are in the building. Teachers are not available to care for early arriving students. Adults have duties involving planning and required in-service meetings from the time they arrive each morning until the time students enter the building at 7:45 A.M.

Please arrange day care, or a neighbor's help, if your children will not be riding the bus. Students who come to CLUB MEETINGS may come into the building on the days of those meetings only, at 7:05 A.M. They should not be dropped off earlier.

Students serving as SAFETY PATROLS and SCHOOL STORE CLUB may come into the building at 7:40 A.M. Students are not to leave school without permission and must be checked out by an authorized adult if they must leave during the school day. ** Students are not to leave campus for lunch. **

ATTENDANCE – LOCAL AND STATE POLICY

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. It teaches students responsibility and develops a work ethic. Regular attendance in school helps develop good habits that will carry over in life. Good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of both parents and students. As a parent, you can help develop this habit for life.

A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The State Board of Education's Student Attendance Rule defines "Truant" as "any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences". Compulsory attendance is required for children from their sixth to their sixteenth birthdays.

***Our attendance policy conforms to the Mandatory Education Law O.C.G.A. 20-2-690.1

VALID ABSENCES

Mandatory Education Law O.C.G.A. 20-2-690.1 states that students will be excused from school under the following circumstances, as a minimum:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family
3. An order by a governmental agency mandating absence from school
4. Observing your faith's religious holidays
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. Out of school suspensions
7. Visiting parent/guardian during military deployment

FOR EACH ABSENCE, A NOTE EXPLAINING THE ABSENCE MUST BE BROUGHT TO SCHOOL THE FOLLOWING DAY.

LATE CHECK IN/EARLY CHECK-OUT

1. If a student arrives at/after the 8:15 A.M. bell (Tardy = TDY), he/she should check in, with a parent, at the front desk in our atrium. The student will be given a pass admitting him/her to class at the time of late arrival.
2. If a student checks out during the school day, this will also be counted on the attendance register as a tardy (TDY).
3. Students are required to attend school a minimum of 3.25 hours/day to be counted as present. If a student arrives after 11:30 A.M. or leaves before 11:30 A.M. he/she will be counted absent (ABS) for that day.
In order to receive Perfect Attendance, a student should be present every day of a nine week period. A student with 5 or more tardies in a nine week period will not receive 'Perfect Attendance'.

MAKE UP WORK

Students are only allowed to make up work for excused absences. The work should be made up in a reasonable amount of time and if it is not turned in, a zero may result. A student is allowed one day to make up missed work for each day absent. If a student is absent more than 3 days, however, the due date for the missed work is up to the teacher's discretion. In regard to making up UNEXCUSED absence work, county policy states: "While a teacher is NOT required to provide make up work for unexcused absences, work can be given if the teacher elects to do so."

PRIVACY

Parents and students are notified that they have a right to expect privacy in educational records. Accordingly, only school system staff, their agents, representatives, and/or consultants have access to student records on a discernable need to know basis. If educational records are requested or subpoenaed by others, parents or adult students will be notified.

CUSTODY AND LEGAL ISSUES

NO VERBAL PROOF OF LEGAL CUSTODY WILL BE ACCEPTED. It is illegal for custody exchanges to be made at school. The school may require verification of right of custody from anyone requesting early dismissal of a student.

To obtain a copy of Gwinnett County's policies on their compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact your child's school.

SCHOOL CLINIC

A clinic worker will be in the clinic during regular school hours to care for children in case of illness or accidents occurring during school and to administer medication as required by a doctor.

Medication needs to be brought to the clinic, by an adult, in the original container with the instruction label attached. (Ask your pharmacist for two bottles: one for home and one for school.) Medication WILL NOT be administered without the appropriate Gwinnett County Medication Administration Request form, filled out, signed, and brought to the clinic by an adult. No unlabeled medication will be administered under any circumstances.

Medication will not be administered on a continuing basis except with a prescription. We want to discourage students from dependence on over-the-counter medications except when they are related to a specific short-term illness. Parents MUST deliver and pick-up all medications. UNDER NO CIRCUMSTANCES WILL MEDICATION BE SENT HOME WITH CHILDREN, NOR SHOULD CHILDREN BRING MEDICATION TO SCHOOL.

LONG TERM MEDICATION:

Should it be necessary for a student to have medication for any duration of time, the parent MUST complete a form giving the school permission to administer this medication. Forms can be found at our school's website:

<https://www.gcpsk12.org/chattahoochees>

LOST AND FOUND

Please label all items which are brought to school. Unlabeled articles are kept for a period of time in our Lost and Found area. Unclaimed articles are sent to charity organizations at the end of each month. Staff members will make every effort to help students develop good habits of care for personal items. Valuable articles should be left at home. This protects your child from the possible loss of the article and keeps the focus on instruction.

TRANSPORTATION

Bus service at Chattahoochee Elementary is handled directly by the Transportation Department of the Gwinnett County Public Schools located in Lawrenceville. Questions or problems regarding school transportation should be directed to this department at (770) 338-4800. The following information has been provided by the Transportation Department.

- School transportation is offered to Gwinnett County students who live more than 1 1/2 miles from their assigned school, or who live in an area where walking is hazardous. School transportation is a privilege extended by the Board of Education; it is not a right. All students are required to obey bus conduct rules posted in each bus. These rules are to protect the safety and well-being of all students. Failure to observe these rules can result in suspension of bus privileges.
- Students are expected to be at the bus stop 5 minutes before the bus is due. Every effort is made to provide a seat for all riders. On occasion this may not be possible. State regulations do permit a school bus to carry 20% more students than seating capacity. Due to overcrowding on some buses, students will not be able to switch to different buses for occasional circumstances (parties, etc.) When a route becomes overcrowded, it is divided. Should it become necessary to change an existing route, the parents are notified prior to implementing change.
- Most bus drivers have three routes, serving one high school, one middle school and one elementary school. Bus drivers complete both classroom and road training before being assigned a route. The Gwinnett County school bus driver training program far exceeds that required by the State to drive a school bus.
- Each school is assigned a lead driver who is responsible for supervision of the buses in the area he/she serves, and intervenes when there is any problem.

LAST DAY OF SCHOOL REMINDER: Students may not bring/carry book bags on the last day of school.

STUDENT BEHAVIOR MANAGEMENT PLAN (GCPS TRANSPORTATION DEPARTMENT)

School Bus Safety: GCPS provides bus safety education for students on how to keep themselves safe in and around the school bus.

Prevention

The following methods are used to instruct students on bus safety:

- GCPS School Bus Safety Rules are published in school's Student Handbook
- GCPS School Bus Safety Rules are read to all bus riders by the driver, starting the first day of school and reviewed monthly.
- School Bus safety educational programs are provided for all students.
- Bus emergency evacuations are reviewed and practiced monthly.
- School Bus Safety Rules are posted on all buses.

Intervention

The following methods are used to change inappropriate, unsafe, or distracting behavior on the school bus:

- Mandatory seat assignment
- Verbal reminder (reminds student of bus rule(s) not following)
- Driver talks privately with student (discussing the situation and behavior)
- Reassign bus seat (monitoring purposes)
- Parent/Guardian courtesy call (Driver call Parent/Guardian regarding student's inappropriate behavior).
- Parent Notification Form: written notification of student's minor inappropriate, unsafe, or distracting behavior and actions taken by the Bus Driver.
- Bus Discipline Form: written notification of student's major inappropriate, unsafe, or distracting behavior and actions taken by School Administrator.

Consequences

If prevention and intervention methods fail, consequences may be assigned at the discretion of the School Administrator in conjunction with GCPS Student Behavior Code Policy.

A LIST OF RULES WILL BE GIVEN TO STUDENTS BY THEIR DRIVER.

BUS SAFETY GUIDELINES ARE AS FOLLOWS:

1. Students will follow directions of the driver at all times.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked both directions for traffic: left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substance on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.
15. Students will keep their bus clean and in good, safe condition.

ELEMENTARY MODIFIED VERSION OF STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when a student is:

- a.) on the school grounds;
- b.) off the school grounds at a school activity, function, or event;
- c.) en route to and from school; or
- d.) off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.

1. Each student will not interrupt learning and teaching.

2. Each student will not damage or attempt to damage or take or attempt to take property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school.
6. Each student will not possess or use weapons, whether assembled or disassembled guns (including toy guns), knives, firecrackers, etc. whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon, or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
9. Each student will not expose or touch himself, herself or others inappropriately including private areas of the body.
10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time including use of any electronic device or mirror, laser, flash camera or any other light or reflective device during the operation of a school bus or during school hours except as permitted.

Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

STUDENT CODE OF ETHICS – GUIDELINES FOR STUDENT BEHAVIOR

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| <ol style="list-style-type: none"> 1. I will be honest in my statement and actions. 2. I will respect myself, the school staff, and fellow students. 3. I will respect the beliefs of others. 4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities. 5. I will respect the property of others. | <ol style="list-style-type: none"> 6. I will work to the best of my ability 7. I will use criticism in a helpful manner. 8. I will promote school cleanliness and the upkeep of school property. 9. I will make substitute teachers and visitors feel welcome. 10. I will support school activities. |
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ARRIVAL AND DISMISSAL PROCEDURES

A.M. ARRIVAL - The car drop off area is located at the end of our building near the faculty parking lot. Drop off is between 7:45 A.M. — 8:05 A.M. Staff are on duty to monitor students in this area only. On some days, we may require that staff be in the building during this time. If you arrive at the car rider lane and no adults are present, please park your car, and walk your child to the front office. Parents and students are not permitted to walk across the car rider drop off lane. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY CHILD WHO IS ALLOWED TO BE DROPPED OFF ELSEWHERE.**

SAFE ARRIVAL

Students are not to be dropped off at any point other than the areas where staff members are present and on duty to supervise. There are two areas where students can be received: Students arriving on a bus should come in the front doors, and children arriving in cars or from day care vans enter the building at the side doors (near the parking lot). **STAFF MEMBERS ARE ON DUTY AT BOTH OF THOSE AREAS AT 7:45 A.M.**

DAILY DISMISSAL

Students are dismissed beginning at 2:45 P.M. Students riding School or Van Day Care buses are dismissed at 2:45 P.M. Students who are designated as car riders or walkers are dismissed next. Creekstone will be dismissed at 3:00 P.M. or after all buses have been called. Walkers may exit from one of two locations: the “Bridlewood” exit at the far right end of the building or the “Boles Farm” exit at the far left end of the building. If your child is dismissed as a walker, please let your child’s teacher know from which exit you would prefer your child to leave.

SAFE WALKERS

Walkers will walk home. A teacher will not be supervising these students once they have left from the bus lanes. A student is designated as a ‘walker’ if they are walking from school dismissal locations directly to their home, not to a car. For this reason, when students are signed up to be a walker, the home address should be within safe walking distance to the school. School staff will assist in verifying an address as “within walking distance”.

CAR RIDERS

It is preferable that students and parents utilize the public transportation provided as this allows proper and safe arrival for all. Parents of car riders will need a car decal issued to them. The fee for this decal is \$6.00. If your child is a car rider at any time, please observe the following rules:

CAR RIDER PROCEDURES

1. In the morning, we may require staff to be in the building attending to various situations. If you arrive at the car rider lane after 8:05 AM and no adult is present, please park your car and walk your child to the front office.
2. Parents of car riders should have a car decal issued to them. The fee for this decal is \$6.00.
3. An information sheet must be filled out each year, detailing who may pick up their child from the car rider line. Forms will be given out on Meet Your Teacher Day.
4. No parent should leave their car to pick up their child from the Activity Building for obvious safety reasons.
5. During an electrical storm, parents will pick their children up in the Media Center instead of the Activity Building. They should bring their car rider number/tag with them to retrieve their child.
6. For safety reasons, children will only be loaded on the passenger side of the car.
7. Parents and children must respect our safety patrols and the car rider rules to help us maintain your child's safety at all times.

PM DISMISSAL - The car rider lane will end at approximately 3:10 PM. All dismissals will take place in the front office after that time.

CAR RIDER DISMISSAL — BAD WEATHER

Once in a while there are factors which make the normal car rider dismissal procedures unwise. Examples of this could be hailstorms and lightning. We would like to make as safe a situation as possible for students, staff and parents on those occasions. We will offer two alternatives to parents during those situations:

1. The adult may park, enter the building (the end door will be open) and check the child out in the Media Center during dismissal time. Please take your picture ID or your car rider hanging number with you into the building.
2. When all buses have gone, parents may pick children up at the activity building, following the usual, car-rider procedures.

A sign will be posted in the schoolyard facing the parking lot if we implement the alternatives. PLEASE DO NOT CALL THE SCHOOL TO SEE IF WE ARE IMPLEMENTING THE PROCEDURE. We will not be able to make a decision about dismissal procedures until the last minute, based on weather reports and local information. Keep in mind that telephone lines must be kept open for emergencies.

CLOSING OF SCHOOL

In the event of severe weather or mechanical breakdown, the starting time of a school may be delayed or all schools may be closed. Announcements will be made over radio stations like WSB. Reports in the morning will be between 6:00 A.M. and 6:30 P.M. If no report is heard, school will be in session. A Link to WSB TV is also set up on Chattahoochee's Home Page: <http://chattahoochees.org> or go to the GCPS website: <http://www.gwinnett.k12.ga.us>. The same conditions may also necessitate early dismissal. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies. Whenever possible, Mr. Lee will utilize "Remind texts" and/or Facebook to notify parents.

SAFETY PATROL

Members - The Safety Patrol squad is comprised of selected, responsible fourth and fifth grade students. The first patrol of each new school year is recommended by their previous teacher(s). These students set the required standard. Members are asked to serve nine (9) weeks.

Purpose - The Safety Patrol will assist in the orderly movement of students each morning and afternoon during arrival and release times.

Responsibilities - Each Safety Patrol student will act as a "monitor" at his or her station and will perform duties as assigned.

CHANGE OF ADDRESS OR PHONE

For emergency purposes, we must have updated information on each student. Please notify the school of any changes of address or phone numbers within five (5) days of the changes. If current information is not available, the school may need to call law enforcement or another agency in an emergency.

CHANGE OF TRANSPORTATION

If you need to change your child's mode of transportation, send a signed note which includes:

1. Change to be made, including physical address
2. Date change is effective
3. Signature of guardian

This note should be given to your child's teacher at least one day prior to the change taking place. We ask that you do not call the front office for changes established for your child except in a true emergency.

CHECK OUT PROCEDURE

A student may be dismissed before the school day officially ends only when a parent or guardian, or a person designated on the student's enrollment card, comes in person to the front desk in our atrium to request the student's early dismissal. The school staff may require verification of right of custody and a picture I.D. from anyone requesting early dismissal of a student. (Early checkout = 1 tardy, TDY).

Instruction continues until the last minute of the school day; therefore, it is critical that your child is present all day. (Please see Tardies / Early Checkout section for additional information.) We ask for your cooperation in limiting early checkouts to emergency situations only. If we want to increase children's academic excellence, we need all the minutes of the school day. Please limit the times you ask us to call a child from the classroom, as doing so stops instruction for all children. Students will not be checked out after 2:15 P.M.

CLASS AND SCHOOL VISITATION

We encourage parents to visit the school by pre-arrangement with your teacher. FOR YOUR CHILD'S PROTECTION, ALL PARENTS AND VISITORS SHOULD CHECK IN THROUGH THE FRONT DESK AND RECEIVE A VISITOR TAG. As always, when checking in, please bring your photo identification. During these visits, the regular school program must continue. Please make appointments for conferences at a separate time.

The Gwinnett County Board of Education for GCPS has placed into effect a Policy for K-General Public Relations, effective May 8, 2008, regarding Visitors to Schools. Any visitor with legitimate business must sign in and request and wear visibly a visitor's pass the entire time the visitor is on campus.

COMMUNICATION BETWEEN HOME AND SCHOOL

Each classroom teacher will send home a newsletter telling you about curriculum, upcoming events, and important dates. Flyers reminding you of school-wide events are often sent home in Friday folders as well. Chattahoochee's Web Page is frequently updated and is an excellent source of information for both parents and students. All teachers have eCLASS pages which can be reached by using the "Class Web Page" link from the Home Page. Chattahoochee's web address is: <http://chattahoochees.org/home.html>. The principal also communicates via Remind texts and Facebook. Information about how to get this information is included in Back-To-School information and via VOICES emails.

DRESS CODE

Short shorts (shorter than hand-length); very short skirts; halter tops; see-through fabrics; shirts with "spaghetti straps"; muscle shirts (tank tops); baggy, oversized pants; midriiffs; and skintight garments are not considered appropriate dress for school, and we ask that our students not wear them. Pants that are too large must be pulled up and belted. Clothes with inappropriate words or pictures or with logos of alcoholic beverages or tobacco products will not be permitted. Hats and caps are not to be worn inside the building by boys or girls except for special events designated by the school. Hair color dyes, even temporary ones, will not be permitted (except on the last Hat Day of the Year – Crazy Hair Day.) Hair wigs are allowed only for medical reasons. Appropriate shoes should be worn for students' safety both inside and outside the school.

FIELD TRIPS

Proper behavior during school and a school related function is the expectation at all times. When students attend field trips, they are representing Chattahoochee Elementary School, and their behavior should be a model of our school's expectations. If a student misbehaves during a field trip experience, the parent may be called to pick up their child immediately.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. The teacher will provide instructions in each classroom indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.
3. All visitors in the building MUST comply with fire and storm drill procedures.

HOLIDAY OBSERVANCES

Policy is inclusionary in that teachers should teach about all holidays occurring during a particular time of year if they choose to teach about any of them. Likewise, any school observance of a holiday should be inclusionary as well.

PICTURES

Individual school pictures and class pictures will be taken during the school year. These are optional and are offered as a service to the students and parents. Each child will have a picture made to be used in the yearbook.

SCHOOL FUNDS REQUEST

The school requests instructional funds as approved by the Gwinnett County Board of Education. These funds are over and above any funds provided under the Quality Basic Act 1985. No student will be denied access to, or participation in, any course funded by the Gwinnett County Board of Education or by the State of Georgia. No person or persons may request funds from parents or students through the school without written approval of the principal.

SCHOOL STORE / SUPPLIES

As a service to students who need supplies, and also as an opportunity for students to learn about merchandising and marketing, a School Store is available. The school store is open during arrival times in the mornings, and the location of the school store is in the back hallway, near the cafeteria.

SCHOOL PARTIES / BIRTHDAY OBSERVANCES

Gwinnett elementary schools have two class parties a year. The dates for those parties are chosen by the individual school's staff.

Birthday treats may be sent to school for the class to enjoy at a time which best suits the day's schedule. The snack should be ready to serve, requiring no cutting, refrigeration, etc., and should not include drinks. We suggest that parents consider purchasing ice cream treats from the school (\$1.00 each) for birthday treats (these must be eaten in the cafeteria). In an effort to protect children's feelings, we ask that no party invitations be given out in a classroom unless ALL children receive an invitation.

SECURITY & PARKING AT SCHOOL

For the safety of our students and staff, Gwinnett County policy requires that all persons visiting the school sign in at the office and wear an identification tag. All doors remain locked during the school day. Please park in the end lot and enter through the front door. Push the button to notify the front desk that you are waiting to enter. Be aware that a portion of the front drive is a fire zone, and that you could be blocked by buses in that area at certain times of the day. No cars may move while the buses are loading or unloading. Parking in the back driveway is not permitted. That drive is used by delivery trucks, trash pick-up trucks and emergency vehicles.

VOLUNTEERS

Our school is fortunate to have parents and other volunteers helping in the school. They assist in various ways, such as listening or reading to students, working with student activities, making learning games and activities, and helping with media center materials. Volunteers are invaluable in helping meet the individual needs of students. To volunteer, call the school office at (770) 497-9907, or email one of the PTA officers listed in this handbook. For school safety, volunteers should sign in at the front desk and wear an identification tag during their stay.

LOCAL SCHOOL COUNCIL

The School Council is established to advise the Principal as decisions are being made that affect students and the community. The committee is composed of parents, teacher representatives and the Principal. The LSC will meet a minimum of four times a year. This group is not a projects committee, but serves the school in the capacity of advisor, advocate, and communications link with the community, and to gather the opinion of the community on certain issues that relate to the operation of the school. The purpose of this committee is to be a vehicle of communication between the school and the community. The LSC will be the voting committee, though any and all faculty and parents are invited to attend meetings.

STUDENT CLUBS AND ACTIVITIES

A variety of student clubs are offered to 4th and 5th grade students under the leadership of Chattahoochee Faculty and Staff. Clubs will meet before school and therefore require parents to provide transportation on the days that the clubs meet. Regular attendance is expected and students must have, and maintain, an "S" or "E" in conduct to be a part of any club.

Membership in a club is determined on a "first come, first serve" basis. Information will be placed in the child's Friday Folder to go home in late August. At that time, the Chattahoochee website will be updated with a list of specific clubs offered for the current school year. There will also be a brief explanation of each club and the expectations of its members. (Go to Chattahoochee's website, <http://chattahoochees.org/home.html> for more information.)

Please direct any questions regarding Student Clubs to Joanna Fleishel, Art teacher.

COMPUTER USE & BRING YOUR OWN DEVICE (BYOD)

Chattahoochee Elementary School is excited to have access to many types of technology access for our staff and students. These technological opportunities reinforce Gwinnett County's AKS curriculum. This year, there is a total of four computer labs, with approximately twenty-eight computers in each lab. We also have a class set of computers in the media center. All of these computers are networked, both to Gwinnett County Public Schools and the Internet. In addition, classrooms have at least one student computer and a laptop.

Through the wonderful fund-raising efforts of our students, staff and community, our PTA has helped to provide additional technology resources in the form of tablets. As a checkout option for teachers, these tablets allow more students to access educational resources at the same time. We anticipate students will use their own technology (BYOD) more and more as part of the teaching and learning process. Chattahoochee Elementary, as well as the GCPS school system, is continuing to research how to best integrate personal technology devices into the classroom. Classroom teachers are also able bring their students in the computer labs to complete projects, research, or reinforce AKS through educational

software programs. Teachers are given professional learning throughout the year on technology, so that they may offer their students a variety of technology opportunities. When teachers wish to utilize the BYOD option with students, the teacher will advise you so that you and your family can decide if your child will bring a device to school. Teachers will be communicating this information to you throughout the year, as well as at Curriculum Night, during conferences, in newsletters, and via webpages.

Our Kindergarten-5th grade students will also be participating in a county-wide adopted program called Classworks. This program gives students the opportunity to practice reading and math skills for short periods of time several days a week. To learn more about Classworks, please visit our home page and click on the Technology links. This program is also available for students to use at home. To access this, students will log into their Student Portal page (eCLASS). Internet use is carefully controlled at Chattahoochee. The Acceptable Use Policy states the student guidelines for Internet use, and can be found in the GCPS Student Handbook. If a student chooses not to follow the Acceptable Use Policy, he or she will lose computer privileges at school. Students and parents are required to read the "Acceptable Use Policy" together. Student/parents sign this form and return it to the school.

INSURANCE

The Gwinnett County Board of Education does not sell insurance, but it does make insurance coverage for students available through an independent company. This coverage is offered for families which may not have insurance for their children in case of accident. **THE SCHOOLS DO NOT CARRY INSURANCE TO COVER STUDENTS.** The insurance offered is entirely optional and is made available only as a service.

MEDIA CENTER

The media center has books, magazines, software, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day and before school. Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines and reserved books. Reference books and magazines are to be used only in the media center.

The media center has a growing Parent Reference section provided by the PTA. We hope you will use this section which includes books and tapes on parenting and school issues. The Media Center can be reached directly at (770) 232-3276.

TEXTBOOKS

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his books the best of care. We ask that books be kept covered. They are to be used and not abused.

Textbooks must be paid for if lost or damaged.

CAFETERIA

All classes have an assigned 30 minute lunch period. Currently, a new class is scheduled to enter the serving line every 1-2 minutes. In order to facilitate a schedule this precise, it is important that payment and serving be handled as smoothly as possible. **The cost for a student's lunch is \$2.25.**

The state and federal government currently subsidize a part of each meal cost, reducing the cost for a lunch and/or breakfast. One carton of milk is served as part of all cafeteria lunches; extra cartons of milk may be purchased for \$0.35 and adult lunches are \$3.00.

Free meals and reduced-price meals are available for students meeting state financial guidelines. Forms for these meals are available at registration or through the cafeteria manager. New applications must be filled out each year. You may also download an application at the following site: <http://gwinnett.schoolunchapp.com>

The Federal Accountability Regulations 7CFR Part 210 discourage charges at any time. Gwinnett County Schools' interpretation of the regulations allows two charges, after which milk and a peanut butter sandwich are served as a lunch. A form is sent home with the student as a reminder of the charge. If no arrangement for money can be made, the charge process begins. Funds can be added to a child's account via www.mypaymentsplus.com and/or with a check/cash.

Tentative menus are available on the school's website by following the "Cafeteria" and "Menus" links at the beginning of each month at: <http://www.gcpsk12.org/chattahoochees> All meals are nutritionally balanced and meet federal, state, and local requirements for daily and weekly allowances. These meals are prepared on the school premises by trained, certified cafeteria staff.

Breakfast is available to any student for \$1.50 in the cafeteria each morning at 7:45 A.M. Breakfast is available to parents and staff members for \$1.75. Students who are eligible for free or reduced lunch are eligible for free or reduced breakfast also. Breakfast will consist of milk, juice or fruit, cereal or cheese toast or sausage biscuit, etc.

Ice cream will be pre-sold to students in class and delivered after lunch. The cost is \$1.00. Students may only receive an ice cream if they have eaten a lunch. Cafeteria monitors will assist this procedure. Ice cream must be eaten in the cafeteria or outside.

Meals cost \$2.25 each. Students may pay with cash or check the following ways:

1. Daily for \$2.25

2. Weekly for \$11.25

3. Monthly (4 weeks) for \$45.00

Parents may also pay online at <https://www.mypaymentsplus.com>

Online MealPay options allow you to add money to either or both types of account:

1. General Account – 1 entrée, 2 sides, milk + a la cart side items

2. Meal Only Account – student may only purchase a meal: 1 entrée, 2 sides and milk

SNACKS

Due to our large student enrollment, lunch may begin as early as 10:15 A.M. or as late as 1:15 P.M. Due to these wide time ranges, every class has a designated daily snack time. The snack time depends primarily on the lunch time. Those classes that eat an early lunch have an afternoon snack and vice versa. Students are responsible for bringing their own healthy snacks from home.

EATING LUNCH WITH YOUR CHILD/CHILDREN

We welcome parents to come in and eat lunch with their child/children. Please follow these guidelines when having lunch:

1. Please do not invite another child to eat with you in the atrium or outside unless their parent is also present.
2. Parents and visitors should turn off cell phones while inside the school. Please know that we only ask this to protect your child at all times.

We have picnic tables in our atrium for your special time with your child.

COUNSELING

The purpose of the counseling program is to help each individual student achieve his /her highest growth mentally, emotionally and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences when desired by a student, parent, or teacher.
3. Meeting with small groups of students to discuss a specific topic.
4. The teaching of classroom guidance lessons.

The counselor welcomes the opportunity to talk with any student, parent, or teacher.

SUPPORT SERVICES/CONNECTIONS CLASSES

Our school has programs which enhance the learning experience for all students. These services and programs include physical education, art, music, math, computers and media. Our counseling program further provides a support system by working with individual students, entire classes and parents. Students are scheduled to attend physical education, art, music, and computer classes on a regular basis with their entire class. The media center operates under an open policy to allow students to come as individuals, small groups, or with their entire class.

Special education programs are designed to fit the individual needs of the child and operate on a resource basis. These include speech and language therapy, learning disabilities, autism, emotionally handicapped, and gifted. Referrals for these programs may come from teachers and/or parents. Placement is determined by a Student Support Team (SST) in accordance with local, state and federal guidelines. Various self-contained classes are located within the cluster.

Section 504 of the Rehabilitation Act of 1973

It is the policy of the Board to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 to provide a free appropriate public education for students with disabilities who qualify under the definition of the law. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of gender, race, religion, belief, national origin, age, disability, or ethnic group. It shall be the responsibility of the Superintendent or his/her designee to develop and implement a procedure consistent with this policy and applicable laws. If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, call 678-301-7104.

GRADING

REPORTING TO PARENTS

The best and most efficient way to stay connected with your child's progress in the classroom is to sign up for Parent Portal access. This allows you 24 hours access to view your child's grades, attendance, and/or discipline records. To sign up for this, please come to the front office to fill out the necessary paperwork. Afterwards, you will receive an email with the URL for the Parent Portal. Additionally, teachers will report student progress in several ways. Mid-term reports will be sent home sometime during the 4th or 5th week in each 9 week grading period. Elementary report cards describing students' progress will be sent to parents and/or guardians at the end of the four reporting periods. A Language Arts Progress Report will be sent at those same intervals, giving more detail on specific language skills.

Two parent-teacher conferences are scheduled yearly with parents and/or guardians of elementary students during Early Release Conference Days. Parents will be notified by the teacher regarding the time for these conferences.

Teachers will send graded student work home to parents regularly; other work will be kept in a portfolio to be shared with students and parents during conferences.

GCPS GRADING PROCEDURE

Students are promoted to the next higher grade level based on academic achievement (grades), mastery of AKS/ CCGPS skills (county and state), maturity and regular attendance. We are on a semester reporting period. Even so, grades are able to be viewed at any time through the Parent Portal. Please come to the school office to complete the necessary paperwork to gain access.

AKS = Academic Knowledge and Skills,
CCGPS = Common Core Georgia Performance Standards.

The elementary schools serve children from Kindergarten through Fifth Grade. The instructional program emphasizes the teaching of basic skills necessary for acquiring content and knowledge organized into categories beginning with meaningful life-related experiences. The total program strives for physical, intellectual, social and emotional development, appreciation for the fine arts, and career and environmental awareness.

The following guidelines for grading, per Gwinnett County Board of Education grading procedure, reflect both similarities between levels (elementary, middle, and high) as well as individual needs within each of the three levels. Variations between the three levels reflect the various developmental aspects of students within the given level:

Kindergarten/Readiness:

The Kindergarten and Readiness Progress Reports are designed to be used to assist teachers in evaluating the on-going growth and development of their students, as defined by the AKS

First grade:

First graders are assessed on progress toward the AKS by the following scale in academic areas, effort, conduct, art, music, health, physical education and:

E	=	Surpasses Standards
S	=	Satisfactory
N	=	Needs to improve
U	=	Unsatisfactory

Second - Fifth Grades:

When reporting in academic subjects for grades 2 - 5, the following scale will be used:

Excellent Progress	=	A	=	90 and above
Above Average Progress	=	B	=	80 - 89
Average Progress	=	C	=	74 - 79
Below Average	=	D	=	70-73
Unsatisfactory Work	=	U	=	Below 70

When reporting for special areas, effort, art, physical education, music, health, and conduct, the following scale will be used:

E	=	Surpasses Standards
S	=	Satisfactory
N	=	Needs to Improve
U	=	Unsatisfactory

Students are recognized for their achievement each quarter with Special All "A" Recognitions!

HOME STUDY

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Teachers will utilize their eCLASS pages to update homework and assignments. Some parents might also choose to purchase an agenda book (from a school supply store) so children can write their homework and assignments each day.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. The following suggestions may help in preparing homework assignments:

Effective Student Study Habits:

- ❖ **PLAN:** Assign a definite time each day for study at home; utilize study periods and the media center in school. Keep a list of assignments in a notebook and take home all necessary books, papers and other materials.
- ❖ **PLACE:** Have a definite place at home to study away from distractions, with all necessary books, papers and materials available. Do not attempt to study while conversing or viewing television.
- ❖ **PROCEDURE:** Be certain you understand the assignment when it is given.
- ❖ **ROUTINE:** Use your study time each day to make it routine. If you have no specific assignment, go to your spot and read a book or write in your journal.

