



# **NORTH METRO ACADEMY OF PERFORMING ARTS**

## **Student and Parent Handbook 2023-2024**

**5995 Crooked Creek Road NW  
Peachtree Corners, Georgia 30092  
Main Office Phone Number: 770-903-3400  
Parent Center Number: 770-414-2413  
Fax Number: 770-414-2418**

Monique Lee  
Principal

Jessica Arnold  
Assistant Principal

Maleesa Smith  
Counselor

Brenda Scott  
Registrar/SDMC

Rita Segers  
Parent Liaison



Dear North Metro Academy of Performing Arts Families,

Welcome to the 2023-2024 school year. We are looking forward to another great year of Learning, Creativity, and Growing at North Metro Academy of Performing Arts. The opening of the school year is such an exciting time for students, parents and the North Metro staff. I consider it a privilege to work in such a fine school with outstanding staff, students, and parents. We are happy to welcome our students back to school and are excited about the learning, leading and succeeding our students will continue to experience at our school. The teachers have planned outstanding learning opportunities for our students, and we look forward to our continued partnership with our families in providing a world-class education for all students.

One of the many ways we communicate with you each year is through our school handbook. I kindly ask that you take time to review the contents of the school handbook as a family. Inside the handbook, you will find parent involvement information that will be important resources to you throughout the year. Most importantly, it outlines the school's operating policies and procedures that help ensure that each student has the maximum opportunity to learn important academic knowledge and skills.

If you will take a moment to review the contents with your child, it will ensure a smooth year for all. I appreciate your efforts to both review these expectations and to lend your support in achieving them. Your support in helping us maintain an excellent, orderly and safe learning environment for our students is invaluable to us. Once you have gone over the handbook, please log into [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to acknowledge your receipt of these documents. You must do this for each student attending Gwinnett County Public Schools. There are numerous opportunities for you to become knowledgeable of your child's instructional program and academic progress. We hope you will get involved and take advantage of every opportunity to partner with us in the best interest of your child. I also want to offer a reminder to you about your access to the Gwinnett County Public Schools Parent Portal which allows you to view your child's grades, test history, conduct, and attendance. It is our hope that this will serve as one more effective communication tool for these important areas.

On behalf of our staff, I welcome you to the 2023-2024 school year. Our partnership with you is the foundation for excellence achieved at North Metro each day. Our goal is to provide the best learning and leadership opportunities for your child in a safe, secure and orderly environment. We want all our students to excel and stand out as leaders each and every day. We appreciate your support in helping us provide an optimal learning environment for our students. We also need you! Please don't hesitate to volunteer at various before, during and after school opportunities. You are welcome to become a vital member of our school community!

Yours in Education,

*Monique Lee*

Principal

North Metro Academy of Performing Arts

**NMAPA History:** Established in 2014, the North Metro Academy of Performing Arts (NMAPA) opened its doors to Gwinnett County residents to offer an educational alternative that is personalized to the needs of local children. Students can develop unique interests, uncover hidden talents, experience satisfaction in accomplishments, gain a sense of responsibility, and pursue education as a way of life through educational programs tailored to their own specific needs. Such practices include, but are not limited to, smaller classroom sizes, alternative and researched-based instructional methods, professional development opportunities, and individualized and differentiated instruction.

North Metro Academy of Performing Arts' approach to creative learning is unique, highly personalized, and guaranteed to meet your potential. We integrate performing arts into a rigorous Common Core-based academic curriculum. We offer Gwinnett County families an educational alternative that is personalized to our scholars' area of interest. Each scholar has the opportunity to develop unique abilities, uncover hidden talents and gain cultural experience while pursuing an education tailored to their unique needs.

The founder of NMAPA is a native of Baldwin County, Georgia. Mrs. Beauty Baldwin is a graduate of Savannah State with a B.S degree in Mathematics. She also has a Master's degree in Vocational Education and Administration and Supervision from the University of Georgia and a Specialist in Administration and Supervision, also from (UGA). Her educational experience includes teaching Mathematics in Schley, Muscogee, and Gwinnett Counties in Georgia for ten years. She served as a Vocational Education teacher for four years, Assistant Principal at Central Gwinnett High School (Lawrenceville, GA) for two years, and Principal of Buford Middle School (Buford, Georgia). Mrs. Baldwin retired in June 1994 as Superintendent of Buford City School (Buford, Georgia) after ten years of service. In May 2021, the Gwinnett County Board of Education approved transitioning NMAPA from a Public Charter School to GCPS's first themed elementary school.

**Mission and Purpose:** North Metro Academy of Performing Arts (NMAPA) engages students in instruction that integrates academics and performing arts in ways that address the unique needs and interests of each student. NMAPA integrates performing arts into the rigorous Gwinnett County Public Schools Academic Knowledge and Skills (AKS) curriculum. North Metro Academy of Performing Arts offers the families of Gwinnett County an educational alternative that is personalized to the needs of local children. NMAPA is the first elementary theme school in Gwinnett County Public Schools. Students have the opportunity to develop unique interests, uncover hidden talents, experience satisfaction in accomplishments, gain a sense of responsibility, and pursue education as a way of life through educational programs tailored to their own specific needs. Such practices include, but are not limited to, smaller classroom sizes, alternative and researched-based instructional methods, professional development opportunities, and individualized and differentiated instruction.

### **Our Beliefs:**

- We believe that the school environment should encourage an inquisitive mind, foster critical thinking and creativity, help develop a disciplined approach to all subject areas, and encourage responsible decision making.
- We believe that engaging students in instruction that integrates academics and performing arts in ways that address the unique needs and interests of each and every student.
- We believe teachers, staff, administrators, parents, students, and community members share the responsibility for providing a safe, supportive environment.
- We believe clear goals and high expectations for student achievement should guide the development of the curriculum instructional strategies and learning activities.
- We believe that because every student has the right to a superior education, teachers should be enthusiastic and expect excellence from their students.
- We believe the commitment to continuous improvement is imperative if our school is going to enable students to become productive members of the global community.
- We believe that all stakeholders of the North Metro Academy of Performing Arts school community should be treated with respect and dignity.

### **NMAPA School Spirit:**

Mascot – Soaring Eagle

Colors - Navy, Gold, and Maroon

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

**The North Metro Academy of Performing Arts (NMAPA) Handbook** includes the rules, regulations, and policies of North Metro Academy of Performing Arts and Gwinnett County Public Schools.

This handbook will be revised and updated each year. Students, Parents, and Families are expected to read the handbook and become familiar with its information. A detailed *table of contents* is included to help locate specific topics.

The handbook can be amended and revised as the need arises. At that point, the school will communicate with Students, Parents, and Families any modifications or changes to the handbook.

## **Gwinnett County Public Schools Mission, Vision, Core Beliefs and Commitments**

### **Mission Statement**

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

### **Vision Statement**

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

### **Board of Education Core Beliefs and Commitments**

Believing, as we do, that public education is an integral part of the seamless fabric of the American experience, we, the Gwinnett County Board of Education, derive our core beliefs and commitments for public education in Gwinnett County from the foundational principles of the United States of America, specifically those espoused in the Declaration of Independence. “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness,” and “That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed...”.

America’s public schools exist to undergird and advance these principles. They are the one place where all children and youth in our great, diverse country are provided a common, free education. They must educate every child for success in life and for the responsibilities of American citizenship.

Thus, we commit ourselves to a world-class education that meets the needs of individual students, to a sharp focus on the traditions and values at the heart of our constitutional democracy and the rule of law, and to the civic virtues that bind together communities of many cultures, faiths, viewpoints, interests, and histories into a unified nation. E pluribus unum. Out of many, one.

Therefore, the Gwinnett County Board of Education will:

- Ensure our core business of teaching and learning is built on a rigorous curriculum, effective instruction, and high-value assessments
- Educate every student to world-class standards and individual potential
- Provide a safe and secure learning environment
- Optimize the school effect to have a positive impact on every child
- Govern the district fairly and openly, seeking the engagement of the many stakeholders we serve.

# Part I: General School Information

## School Hours

Our school hours are 7:45AM – 2:45 PM. Students may enter the building between 7:45 – 8:15 AM. The building office hours are from 7:30 am - 3:30 pm

To optimize instructional time, our bell system will be as follows:

|         |   |
|---------|---|
| 7:45 AM | Students may enter the building and go to class |
| 8:00 AM | Morning news program and announcements.         |
| 8:15 AM | Tardy bell rings.                               |
| 2:45 PM | Dismissal Begins                                |

## Arrival/Dismissal Times

Students are expected to be at school on time. Children may arrive at school as early as 6:30 am to participate in our Before Care program. Students will be dismissed to their homeroom beginning at 7:45 am. Our morning news program begins at 8:10 AM. Attendance is taken by 8:15 AM. Students will be marked tardy if they arrive in their classrooms after 8:15 AM.

## 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 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
- Observation of religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to the student's 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 cannot be 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 ten days of unexcused absences."

Please remember that you must send a 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" if the reason for the absence is listed as an excused absence in the Handbook.

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 three ¼ hours, so (8:15 am – 11:30 am or 11:30 am – 2:45 pm).

**Before and After Care Academy**

Based on school start and end times, many families are unable to drop off and/or pick up students at those specific times. A Before/Aftercare program helps with this and allows students to balance learning and fun through a variety of experiences. From homework help, physical activities, dance, chorus, and art are designed so that students are enriched. The service is provided by the Right At School Program, [www.rightatschool.com](http://www.rightatschool.com) and there is a cost involved, which is comparable to other local daycare and/or afterschool programs. Although this program is housed onsite and services NMAPA students, all information regarding sign up, fees, payments, schedule, etc., are provided by Right At School, not NMAPA school staff. In addition, Right At School has their own administration and staff and is responsible for supervision and accountability of students during their program times. Should families have questions or concerns they should contact Right At School

**Cafeteria Meal Pricing**

**GCPS School Year 2023-2024 Meal Prices**

| <b>SY2023-2024 Breakfast Prices</b> |           | <b>SY2023-2024 Lunch Prices</b> |           |
|-------------------------------------|-----------|---------------------------------|-----------|
| Paid Student Breakfast - ES         | \$1.50    | Paid Student Lunch - ES         | \$2.25    |
| Reduced Price Breakfast - All       | \$ .30    | Reduced Price Lunch - All       | \$ .40    |
| Free Student Breakfast - All        | no charge | Free Student Lunch - All        | no charge |
| Adult Breakfast - All               | \$2.50    | Adult Lunch - All               | \$4.00    |
| Milk                                | \$0.40    | Milk                            | \$0.40    |

**SY2023-2024 Ala Carte Prices**

|                        |        |
|------------------------|--------|
| Student ES Entree      | \$2.00 |
| Student MS/HS Entree   | \$2.25 |
| Adult Lunch Entree     | \$3.00 |
| Adult Breakfast Entree | \$2.25 |
| Side Items             | \$0.60 |
| Extra Milk             | \$0.40 |

**\*\*Families should complete a Free and Reduced Priced Meal Application every year.**

**Late to School Check-In**

If a child arrives after school has begun, an adult must come into the building with the child and sign him/her in. Parents will sign the tardy sign in sheet in the Main Office, the student will be given a pass to take to class. Please be aware of the time when bringing students to school.

To be counted present for the whole school day, a student must be present for at least half of the school day. If a student arrives at school before 11:30 a.m., he/she will be counted as present for the whole day. Any student arriving after 11:30 a.m. will be counted as absent because he/she has missed more than half of the school day.

Please help get your students to school on time every day. Students that come in late interrupt the learning of every other child in the classroom. A student that is tardy 3 or more times AND/OR checked out early 3 or more times will not be eligible to receive the perfect attendance award. Tardies must be accompanied by a medical or dental note to be excused.

### **Early Check-Out of school**

If early check-out is necessary, the parent should plan to do so prior to 2:15 PM. This is necessary to provide a safe and timely dismissal for all students. A parent wishing to check out his or her should come to the front office, 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 specials class, it may take a little 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 ID. The parent will be contacted at this point and will have to provide permission via fax or email. (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 adults designated by parents. Please do not go to the classroom to check out a student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

### **Changes in Student Information**

To keep our records current, please notify the office in writing 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
- Person to call in case of emergency or when the parent cannot be reached
- Medical information

### **Changes in Student Transportation**

It is helpful to students to have consistent transportation plans. It can be very confusing for students as well as teachers to alternate between daycare and parent pick-up.

Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for our students. Therefore, 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) and the date indicating the change in his/her transportation home is required on the morning of the change. 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 the transportation of any kind will NOT be accepted via fax or email. In an extreme emergency, the parent will need to talk with an administrator. Changes must be received by 2:00 PM.

### **Clinic/Student Illness at School**

The clinic is available to students who get hurt at school or feel ill during the day. We share a clinic and clinic worker with Peachtree ES. Please do not send your child to school sick with a note requesting that the teacher send



your child to the clinic. Be considerate of other students by caring for your child at home. It is the responsibility of the parents to see that medical treatment is given to their child. Our clinic is not designed for lengthy sick care and a sick child has the potential of causing others to become ill. It is only appropriate as a holding area for no more than one hour until a parent arrives.

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. We must be able to reach a parent/guardian at all times. Please make sure that we have the most up-to-date phone numbers and email for parents and the listed emergency contacts.

The clinic worker will call parents if a student is vomiting, has a fever above 99 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, including aspirin or Tylenol, can be given unless it is sent in the original container with written instructions from the parent. All medications must be sent to the clinic in the morning. *Children are not to have medications in their possession during the school day, including cough drops.* For medications given on a long-term basis, a special form must be signed by the child's physician and filed with the clinic worker. The clinic phone number is 770-417-2462 or contact the main line 770-903-3400.

### **Homeless Children and Youth**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures that educational rights are protected for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact individual schools for further information.

### **Insurance**

Student accident insurance may be purchased each year. School insurance is voluntary and is not handled by the school.

### **Media Center**

The Media Center has various resources, including reference books, paperback books, magazines, fiction, non-fiction, and software that support the curriculum and provide appropriate reading materials for enjoyment. Literacy is a huge focus on NMAPA. All students will visit the Media Center to check out books to read weekly. Students in kindergarten and first grade can check out one book at a time and keep it for up to two weeks. Students in second through fifth grades can check out two books at a time for two weeks. Reference books are available for check out for one day and count as a "book" checked out to that student. Students may only have one reference book at a time checked out in their name. Students may visit

the Media Center as a whole class with their teacher or in small groups. When students visit in small groups, they must bring a Media Pass with specific tasks to perform.

### **Registration and School Entrance Requirements**

Students entering kindergarten must be age five on or before September 1, and Grade One students must be age six on or before September 1. All students entering Kindergarten or Grade 1 must present:

1. A copy of the birth certificate.
2. An official Georgia Department of Human Resources Certificate of Immunization, form #3231.
3. A Georgia Vision, Hearing, Dental and Nutrition Certificate, form #3300.
4. Proof of residency in the district. \*
5. 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 notarized 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.*

NMAPA is a theme school within Gwinnett County Public Schools. Any student who resides in Gwinnett County may attend with an approved Permissive Transfer form by the school administration. Parents and Guardians must provide transportation if the student residency is outside of the school bus zone for Peachtree Elementary/North Metro Academy

### **\*\*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.

### **School Cancellation/Inclement Weather**

If overnight weather conditions make it necessary to cancel school, the announcement will be made by 6:00 AM on WSB Radio (750 AM. 98.5 FM) or Channel 2 News on TV. The school will send out school closings on our school message system. If no cancellation is announced, school is in session.

Sometimes severe weather moves in during the day. Listen to WSB Radio for early dismissal information. Announcements will always be made before any schools are dismissed early. A school message will be sent to parents. Please do not call the school as we need to keep phone lines open.

### **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
- 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 Simpson.

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.

### **Title IX**

North Metro Academy and Gwinnett County Public Schools (GCPS) does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. You should speak with your Local School Title IX Coordinator if you:

- believe you have been discriminated against
- believe you have been sexually harassed
- need assistance with website accessibility
- have questions about accessibility or accommodations

You can contact your Local School Title IX Coordinator for assistance by calling or writing Jessica Arnold at 770-903-3400, [Jessica.N.Arnold@gcpsk12.org](mailto:Jessica.N.Arnold@gcpsk12.org), or 5995 Crooked Creek Rd. NW, Peachtree Corners, GA 30092. You may also contact the school system's Equity and Compliance Coordinator for assistance by writing or calling:

*Title IX Coordinator Equity Compliance Coordinator  
437 Old Peachtree Road  
Suwanee, GA 30024  
678-301-6062*

### **Transportation Procedures & Guidelines**

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

**Note: The NMAPA Transportation Procedures Guidelines are in accordance with Peachtree Elementary School as NMAPA shares the building and campus with them and will share the areas of transportation which include bus, car rider, and day care transportation.**

- Students' transportation should be consistent each day. Any change or variation in the transportation method for an elementary aged child causes undue stress on the child and the school to ensure safety each day.

### **Bus Riders**

Due to NMAPA being a choice school, bus transportation is not provided to students. However, students who reside in the Peachtree Elementary bus riding zone will have the privilege of riding the GCPS school bus and should follow the guidelines below. Information regarding the bus and bus routes can be found at [www.gcpsk12.org](http://www.gcpsk12.org) under Transportation.

- Riding a school bus is a privilege contingent upon proper conduct. If students choose not to follow the bus rules, then interventions will be put in place. If the interventions do not work, a student will be suspended from the bus. We must maintain safe transportation for all students.
- Students who come to school on the bus should return home on the same bus. Any changes must be in writing from the parent. Gwinnett County Public Schools will no longer allow transportation changes on buses unless it is an emergency situation. The amount of time required by the office for transportation changes warrants no checkouts being permitted after 2:15 p.m. for any student. This will allow us time to prepare for a safe dismissal of our students each day. **Written notification by the parent must be received in the office before 2:00 pm before any transportation changes can occur.** In absence of a note written by the parent, a child will be placed on his/her usual mode of transportation. We will not take a child's word about his/her dismissal procedure.
- Transportation changes will not be taken over the phone.
- If you have a question or a concern about a route or driver, please call the transportation department at 678-377-8952 to speak with the transportation supervisor. **School Bus Safety Policies and Procedures are included in the Student/Parent Discipline and Intervention Handbook.**

**Our goal is for students to arrive and dismiss safely. The task of dismissing students safely and quickly continues to challenge all of us. We must all work together cooperatively and positively for the safe arrival and dismissal of all students. Thank you for following these rules and procedures.**

### **Car Riders**

#### **Morning Arrival: 7:45-8:15 AM**

- The car rider area is located in the parking lot aside the two-story building on Crooked Creek Road.
- All cars will enter the driveway entrance to the parking lot from Crooked Creek Road by turning right from Crooked Creek Road.
- The doors to the school remain locked until 7:45 AM.
- Cars entering the parking lot should park in double lines (line 1 and line 2) and pull as close as possible to the vehicle ahead in order to maximize the number of cars that can be unloaded at one time.
- We ask that you turn off your car while you wait and keep it off until the signal is given to move forward.
- Parents/guardians are to wait in their car with their child(ren) until doors open.
- Doors open at 7:45, at which time a staff member will give the signal for students to dismiss from their cars.
- We ask that parents/guardians remain in their vehicles. (Parents/guardians who want to escort their child(ren) into the building must park in the lot by the green building (two-story) and walk with their child to the front entrance of the main building. For safety reasons, students may not be dropped off in this parking lot to walk unescorted into the building.)
- Once all students in both lines have exited their cars and have safely entered the building, a staff member will give the signal for parents/guardians to exit the parking lot and/or move forward. Again, we ask that cars remain turned off until the signal is given to move forward.

- The county has posted a NO LEFT TURN sign at the exit of this parking lot. For safety reasons and to prevent traffic problems with buses exiting from the front of the building, you must turn right onto Crooked Creek Road when exiting this parking lot.
- Car rider drop off ends at 8:15 AM.
- Parents/guardians who arrive after 8:15 must park their car and escort their child(ren) to the front entrance of the main building for check in.
- For safety reasons we ask that children not be dropped off on Crooked Creek Road to walk across the street and across bus lanes to enter the main building of the school.

### **Afternoon Dismissal: 2:45-3:15 PM**

- The bell ending the school day rings at 2:45 PM. At this time car riders are dismissed from classrooms to walk to the car rider waiting area located in the cafeteria.
- We ask that families picking up students in the car rider area:
- Park in double lines to form line 1 and line 2.
- Pull forward as close as possible to the car ahead.
- Turn car off until signal is given to move forward.
- Remain in your car.
- Display car tag number so that it can be easily seen by staff.
- Show photo ID if car tag is not displayed. As per safety and security procedures, staff will need to verify your identification. Please be patient as staff checks with the office for pick up authorization. If authorization cannot be verified, cars without Car Rider Tag numbers will be asked to leave the car rider line and go to the front office to check out the student.
- A staff member will record the car tag numbers in both lines up to the cut-off point for the first load and place a stop sign on the two cars that begin the second load.
- Once the numbers of all cars for that load are called in, students with corresponding numbers on their book bags will be allowed to exit the building, find their car, get in and buckle up.
- Once all cars are loaded, a staff member will give a signal to let you know it is safe to exit the parking lot and/or move forward. We appreciate all car engines remaining turned off until the signal is given.
- This procedure will be followed to dismiss remaining students until all cars are loaded and released from the parking lot.
- Once all cars are released, the doors will be locked. Those who arrive after that time, must park and go to the front entrance of the main building to pick up your child. Please be aware that you will need to show ID to pick up your child once the car-rider line has closed. Students who are continuously picked up late will be referred to the support team and referred to attend after-school care through the Right At School <https://www.rightatschool.com> (fee included). NMAPA staff cannot stay after school to provide aftercare service. This is provided through Right At School Before/After Academy only.

### **\*\*\*\*\*CARPOOL PROCEDURES DURING SEVERE WEATHER\*\*\*\*\***

On inclement weather days, please plan to arrive earlier than your usual time. Occasionally there is heavy rain or severe weather during the arrival or dismissal window. For safety reasons on such occasions, the above procedures may be altered. This could include such things as delay in the loading or unloading of cars, fewer staff members to direct the flow of traffic, etc. We appreciate your support during these times.

### **Day Care Riders**

Day Care Transportation Some area day care providers offer morning and afternoon transportation to and from NMAPA. Please contact your day care provider to see if they provide this service. Parents must complete a Transportation Parent Authorization Form and receive a Day Care Tag from NMAPA for the child to be transported via Day Care van to and from school. GCPS busses provide transportation to and from the following day care providers. Parents must complete a Transportation Parent Authorization Form for their child to be transported via GCPS bus to a day care location.

### **Overdue and Lost Materials**

Students who keep library books beyond the due date will receive an overdue notice. Overdue reports are sent weekly by email to the student's homeroom teacher. The next day, notices are sent to the parents' email address(es) on record for the student. Students without email addresses on record will receive paper notices to take home. Overdue materials should be returned immediately. Students who lose or damage library materials are expected to pay the replacement cost for each item promptly. Gwinnett County Board of Education's Policy states, "Students or their parents/guardians will be responsible for reimbursement to the school for damage to school property or lost or damaged books. Grades, diplomas or certificates of progress may be withheld until restitution is made". Students who do not pay for replacements, or continue with overdue materials, will not be permitted to check out any additional materials from the Media Center until the item is returned, or the payment is complete. Students will have access to materials for use in the Media Center during the school day.

### **Withdrawal Information**

Please notify the Registrar/SDMC at least one week before your child is to be withdrawn from school. A withdrawal form will be emailed directly to the parent/guardian on the last day of attendance. Upon completion of this form the student's records will be sent to the new school.

## **Part II: General School Policies and Procedures**

### **Birthday Celebrations**

While birthdays are very special occasions and are recognized, 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 are planning to send in a birthday snack. Do not send in snacks that require cutting. Any birthday treats or snacks will only be allowed in the classroom, not the cafeteria. If you would like to purchase ice cream for your child's class as a birthday treat during lunch, you may do so. The flat rate for the classroom purchase is \$25.

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 every one of the same genders) 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.

### **Bringing Food/Drink to School**

Students may bring a nutritious snack to school. They may not, however, bring food from “fast food” restaurants for breakfast, snack or lunch. This includes carbonated soft drinks and hot chocolate/coffee/latte-type drinks.

### **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. If a cell phone is taken out during the day without permission or for non-instructional purposes, it may be taken up and the parent will need to come to school to retrieve it. A BYOD (Bring Your Own Device) 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 devices, including cell phones and not at liberty to investigate any lost or stolen incidents involving them.

### **Emergency Procedures**

Fire, tornado, and disaster drills are held monthly 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. During a security drill or live event, parents/guests will not be allowed in the building until authorities provide the school permission.

### **Field Trips**

We make every effort to bring individuals and groups to our school to minimize/eliminate cost and travel time for students. Occasionally, we may offer an opportunity for an off-campus field trip which requires a request for funds from parents for admission and transportation. No student will be denied or penalized for failure to contribute. However, if enough funds are not secured, the field trip will be cancelled.

### **Ice Cream**

NMAPA will sell ice cream every day of the week beginning mid-August in the cafeteria for \$1.00. Parents and teachers may purchase ice cream for their child’s class (for special occasions) for a flat rate of \$25 for the class. This purchase needs to be paid at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

***NO CASH WILL BE ACCEPTED FOR BIRTHDAY ICE CREAM ORDERS.***

### **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 North Metro Academy of Performing Arts. Students will access approved “safe” sites only.

### **Lost & Found**

Items found in hallways, the cafeteria, or restrooms, and items found on the playground will be taken to the Lost and Found. Unclaimed articles will be donated to charity every nine weeks. Please write your child's name on all personal property for easy identification. Students should leave items of high value at home (this includes money). The school is not responsible or at liberty to investigate any lost or stolen items.

### **Messages/Deliveries to Students**

Only messages of emergency nature can be delivered to students. Please do not send students deliveries that include gifts, flowers, food, etc. They will not be accepted and will be returned. 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.

### **Newsletters**

You will be able to access the school newsletter and calendar from our school website. Our newsletter, "The Eagle's Nest", 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.

### **School Celebrations**

The Gwinnett County Board of Education permits two school parties per school year. NMAPA hosts a winter and a spring party for each class. Classroom teachers may select parent volunteers to assist in planning these. Individual classroom celebrations that occur as part of the Academic Knowledge and Skills are at the discretion of the school and/or 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 of the school day.

### **School Communications**

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 and leave a message for the teacher to call you back. Phone calls will be received by our office staff between 7:30 AM and 4:00 PM. Messages will be taken for teachers to return calls. We cannot interrupt teachers during instructional time; therefore, they will respond during non-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 as other means of communication.

### **School Pictures**

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

### **School Uniforms**

All Scholars at North Metro Academy of Performing Arts must adhere to our school uniform policy.



## **Uniform Policy & Expectations:**

- Uniforms should be worn **Monday through Thursday**.
- Gym shoes, boots and flats are acceptable.
  - *Slides, and Flip-flops are not acceptable for safety reasons*
- **Wednesdays are Dress For Success Day** each week. Students may wear their formal uniform (see below) or dress up in a nice suit or dress.
- **Formal Uniform includes the following:**
  - Blazer (navy) or Sweater (purchased at French Toast)
  - Oxford/Peter Pan white shirt (long or short)
  - Necktie, bow tie, or cross tie (navy) (purchased at French Toast)
  - Khaki/Navy bottoms (pants, skirt/skorts, jumper)
  - Dress shoes/Loafers
- **Spirit Wear Day is every Friday**
  - Students may wear jeans (no ripped jeans), school spirit shirt or school-appropriate shirt.
- **Field Trips:** Uniforms will be worn on all field trips unless specified.

### **Acceptable Uniform Tops include:**

- NMAPA Polos (long or short sleeve)
  - Colors: Gray, Teal, Orange, Red, Navy, Lime green
- Tops/Polos without school logo are allowed (long or short sleeve) and must match the above colors
- NMAPA Spirit wear T-Shirt
- NMAPA logo Crewneck, Sweater, Vest, and Jackets

### **Acceptable Uniform Bottoms include:**

Khaki or Navy Blue Colors only:

- Pants
- Shorts
- Skirt
- Skort
- Jumper
- Dress

**\*\*Leggings are not permitted**

**Students who do not follow the Uniform policy consistently will be referred to the support team and parent/guardian will be notified. No student will be denied instruction due to not being in uniform.**

### **Where to purchase North Metro School Uniforms:**

<https://www.frenchtoast.com/schoolbox/schools/north-metro-academy-of-performing-arts-QS5EXWX>

**\*\*Optional Vendor to add embroidery to your own uniform items (fee included):**

*Embroidery Express Inc.,  
2495 Eastgate Place,  
Snellville, GA 30078,  
(770) 978-3261*

*Please contact the school if you are unable to adhere to our dress code policy*

### **Toys and Electronics**

No games or other electronic devices should be brought to school at any time. To provide the best learning environment for students, please do not allow your child to bring the following items to school. Items will be collected, and a parent/guardian will have to come in to pick it up. The school is not responsible or at liberty to investigate any lost or stolen items.

Additionally, students may not buy or trade items at school:

- Toys (including toy or water guns, lighters, or knives of any kind)
- Items that make distracting noises
- Laser lights (pens, etc.) which can cause visual distractions

### **Visitation Policy**

We welcome parents to our school. Teachers have many responsibilities during the day, so 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 physical photo ID to receive a visitor's badge. Please sign out upon leaving as well.

If you would like to volunteer in your student's classroom, please schedule this with your child's teacher. 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. Again, please sign in at the reception desk and show a physical photo ID and sign out upon leaving. We ask that while you are here, you only visit your student's classroom(s) and only on the day(s) and time(s) arranged prior to your visit.

### **Visitors Check-In**

For the safety of our students and staff, **ALL** visitors who enter NMAPA must have a government issued identification to enter the building.

Next register at the reception desk and show a physical photo ID. Visitors must always wear a visitor sticker while on school property. Staff members have been instructed to monitor our visitors and to send those without a badge or sticker to the front office. Visitors will not be allowed in the classrooms without a prearranged appointment. When leaving the school, visitors should return to the front office and check out. We encourage parents to visit the school, but the safety of students and staff is our priority.

### **Visitors to Classroom**

As a courtesy to your child's teacher and to protect instructional time, we ask that an appointment be made for volunteering and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Though it may seem convenient or quick to stop by the room before, during, or after the school day, our teachers must always supervise students.

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.

### **Visitors to Lunch**

Parents are welcome to join their children for lunch. We do ask that parents refrain from eating with their child during the first two weeks of school and during testing week. This is to allow time for teachers to set cafeteria expectations. It is helpful to notify the teacher if you are planning on joining your child for lunch in the event there is a schedule change. To ensure we are adhering to safety guidelines (seating capacity) issued by the Fire Marshall; we must limit the number of visitors for lunch each day. In addition, the school visitor policy will be followed. Family members not on the student's list of contacts will not be permitted to enter the school building.

After in and securing a visitor badge in the front lobby, parents should meet their child at the entrance to the cafeteria. 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.

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.

## **Part III: Student Academic Information**

### **Academic Contracts**

Anytime a student is not achieving his/her AKS curriculum goals, an academic contract may be written between the teacher, student, and parent. Academic contracts target the student's weakness(es) in the AKS, and list interventions to be done at school and home to help the student succeed. Progress is noted on the academic contract throughout the year and shared at parent-teacher conferences.

### **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.

### **Counseling**

The goal of school counseling is to remove barriers to student learning. The school counselor serves as a resource for all students and staff. The counselors offer support for new students, assist students who are affected by grief, anxiety, and peer issues. They also work with all students on study skills, homework completion and test-taking skills. Parent education is an additional component of their program. The counselors work with students through classroom guidance lessons. With parent permission, our counselors also work with students individually and in small groups.

## **eCLASS**

NMAPA is proud to highly utilize eCLASS, Gwinnett's digital Content, Learning, Assessment and Support System that is providing NMAPA an integrated learning management system to enhance student engagement and the learning process. eCLASS provides students and teachers with the digital tools they need to expand the walls of the classroom, foster collaboration, and nurture creativity.

## **Gifted Education Program**

Students who meet state guidelines are served through our school's gifted education program (FOCUS) in an interdisciplinary approach. Referrals to the gifted program may come from teachers, parents, administrators, or because 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 local school. NMAPA's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students qualify for the program.

## **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: The grade mark is a report of the individual student's progress to his/her parents and to others who are concerned with the student's progress in education. The following scale is used:

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

When reporting progress (positive attitude, effort, participation, completion of tasks) for connection areas such as Art, Music, Physical Education, Technology, and Media, the following scale is used:

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

Please note, if behavior interferes with learning and/or teaching in the Connections classes, it may affect the student's participation, thus lowering the grade.

### **Grades/Parent Portal**

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 twice a year.

Teachers will contact parents to schedule these conferences.

### **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 by reviewing homework with their children. 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; classwork 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. The school Parent Center is also available to provide parents with guidance, support, and resources to help your student.

### **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 two 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 do not call the office to ask that a teacher prepare missed work by the end of the day. Often, teachers do not have planning time to pull together the work. One day's notice is necessary.

### **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. Parents are given the opportunity each spring to submit in writing any concerns regarding medical, emotional, or social issues affecting placement before class lists are formed for the next year. After class lists are published, if a parent has serious concern regarding placement, they should put the concern in writing to the assistant principal for that grade level. The assistant principal will set up a conference to work with the parent and teacher to resolve whatever issues are involved. All cases are handled on an individual basis.

### **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, Dance, and Theatre.

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

Like all Gwinnett County Public Schools, NMAPA has a Student Support Team. 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 to provide suggestions, recommendations, and/or interventions to help students be successful in the classroom.

### **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 have a concern about your child, please do not hesitate to contact your child's classroom teacher. After talking with the teacher, if you continue to have a concern, please contact the assistant principal for your child's grade level for further assistance in resolving the matter.

### **Technology**

A variety of innovative technology is incorporated into all aspects of our instructional services and proper and ethical use is imperative. Damaged or lost Chromebooks require a repair/replacement fee of \$25 prior to being issued another device. The following guidelines have been established:

- Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- Students' actions will be monitored, and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy and Acceptable Use Policy.
- When using the Internet, students will understand that they will be held responsible for their actions, keeping in mind the following rules:
- Internet use is limited to the gathering of information related to classroom assignments.
- NMAPA students may only go to Internet sites that have been previewed by a teacher or are linked to the NMAPA web site at <https://www.gcpsk12.org/NMAPA>
- NMAPA students may not gain unauthorized access to other people's files or programs.
- NMAPA students may not make changes to the hardware or software configurations of any machine.

Student access to technology is important. Inappropriate use will result in a loss of this privilege as well as disciplinary action. Students will be required to sign an acceptable use agreement.

### **Textbooks**

The school district provides textbooks for all students. Textbooks are scanned out to individual students and every student is obligated to take good care of the materials in his/her care. Any textbooks/learning materials must be paid for if lost or damaged. Online versions of textbooks are also available.

## **Part IV: Student Behavior and Conduct**

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. NMAPA is a PBIS school meaning, we have school-wide expectations of all, and we reinforce and acknowledge students when they display the behaviors we want to

see. Our school-wide expectation behaviors are: Be Responsible, Be Respectful, and Be Safe. Our students are expected to follow this across all school areas such as classroom/specials, restrooms, cafeteria, playground, and arrival/dismissal.

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

### **General Expectations- Be Responsible, Be Respectful, and Be Safe**

- 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
- Keep hands, feet, & body parts to self
- Follow the directions of all adults

### **Restroom Expectations**

- Use the facilities appropriately (no playing)
- Throw away trash and pick up after oneself

### **Playground Expectations**

- Wear tennis shoes or proper footwear
- Use the equipment safely
- Jumping off and from the equipment is not allowed
- Rough playing is not allowed; keep hands, feet, & body parts to self
- Objects such as rocks, dirt, sticks, etc., should not be thrown
- Use good sportsmanship
- Use appropriate language

### **Cafeteria Expectations**

- Enter and leave the cafeteria without talking
- Stay seated and raise your 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 when the music is not playing

- Students should not trade or swap food
- Clean up the area before leaving

### **Positive Recognition**

Through our Positive Behavioral Support System (PBIS), students are rewarded and/or provided recognition for displaying expected behaviors that align to our school wide behavior matrix, which is posted throughout the school. The rewards/recognition vary in forms such as Eagle bucks, Dojo points In addition, students are nominated by their teacher monthly to represent their classroom as the Eagle of the Month for displaying the school expectations.

Each classroom of students, with their teacher, will develop personalized expectations for their classroom. Students will know our PBIS expectations, “Be Respectful, Be Responsible, and Safe.”

### **Response to Behaviors & Intervention Steps**

Teachers will keep updated conduct documentation on each student and will indicate interventions used with the date’s infractions occurred, consequences, and parent communication. Students that repeatedly violate classroom rules/procedures will receive an administrative referral. Before an administrative referral is written, teachers must provide documentation of an attempt to make parent contact and the result of that contact. Each teacher will develop personalized expectations for their classroom. Continued discipline incidents may result in a behavior management plan and/or Student Support Team meeting. The consequences for minor behavior offenses include a hierarchy of steps.

The **Minor behavior offenses** (Managed in the Classroom) include:

- Step 1** – Verbal redirection and reteach expectation
- Step 2** – Teacher follows his/her classroom plan, uses a different classroom intervention, including communication with the parent
- Step 3** – Phone call to parent & enter as a minor in Synergy, implement a different intervention
- Step 4** – Follow steps for a visit with the administration depending on the severity/frequency of the occurrence Teacher Parent Conference
- Step 5** – Teacher Parent Admin Conference

The consequences for **Major behavior offenses** that include fighting, destroying school or private property, or defying authority receive immediate attention from an administration.

Administrative referral consequences may range from a phone call to out of school suspension, following the Gwinnett County Administrator’s Discipline Handbook. Serious or repeated offenses may result in referral to a disciplinary hearing at the county level.

Some discipline rule violations require the local school to notify the School Resources Officer (SRO), who is the law enforcement officer for the school district.

### **Intervention Examples:**

- Redirect/Re-teach expectations-SEL lessons
- Remove distractions/Identify and eliminate triggers
- Change seating/Close proximity
- Provide choice



- Private student/parent conference
- Verbal praise/non-verbal cue reminders
- Provide stress ball
- Calm corner
- Ignore/Attend/Praise
- Give Me Ten (calmly counting 10-0)
- Student break to refocus
- Assign task for redirection (run an errand, pass out papers)
- Break work into chunk

