



## Sugar Hill Elementary Student Handbook 24-25



Greetings Sugar Hill Families!

The purpose of this student/parent handbook is to provide the Sugar Hill school community with our school rules and procedures. Please refer to this throughout the school year to use as a reference.

The Gwinnett County Board of Education and the Sugar Hill staff recognize that a child's education is a responsibility shared by the family and the school. To effectively educate students, parents and staff members must work as knowledgeable partners. We believe our students are most successful when there's a strong partnership with the teacher, student, and parent.

In addition to this local school handbook, you will also receive a Gwinnett County Public School (GCPS) Student/Parent Handbook which contains additional information. I look forward to an exciting year of learning!

Sincerely,

*Nick Boyers*

Dr. Nick Boyers

Principal



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## **1.0 Mission, Vision, Goals and Core Beliefs**

### **Mission Statement**

The mission of Sugar Hill Elementary is to develop the whole child so they become academic leaders, critical thinkers, and compassionate global citizens.

### **Vision Statement**

Sugar Hill Elementary strives to be a community where every child meets their full potential in academics, arts, and character.

### **Core Beliefs**

- We believe in student, teacher, and community collaboration to solve real-world problems.
- We believe in respecting diverse backgrounds, perspectives, and experiences.
- We believe in consistent differentiated small group instruction.
- We believe intentional feedback leads to student and professional growth.
- We believe technology engages learners.

## **2.0 School Hours**

Our school hours are 7:45 AM – 2:45 PM. Students may enter the building between 7:45 AM – 8:15 AM. To optimize instructional time, our bell system will be as follows:

7:45 AM Students may enter the building and go to class

8:15 AM Tardy bell rings

8:15 AM Morning announcements

2:45 PM Dismissal

## **3.0 Arrival/Dismissal**

Students are expected to be at school on time. Car riders should not arrive before 7:45 AM. There is no one on duty to supervise students prior to this time. Staff members are involved in planning, conferencing, and meetings prior to 7:45 AM.

Our morning news program begins at 8:10 AM. Students will be marked tardy if they arrive in their classrooms after 8:15 AM. Students may not be dropped off in the car rider line after 8:10 AM. If a student arrives after 8:10 AM, a parent must accompany their child to the front office to sign him/her in so a tardy slip admitting the child to class can be generated.

## **4.0 Car Riders**

The following car rider guidelines have been established to provide the highest level of safety for our students:

### **Morning Car Rider Procedures**

- Students may enter the school beginning at 7:45 AM.
- Morning announcements begin promptly at 8:10 AM.
- Staff members will be present to help students enter the school each morning. Car drivers should remain in their vehicle and refrain from using their cell phone during drop off.



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*\*Please note: The car rider lane closes at 8:10 AM. Students arriving after 8:10 AM, may not be able to arrive in their classroom before the 8:15 AM bell. The best suggestion to avoid tardiness is to allow students to ride the school bus or drop off in the car rider lane between 7:45 AM – 8:00 AM.*

### Afternoon Car Rider Procedures

- Cars need a car rider tag to pick up a student in the afternoon. Car rider tags are available in the front office.
- Hang your car rider number from the rear view mirror where it is easily visible.
- Please be courteous and understand the school buses have the right of way.
- Advance forward slowly as you approach the pick-up area where students enter cars and pull all the way up so other cars can be loaded/unloaded at the same time.
- Please stay in line and do not try to go around the other cars.
- Staff members will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. Children must load and unload from the passenger side of the vehicle only.
- For safety reasons, no child standing in the car rider lane will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up their child, the child will be taken to the front office where the parent will be able to sign the child out.

Please be aware that cars without numbers will be asked to leave the car rider line and go to the front office to check out the student.

***\*On inclement weather days, our car riders increase in number – please plan to arrive earlier than your usual time and expect longer wait times.***

### 5.0 School Spirit

Mascot – Longhorn

Colors – Orange, white, black, gray

We encourage everyone to wear spirit wear and/or school colors every Friday!

### 6.0 Visitation Policy

We welcome parents to our school, however, teachers have many responsibilities during the day. If you would like to meet with your child's teacher, please make an appointment. Upon arriving at school, please sign in at the reception desk and show a photo ID, to receive a visitor's badge. Please sign out upon leaving.

If you would like to observe in your child's classroom, please schedule a time with your child's grade level assistant principal. Scheduled visits are 30 minutes in length. Per school board policy, the principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. Please sign in at the reception desk and show photo ID and sign out upon leaving. We ask that while you are here, you only visit your child's classroom and only on the day and time of your prearranged visit.

### 7.0 Attendance

Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level. Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in the student's immediate family requiring absence from school
- A court order or an order by a governmental agency mandating absence from school



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- Observation of religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to the students health or safety
- A student, whose parent or legal guardian is in military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave

Vacations are **not** excused absences. Students who are away from school for ten consecutive days (unexcused) will be withdrawn from school. Upon return, parents can re-enroll students, but placement in the previous classroom is not guaranteed.

A state truancy law (O.C.G Section 20-2-690.2) defines truant as “any child subject to compulsory school attendance who during the school calendar year has more than 10 days of unexcused absences.”

Please remember that you must send a hand-written note to the teacher stating the reason for your child’s absences when he/she returns to school. Should the reason be one noted above, your child’s absence will be marked “excused.”

To be counted present for the whole school day, students who have doctor/dental appointments or emergencies that necessitate their absence for a portion of the school day, must be present for at least the equivalent of half the school day which is 11:30 AM.

### **8.0 Student Information Changes**

In order to keep our records current, please notify (in writing) the office and your child’s teacher immediately of a change in any of the following:

- Address
- Telephone number
- Employer and phone number of each parent
- Change of guardianship
- Emergency contact
- Medical information

### **9.0 Student Transportation Changes**

Students benefit from consistent transportation plans. Should there be a need to change transportation, a written note to the teacher from the child’s parent or guardian (with a phone number) indicating the change in his/her transportation home is required on the morning of the change. Students that ride a different bus in the afternoon must bring their bus note to the office to obtain a bus pass that will allow them to ride home on a different bus. Bus drivers will not transport students who do not have a bus pass signed by a school representative. In the absence of a note from the parent, the child will be placed on his/her usual mode of transportation.

***Note: Please make sure your child knows if there is a change in plans. Changes in transportation, of any kind, will not be accepted via email or phone. In an emergency, the parent will need to talk with an administrator. Changes must be received before 2:00 PM. Bus passes will not be issued for play dates, birthday parties, weekend sleepovers or any other reason except for an emergency as determined by school administration.***

### **10.0 Early Check-Out**

If early checkout is necessary, the parent should plan to do so prior to 2:15 PM. This is necessary in order to provide a safe and timely dismissal for all students.



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A parent wishing to check out his or her child any time prior to 2:15 PM should send a note to the teacher. The parent will come into the vestibule, with the student ID # and a photo ID. If the parent does not have the student ID #, it can be located by the parent on Parent Square. The parent should then come to the reception desk, with a photo ID, to sign out the student. It usually takes 5-10 minutes for a student to arrive after they are called for checkout. If the student is on the playground or in a "special", it may take longer. Please plan accordingly.

For safety reasons, we release students only to those persons listed on enrollment forms. If anyone not listed attempts to check out a student, the office staff and/or an administrator will verify the person's I.D. The parent will be contacted at this point (This will take additional time). Anyone picking up a student should be prepared to show photo identification. Students are released only from the front office and only to parents or designated adults. Please do not go to the classroom to check out a student. Teachers will not release a student to anyone unless the office staff has notified them to do so.

### **11.0 Visitor Check-In**

For the safety of our students and staff, *all* visitors who enter Sugar Hill Elementary must press the call button located at the front door. Visitors check in at the vestibule and place their ID in the machine to get scanned. Visitors will then be given a visitor sticker that they must wear at all times while on school property. Visitors will be allowed in classrooms by appointment only. When leaving the school, visitors should return to the reception desk and check out by returning the sticker or badge.

### **12.0 Classroom Visits**

As a courtesy to your child's teacher and to protect instructional time, we ask that an appointment be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Please allow your young child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book bags, etc.

### **13.0 Inclement Weather**

If overnight weather conditions make it necessary to cancel school, the announcement will be made by 6:00 AM. The school will send out school closings using our messenger system. If no cancellation is announced, school is in session.

Sometimes severe weather moves in during the day. An announcement will always be made before any school dismisses early. An email will be sent to parents. Please do not call the school as we need to keep phone lines open.

### **14.0 New Student Placement**

New students who meet eligibility guidelines and attended an accredited school will be placed in the appropriate grade that was recommended by the sending school. Placement for students moving from non-accredited schools will be handled on an individual basis.

### **15.0 School Contributions**

The following contributions enable students to receive materials and programs that are not covered by your tax dollars. Below is an explanation of the various items included in our contribution form.

- **School Contribution:** \$10.00 per child – This contribution is used to purchase consumable supplies such as construction paper, paint, etc. to support the curriculum.



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- **Technology:** \$10.00 per family (\$25.00 maximum per family) – This contribution is used to purchase ink cartridges, toner, paper and supplies for our computers.
- **Digital Learning Fee-** \$15 this contribution is used for school wide student learning software.
- **Clinic:** \$10.00 per child (\$10.00 maximum per family) – This contribution defrays the cost of the clinic.

### **16.0 School Entrance Requirements**

Students entering kindergarten must be five years old on or before September 1. First grade students must be six on or before September 1. GCPS does not accept paper documentation, all enrolling students must register online and electronically upload:

1. A copy of the birth certificate
2. Government issued photo ID of enrolling parent
3. An official Georgia Department of Human Resources Certificate of Immunization, form #3231.
4. A Georgia Vision, Hearing, Dental and Nutrition Certificate, form #3300.
5. Proof of residency\*
6. Student's Social Security number (a waiver can also be signed if a parent is uncomfortable providing the Social Security number).

\*Proof of residency requires one utility bill (only gas, water, or electric) and one of the following documents: non-contingent sales contract, current warranty or quick claim deed, current lease/rental agreement, current home purchase statement, most recent income tax return, current homeowner's insurance policy, current paycheck stub, and current residential property tax statement or bill.

Approved residence occurs when the student lives with the following person(s) who reside within the Sugar Hill attendance zone:

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the student
- Foster parents appointed by a state agency
- Sponsor for approved International Exchange programs

When residing with other individuals in their home or apartment, the parent must submit a notarized affidavit, signed by the individual with whom the student/guardian resides, verifying that the enrolling parent/guardian resides in that home or apartment. The individual with whom the student/guardian resides must also provide proof of residency documentation and a photo ID. Both parties must present their ID to school personnel in person at the same time.

Second-fifth grade students transferring from another Georgia elementary school or from out of state will be given a thirty (30) day extension to obtain records from a previous school.

### **17.0 Student Records**

Under the Family and Educational Rights and Privacy Act of 1974, parents have certain rights:

- The right to inspect and review educational records of their child
- The right to challenge the content of those records
- The right to control the release of education records of their student
- The right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law





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- The right to be informed of these rights just listed

To obtain a copy of Gwinnett County’s policies of compliance with the law, or to request the opportunity to inspect and review your child’s records, contact an administrator at Sugar Hill.

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

### **18.0 Lunch Visits**

Parents are welcome to join their children for lunch. We do ask that parents refrain from eating with their child during the first and last week of school. It is helpful to notify the teacher if you plan on joining your child for lunch in the event there is a schedule change. In order to ensure we adhere to safety guidelines (seating capacity) issued by the Fire Marshal, we must limit the amount of visitors for lunch each day. We kindly request that you adhere to the schedule below. When you join your child for lunch, sit at the designated parent tables to allow enough room for students to be able to sit with their class. We appreciate your assistance. Thank you!

Parent/Guardian Lunch Schedule	Last name starts with
Monday	A-C
Tuesday	D-I
Wednesday	J-M
Thursday	N-R
Friday	S-Z

After signing in and securing a visitor badge in the front lobby, parents should meet their child at the entrance to the cafeteria (benches are provided to wait). Please sit with your child at one of the designated parent tables. Please allow your child to follow his/her normal routine in the cafeteria line and when leaving the cafeteria (parents should not escort students back to the classroom; students must leave the cafeteria when their class leaves). Parents must stop by the front desk in the lobby to sign out before leaving.

***\*Due to limited space, students may not bring friends to join them at the parent table.***

Please refrain from taking photos and videos due to student privacy.

Food purchased from an outside source such as a restaurant, deli, or fast food establishment is **not** permitted in the cafeteria. Soft drinks are also not permitted.

### **19.0 Withdrawal Information**

Please notify the teacher at least one week before your child withdraws from school. Please come to the school to sign and pick up a withdrawal form. This form should be given to the new school upon enrollment. Upon receiving the signed release of records from the transferring school, the student’s records will be mailed to the new school.



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### **20.0 Birthdays**

While birthdays are very special occasions, birthday parties are not permitted at school. Parents may send in birthday snacks, but please do not send in drinks, balloons, or favors. Teachers appreciate being notified in advance if you plan to send in a birthday snack. Do not send in snacks that require cutting. If you would like to purchase ice cream for your child's class as a birthday treat, you may do so for \$1.00 per student. Please make checks payable to Sugar Hill Elementary School.

***\*Due to student confidentiality, we are unable to provide a list of addresses and/or phone numbers of students. We do not distribute birthday invitations at school unless everyone in the class (or everyone of the same gender) is receiving one.***

Please let the teacher know if:

- Your child has a food allergy
- You prefer that your child not be given occasional treats, candy or birthday snacks.

Parents may purchase a happy birthday message that displays on the school's digital marquee. Please submit the \$10 payment at least one week before your child's birthday on your My Payments Plus account.

### **21.0 Food/Drink**

Students may bring a nutritious snack to school. They may not bring food from "fast food" restaurants for snacks or lunch. This includes carbonated soft drinks. Students should only drink water in the classroom.

### **22.0 Cafeteria**

We are proud of our self-service breakfast and lunch program.

Breakfast	Full breakfast	\$1.75
	Adult breakfast	\$2.75
	Side item	\$ .40
	Juice 4 oz.	\$ .40
	Milk	\$ .40
Lunch	Student lunch	\$2.50
	Adult lunch	\$4.25
	Milk	\$ .40

*\*Prices subject to changes*

**Breakfast** – Served between 7:45 AM – 8:15 AM. Students are not allowed to be in the cafeteria during breakfast unless they are actively eating.

If your child is allergic to certain foods or has special dietary requirements, please notify your child's teacher and our cafeteria manager.

**Meal Payment** - Students may pay cash or parents may set up an account on-line at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). This is the preferred option as it eliminates the child bringing money or checks to school. You can also request an automated email when your child's account is about to run out of money.



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Please make checks payable to Sugar Hill Elementary School. Students will learn their student ID number to use when paying for meals.

Students who forget their lunch money may charge their lunch. This privilege is limited to two charges. Parents will be notified of the charge, and payment is expected the following day. After charging lunch two times, students will be provided with water and a sandwich for lunch.

***\*Free/reduced meal applications are available for students meeting state financial guidelines. Applications are available online or may be picked up from the front office or from the cafeteria on Open House/Registration Day.***

### **23.0 Cell Phones/Devices**

Students may bring cell phones/devices to school, however, they must remain in their book bags in the silent/off position unless a teacher directs its use for instructional purposes. A technology use agreement must be signed for students to use devices for instructional purposes. Cell phones/devices may not be used on the school bus. The school is not responsible for any personal electronic device, including cell phones.

### **24.0 Clinic**

The clinic is available to students who get hurt at school or feel ill during the day. If a child becomes sick during the school day, the clinic worker will attempt to reach the child's parents. If unsuccessful, the other persons listed on the student information sheet will be contacted. It is imperative that we are able to reach a parent/guardian at all times.

The clinic worker will call parents if a student is vomiting, has a fever in excess of 100.4 degrees, has been injured, or has head lice. In case of serious medical emergencies, paramedics will be called. Students in any of these situations cannot be sent home by bus. Students may not return to school until they are fever free for 24 hours.

The clinic worker dispenses all medications. No medication can be given unless it is brought in the original container with written instructions from the parent. Children are not to have medications in their possession during the school day, including tylenol/advil, tums or allergy medication. For medications given on a long-term basis, a special form must be signed by the child's parent/guardian and filed with the clinic worker. The clinic phone number is 770-271-5051.

### **25.0 Chromebook 1:1**

Gwinnett County Public Schools is a 1:1 Chromebook district, which means all students at Sugar Hill ES will have a Chromebook and a power adapter/cord assigned to them for the school year. The Chromebooks are managed and serviced by Gwinnett County Public Schools in close partnership with the local school and approved vendors. As you consider the value of this experience and the opportunity for your child to use a GCPS-issued device, here are some things to know:

- All students in grades K-5 are issued a GCPS Chromebook, power adapter/cord, and Chromebook bag. Power adapters/cord remain in the Chromebook bag unless being used at home. All Chromebooks, power adapters, and chromebook bags are labeled with the student name and school name for ease of identification. If parents/guardians/students notice a missing label, they should contact their teacher who will request a replacement label from the school Tech Team.
- Chromebooks for students in kindergarten, 1st, and 2nd grade will be placed in the Chromebook cart in the classroom for overnight charging.
- Students in kindergarten, 1st, and 2nd grade can take their GCPS issued Chromebook and power adapter cord in the provided carry-bag home on Digital Learning Days. Parents may initiate this request by completing the provided form prior to the Digital Learning Day.



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- Students in 3rd, 4th, and 5th grade can take their GCPS issued Chromebook, power adapter/cord home in the provided Chromebook carry-bag on a daily basis. If students do not take their Chromebook home, then the Chromebook shall be placed in the Chromebook charging cart in the classroom for overnight charging.
- It is the family's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition in which it was received. Chromebooks should return to school fully charged.
- Parents/guardians must report any loss/damage to the Chromebook, power adapter/cord, and/or Chromebook bag via email to the classroom teacher.
- When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy.
- At no time should a student consider GCPS email, networked applications, or account or technology access private or confidential in any way.
- While the school district does maintain internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Gwinnett County Public Schools does not condone the use of such materials. Inappropriate use of any GCPS technology resource or network access is a violation of the Student Conduct Behavior Code.
- The most up-to-date Parent & Student Responsibilities including Device Care, GCPS Acceptable Use Policy, Damaged or Lost Devices, Responsible Use of Electronic Media for Students and much more can be found by navigating to [www.gcpsk12.org](http://www.gcpsk12.org) and searching for 1:1 Parent Support.

### **26.0 Emergency Procedures**

Fire, tornado and disaster drills are held each month throughout the school year so that students and staff are familiar with all appropriate safety plans.

If it is necessary for students to be picked up due to an emergency, parents should enter through the main doors to the school only. Your identification will be verified and school personnel will be responsible for summoning the student. It is imperative that the student data verification form has up-to-date information with at least one other person who is responsible if you cannot be reached.

### **27.0 Field Trips**

Students are expected to pay additional fees for field trips. No student will be denied or penalized for failure to contribute. However, if funds are not secured, the field trip may be canceled.

### **28.0 Ice Cream**

Sugar Hill Elementary will sell ice cream daily in the cafeteria for \$1.00. Parents and teachers may purchase ice cream for their child's class (for special occasions) for \$1.00 per student.

### **29.0 Internet User Agreement**

Students are responsible for appropriate behavior on all electronic devices at school. Access to network services is given to students who agree to act in a considerate and responsible manner. Any member of the staff may suspend specific user access if this does not occur. Use of the internet must support educational activities and be consistent with the academic expectations of Sugar Hill Elementary School. Students will access approved "safe" sites only.

### **30.0 Lost & Found**

Missing items will be taken to the lost & found located in the hallway outside of the cafeteria. Unclaimed articles will be donated to charity every nine weeks. Please write your child's name on all personal property for easy identification.



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### **31.0 Student Messages**

Only messages of emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment, free from interruptions. Use of the telephone by students is permitted only in emergency situations.

### **32.0 Newsletters**

You will be able to access the school newsletter and calendar from our school website. Our newsletter, "Sugar Hill Happenings", will also be emailed to you monthly and will keep you informed of school events and other information you may need for the upcoming month.

### **33.0 School Pictures**

Individual school pictures are taken in the fall each year. Group pictures will be taken in the spring. These are offered as an option for purchase to students and parents.

### **34.0 School Celebrations**

The Gwinnett County Board of Education permits two school parties per school year. Sugar Hill Elementary hosts a winter and an end of year party for each class. PTO room representatives help classroom teachers plan these events. Individual classroom celebrations that occur as part of the Academic Knowledge and Skills are at the discretion of the classroom teacher.

The Board of Education does not allow any parties for personal reasons, such as baby/wedding showers or surprise birthday parties for teachers. These events may be planned outside the school day.

### **35.0 School Communication**

Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. Formal parent conferences are scheduled two times during the year. The Parent Portal is available for parents to view their child's grades online. To sign up for the Parent Portal, please fill out an application located in the front office and be prepared to show ID.

If you would like to speak with a teacher regarding your child's progress, please email the teacher directly, or call the school. Phone calls will be received by our office staff between 7:30 AM and 4:00 PM. We cannot interrupt teachers during instructional time. Teachers make every effort to return phone messages within 24 hours of receipt. We encourage parents to write a note or send an email (if the teacher has given his/her email address) as other means of communication. Teachers will not respond to notes and emails during instructional time.

### **36.0 School Dress**

Students are expected to dress appropriately and suitable to weather conditions. Since students are involved in some type of movement every day, we recommend that students wear tennis shoes or other closed-toe shoes. Flip-flops, sandals and platform heels can be extremely dangerous in the school setting. Clothing and hair styles which are not appropriate include:

- Halter tops, tube tops, tank tops, "spaghetti" straps
- Clothing with offensive language and/or language that promotes drug/alcohol use
- Long baggy shorts/pants which drag the floor or are lower than the waist
- Short-shorts or skirts above the mid-thigh
- Tops that expose the midriff area (crop tops)
- Hats (including hoods) can only be worn inside the building on announced special days or for medical reasons



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When a student's appearance is believed to be a distraction to learning, a teacher or administrator will contact the parent so appropriate changes can be made.

Students are encouraged to wear school spirit wear every Friday. Spirit wear can be purchased from the PTO or on the school store.

### **37.0 Dress for Physical Education (PE)**

Students should wear lace, slip-on or Velcro rubber soled tennis shoes on PE days. For safety reasons, students will not be allowed to participate in physical education activities if shoes could cause injury. Please refrain from wearing crocs, slides, clogs, sandals, flip flops, "wheelies", dress shoes, UGGs, Hey Dudes, platform shoes with extra high soles, Yeezy Foam runners and boots on PE days.

### **38.0 Textbooks**

The school district provides Digital textbooks (online version) for students. Digital textbooks can be found under the Student Portal (My eCLASS).

### **39.0 Toys and Electronics**

In order to provide the best learning environment for students, please do not allow your child to bring the following items on the bus or to school. Additionally, students may not buy or trade items at school:

- Toys (including toy/water guns, knives, or any other objects that could be considered a weapon)
- Items that make distracting noises
- Laser lights (pens, etc.) which can cause visual distractions.

### **40.0 Academic Knowledge and Skills (AKS)**

The Gwinnett County Public Schools Academic Knowledge and Skills (AKS) are the adopted curriculum. The AKS represents the standards for academic excellence for all students in our school system. Parents will receive an AKS booklet for their child's grade level at the beginning of the school year. This allows parents to know what their child is expected to learn.

Curriculum and instruction are designed for mastery of the AKS for all students. Each teacher has his/her own teaching style and each student has his/her own learning style. Teachers will use AKS resources, national standards, textbooks, trade books, and other educational materials as resources for instruction.

### **41.0 Counseling**

The school counselors serve as a resource for all students, parents, and staff. The counselors are responsible for the delivery of a comprehensive school counseling program that includes classroom counseling lessons, small group meetings, and individual counseling as well as other services to meet the needs of SHES students. Counselors work in cooperation with parents and teachers to provide programs and services that enhance student academic performance, instill respect for lifelong learning, and heighten career awareness and exploration.

### **42.0 Gifted Education Program**

Students who meet state guidelines are served through our school's gifted education program in an interdisciplinary approach. Referrals to the gifted program may come from teachers, parents, administrators or as a result of system-wide testing. A student may be referred once during Grades K-2, once in Grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluation and testing may not be substituted for test data generated by the



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local school. Sugar Hills' gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students qualify for the program.

### **43.0 Grading**

Kindergarten and First Grade: Students are assessed on progress toward the AKS by the following scale:

- E - Excellent
- S – Satisfactory Progress
- N – Needs to Improve
- U – Unsatisfactory Progress

Grades 2 – 5: Student grades are a measure of the students knowledge of the AKS. The following scale is used:

- |                  |                         |
|------------------|-------------------------|
| A = 90 and above | Excellent Progress      |
| B = 80 – 89      | Above Average Progress  |
| C = 70 – 79      | Average Progress        |
| U = Below 70     | Unsatisfactory Progress |

When reporting progress for special areas such as Art, Music, Physical Education, STEM, Computer Science, Health, and Joyful Learning, the following scale is used:

- E = Excellent Progress
- S = Satisfactory
- N = Needs to Improve
- U = Unsatisfactory

### **44.0 Homework**

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework also is a way to keep parents informed and involved with their child's schoolwork. Assignments may be brief or may include long-range projects. Assignments may be individualized for remediation or enrichment. Time spent on homework should promote productive and positive experiences.

Parents can help by encouraging their children to establish effective study habits and reviewing homework with their child. It is very helpful for parents to establish set times to work. If your child has no current assignment, he/she should be encouraged to read. Homework is assigned to be done at home; class work is designed to be done at school. If you have questions or concerns about your child's homework, please contact your child's teacher directly.

### **45.0 Make-Up Work**

Assignments missed during a short term absence (1-2 days) will be given upon the child's return. If the absence is longer than 2 days, the parent should contact the teacher to create a plan for missed work. Students who miss ten days or more due to serious illness may be eligible for homebound instruction. Please allow the teacher 24 hours to prepare missing work to be picked up. Please note, graded assignments must be made up at school. Teachers will work with students to complete these tasks upon their return.

### **46.0 Student Placement**

We are very proud of our outstanding teachers. Each year, we make every effort to place each child with a teacher that best meets his or her needs. If there are needs specific to your child, please communicate with your grade level assistant principal.



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### **47.0 Student Progress Reports**

Elementary progress reports will be sent home throughout the semester in order for parents to effectively monitor their child's progress. Grades can also be viewed through the Parent Portal. Parents may request a conference with a teacher any time during the year and early release conferences are held in October and March. Teachers will contact parents to schedule these conferences.

### **48.0 Student Support Services**

Our school has programs that enhance the learning experience for all students. Our counseling program provides a support system by working with individual students, small groups, entire classes, and parents. Students will attend Art, Music, Physical Education, STEM, Computer Science, Health, Joyful Learning, and Counseling (combinations of these areas are offered as a "special" at different grade levels). Our Media Center operates under an open policy to allow students to come individually, in small groups, or with their entire class.

### **49.0 Student Support Team (SST)**

The purpose of the Student Support Team (SST) is to allow teachers, parents and other educators to work in a collaborative manner to develop an intervention plan to address the needs of individual students. This group meets regularly to provide suggestions, recommendations, and/or interventions to help students be successful in the classroom.

### **50.0 Teacher-Parent Communication**

Communication between parents and teachers is an essential component of student success. We encourage you to communicate regularly with your child's teacher. If you continue to have a concern after speaking with your child's teacher, please contact the assistant principal for your child's grade level for further assistance in resolving the matter.

Students learn best in a safe, positive and orderly environment. All students are capable, with support and encouragement, of being responsible for their own behavior. Parents and educators must work together as partners in teaching students to make good decisions about their behavior, and to understand there are consequences for making poor decisions.

### **51.0 Student Expectations**

The following behaviors are expected of all students at Sugar Hill Elementary. In addition to the information provided below, the GCPS handbook can also be accessed from the GCPS website.

- Listen when others are speaking
- Follow directions
- Obey all school rules
- Dress in a safe and appropriate manner
- Solve problems without fighting
- Show respect to each other and to all adults
- Keep the building clean
- Take care of furniture and materials

#### Hallway Expectations

- Walk in a single file line
- Walk quietly
- Follow the directions of all adults

#### Restroom Expectations

- Use the facilities appropriately (no playing)





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- Keep the restroom clean

### Playground Expectations

- Wear tennis shoes or other proper footwear
- Use the equipment safely and appropriately
- Keep your hands and feet to yourself
- Keep objects such as rocks, dirt, sticks, etc. on the ground
- Use good sportsmanship
- Use appropriate language

### Cafeteria Expectations

- Enter and leave the cafeteria orderly and quietly
- Stay seated and raise hand for assistance
- Use proper table manners and language
- Listen and respect the cafeteria monitors
- Talk in quiet voices to classmates who are seated next to or across from you
- Only eat food that you brought from home or purchased from the cafeteria
- Clean up area before leaving

Each teacher will develop personalized expectations for their classroom.

### **52.0 Discipline**

The consequences for minor behavior offenses include a hierarchy of steps.

Step 1 – Verbal warning

Step 2 – Teacher follows his/her classroom plan, including communication with the parent

Step 3 – Visit with the administration depending on the severity/frequency of the occurrence

The consequences for major behavior offenses which include fighting, destroying school or private property, or defying authority receive immediate attention from an administrator.

### **53.0 Bus Rider Information**

Riding the bus is a privilege and is offered to all Gwinnett County elementary students. Improper conduct on the bus will result in the privilege being denied. Bus drivers share the Bus Guidelines and Safety Procedures on the first day of school, with monthly reviews to enhance the safety of children being transported. Students will:

- Be at the bus stop five minutes before pick-up time.
- Stand back 10 ft. from where the bus stops.
- Safely wait for, board, and exit the bus only at their assigned bus stop.
- Follow the directions of the driver at all times.
- Look for traffic and wait for the driver's signal to cross the road in front of the bus.
- Look in both directions for traffic – LEFT, RIGHT, LEFT.
- Look at the driver – if you can see the driver, the driver can see you.
- Signal the driver with a waving motion if you drop something. Wait for the driver to give you a signal before picking up what you have dropped.
- Use the handrail to go up or down the bus steps.
- Go directly to the assigned seat, keeping aisles and exits clear.
- Sit the safe way – back against the back of the seat, bottom against the bottom of the seat.
- Stay seated until time to get off the bus. The open bus door is your signal to get up from your seat.
- Talk with a quiet voice. Do not distract the driver at any time.
- Be totally silent at railroad crossings.



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- Talk quietly. Loud voices, inappropriate language, loud singing and gestures are not allowed.
- Respect the rights and safety of others.
- Refrain from eating, drinking, or chewing gum on the bus.
- Refrain from carrying animals, glass objects, nuisance items, hazardous materials, or weapons (including toy weapons) onto the bus.
- Refrain from using any electronic devices during the operation of a school bus, including but not limited to cell phones, gaming devices or any other electronic device that might interfere with the school bus communication equipment or the driver's operation of the school bus.
- Refrain from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus.
- Keep the bus clean and in good, safe condition.

Should a student fail to comply with the expectations listed above, parents will be contacted and school administrators will be notified. After an investigation, appropriate consequences will be issued by the school.

### **54.0 School Council**

With the passage of the A+ Education Reform Act (HB 1187), the State of Georgia requires advisory committees, School Councils, to bring communities and schools closer together in a spirit of cooperation. School Councils are composed of at least seven council members who serve two-year terms: the principal, two certified teachers, two parents, and two business representatives. Our school council will meet four times per year. Minutes from School Council meetings will be available on our school website.

All members of the School Council must:

- Maintain a school-wide perspective on issues
- Regularly participate in Council meetings
- Participate in information and training programs
- Act as a link between the school and the community
- Encourage the participation of parents and others within the school community
- Work to improve student achievement

The purpose of the School Council is to:

- Advise
- Assist
- Represent
- Recommend