

CHATTAHOOCHEE ELEMENTARY SCHOOL

Choosing to make a difference.



Parent & Student Handbook

2023-2024 School Year

2930 Albion Farm Road

Duluth, GA 30097

(770) 497-9907

The purpose of the Parent & Student Handbook is to provide Chattahoochee families with school policies and procedures. Please keep this handy throughout the school year as a quick reference.

TABLE OF CONTENTS

General County & School Information

GCPS & CES Mission	4
School Day Information	4
Administration Team	4
GCPS Calendar	5

School Policies and Procedures

Arrival, Dismissal, and Transportation	7
Attendance & Visitor Policies	10
Registration & Withdrawal Procedures	12
Cafeteria	14
Clinic	15
Clubs	17
Communication	18
Dress for Excellence	19
Local School Council	20
PTA	21
Safety & Security	22
Student Behavior (PBIS)	23
Student Rights	25

Student Academic Information

AKS, Grading, and Homework	27
Digital Learning Days & Technology	28
Progress Reports and Report Cards	29
Student Support	30
Testing	32
FAQs	34

General County & School Information

GWINNETT COUNTY PUBLIC SCHOOLS

Mission Statement

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

CHATTAHOOCHEE ELEMENTARY SCHOOL

Mission Statement

Our Chattahoochee mission is to challenge, support, and inspire our students to be lifelong learners and problem solvers, while also developing positive interpersonal and intrapersonal character traits that embrace our diverse community.

School Day Information

School Hours: 8:15 AM - 2:45 PM

Student Arrival: 7:45 AM - 8:15 AM

For your child's protection, students may not arrive or be dropped off at school before 7:45 AM unless they are registered in a club. There is NO adult supervision before this time.
Student Check-Out Deadline: 2:15 PM



WILDCATS ARE

Responsible

We do the right thing to help our school be a better place!

Respectful

We act in a way that shows care for how our actions may impact others.

Problem Solvers

We are prepared and set to do our best in school by taking responsibility for our choices.

ADMINISTRATION TEAM

Principal

Mark Moon



Assistant Principals



Crystal
Langley
K - 2



Jennifer
Redd
3 - 5



Lysanne
Matthews
Spec. Ed

Gwinnett County Public Schools – FINAL 2023-24 SCHOOL YEAR CALENDAR

4 Independence Day
(Systemwide Holiday)
19 Administrative Staff
Meeting
24-28 Required Pre-planning/
Staff Development [#1-5]
31 Required Pre-planning/
Staff Development [#6]

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break
(School Holidays)
2,3 Teacher Planning/Staff
Development [#8-9]
(Student Holiday)
4 Begin 2nd Semester
[Day 90]
15 MLK Jr. Day
(Systemwide Holiday)

1 Required Pre-planning/
Staff Development [#7]
2 First Day of School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2 Digital Learning Day #3
15-19 Student/Teacher Holidays
(School Holidays)

4 Labor Day
(Systemwide Holiday)
15 Digital Learning Day #1

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6-7 Early Release
Elementary and
Middle School
15 Digital Learning Day #4

5-9 Fall Break
(School Holidays)
18-19 Early Release
Elementary and
Middle School

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break
(School Holidays)

3 Digital Learning Day #2 **20-**
24 Thanksgiving Break
(School Holidays)

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-22 Early Release for High
School Exams
22 Last Day of School [Day 180] **23**
Teacher Post-planning/
Staff Development [#10]
27 Memorial Day
(Systemwide Holiday)
Note: GCPS will make up any inclement
weather days by using Digital Learning
Days, and/or extending the school day
or year.

13-15 Early Release for High
School Exams
15 End 1st Semester
[Day 89]
18-29 Winter Break
(School Holidays)

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12-Month Employee Holidays
2023-24
July 4 Independence Day Sept. 4
Labor Day
Nov. 23-24 Thanksgiving
Dec. 22-29 Winter Break
Jan. 1 Winter Break
Jan. 15 MLK Jr. Day
April 5 Spring Holiday
May 27 Memorial Day
June 19 Juneteenth

Teacher Planning/Staff Development/Student Holiday

Student/Teacher Holiday

Digital Learning Day

SCHOOL POLICIES & PROCEDURES

ARRIVAL, DISMISSAL, AND TRANSPORTATION

Arrival

Students are expected to be at school on time. Children who are driven to school should not arrive before 7:45 AM. This is for student safety. 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 8:05 AM and attendance is taken by 8:15 AM. Students will be marked tardy if they arrive in their classrooms after the 8:15 AM bell. Students should not be dropped off at the building after 8:15 AM. If a student arrives after 8:15 AM, a **parent or guardian must accompany the child** to the front desk to sign him/her in so that a tardy slip can be generated admitting the child to class.

Dismissal

The school day ends at 2:45 PM. Students may depart by school bus, day care bus, car or by walking. Upon registering a student, you will complete a form, which lets us know the way the student most often will get home from school in the afternoons. Once the transportation method for a student has been identified, the student will receive a plastic tag that is attached to his/her bookbag. The tag lets the school staff know how the child normally gets home and additional details, like bus number.

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 day care, parent pick-up, and buses. 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. Students, who must ride a different bus in the afternoon, will 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.



ARRIVAL, DISMISSAL, AND TRANSPORTATION

Bus Riders

Riding the bus ensures a safe and secure arrival and dismissal for students each day. Changes in bus assignments are not permitted. A student must ride his/her assigned bus. **Children in Grades K and 1 must be met at the bus stop by either a parent or a caretaker.** Bus passes cannot be issued for play dates, birthdays, boy/girl scouts meetings, weekend sleepovers or any other reason except for an emergency as determined by a school official.

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 their assigned bus stop five minutes before pick-up time.
- Safely wait 10 ft from where the bus stops, board and exit the bus .
- Follow the directions of the driver at all times.
- Go directly to 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.
- Talk quietly. Loud voices, inappropriate language and gestures are not allowed.
- Respect the rights and safety of others.
- Not eat, drink or chew gum on the bus.
- Not carry animals, glass objects, nuisance items, hazardous materials, or weapons (including toy weapons) onto the bus.
- Not use any electronic devices during the operation of a school bus, including but not limited to cell phones, MP3 players, 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.
- Not use 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.
- Help 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.

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

ARRIVAL, DISMISSAL, AND TRANSPORTATION

Car Riders

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

Morning Car Rider Procedures:

- Car rider drop off takes place in the side visitor lane. Drivers are asked to please join the line of cars instead of parking and walking their student to the door.
- Students may enter the school beginning at 7:45 AM.
- Staff members will be present to help students enter the school each morning. Drivers should remain in their vehicle and refrain from using their cell phone during drop off.

Afternoon Car Rider Procedures:

- Cars need a tag number to pick up a student in the afternoon. If you know your child will be a car rider for various after school activities during the school year, please secure a car rider tag. Car rider tags are available in the front office or in [MyPaymentsPlus](#) for \$6.
- Hang your car rider number from the rear view mirror where it is easily visible.
- Advance forward slowly as you approach the pick-up area where students are entering cars and pull all the way up in the driveway so several cars can be loaded at the same time.
- Please stay in line and do not try to go around the other cars.
- 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).
- Cars without a tag number will be asked to leave the car rider line and go to the front office to check out the student.
- Children who are not picked up by 3:10 PM will be escorted to the front office and a parent/guardian will be called. At this point, you will need to park your car, come into the building and sign your child out.

Day Care

Please click **contact the office** for a list of available daycares that pick up at Chattahoochee.

Walkers

A student is designated as a 'walker' if they are walking from school dismissal locations directly to their home, not to a car. For this reason, when students are signed up to be a walker, the home address should be within safe walking distance to the school.

ATTENDANCE & VISITOR POLICIES

Attendance

Regular school attendance is essential for a quality education. The time missed from class results in a loss of many educational experiences. To be successful in school, students must be on time to school, remain in school until the end of the day, and be at school every day possible. We encourage you to make every effort to schedule dental and doctor appointments after regular school hours. Students arriving after 8:15 AM are counted tardy. In order to be counted present, a student must attend at least half of the school day (a minimum of 3.25 hours).

Student Check In & Out

When a student arrives late to school, after 8:15 AM, they should check in, with a parent, at the front desk in our atrium.

If a student is to be checked out prior to dismissal, a parent or guardian, or a person designated on the student's enrollment form, must come to the office before 2:15 PM and ask a school clerk to call for the student. The parent must sign the student out before the student can leave the building. Proper identification is required.

Excused Absences

In the case of a necessary absence from school, a student must bring a written excuse from the parent/guardian stating the reason for the absence. State Board of Education Rule 160-5-1-.10 defines, in part, the following as excused absences:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- A court order or an order by a government agency.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Public school students visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard are allowed five excused absences per school year.
- Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.

[See the full list of excused absences here.](#)

ATTENDANCE & VISITOR POLICIES

Unexcused Absences

Family trips are deemed **unexcused** and must be recorded as such. If a student accumulates 10 or more unexcused absences a Student Attendance Review Committee meeting will be held. Excessive unexcused absences may warrant a doctor's note for future absences.

For work missed during absences due to prearranged unexcused trips, the student is responsible for the following:

1. Staying current with his/her classes and completing assignments;
2. Taking tests over material covered during his/her absence
3. If an assignment sheet is given prior to absence, it is expected that work will be turned in the day the student returns.

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.

Please do not call the office to ask that a teacher prepare missed work by the end of the day. Often times, teachers do not have planning time to pull together the work. At least one day's notice is necessary.

Visitor 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 photo ID, to receive a visitor's badge. **Please sign out upon leaving as well.**

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 supervise students at all times.

Per school board policy, the principal or designee may, at their discretion, grant or deny permission for classroom visits and determine the duration of time. 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.

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.

REGISTRATION & WITHDRAWAL PROCEDURES

School Entrance Requirements

Birth Certificates

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

Immunization Certificates

Before official enrollment in a Georgia school, all students must provide an official Georgia Department of Human Resources Certificate of Immunization. This certificate may be secured from local physicians or the Gwinnett County Health Department (Form 3231).

Hearing, Vision, Dental and Nutrition Records

All students entering school for the first time must present a certificate of hearing, vision, dental and nutrition examination by the Gwinnett County Health Department and/or a physician or dentist licensed by the State of Georgia. This certificate is available from local physicians or the Gwinnett County Health Department. (Form 3300)

Proof of Residency

School officials require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is enrolled in a Gwinnett County school. The acceptable items are: settlement/closing papers on a house OR current lease agreement AND a current utility bill (gas, power, or water). Phone bills and cable bills will not be accepted. If you are living with someone and all the bills and lease/settlement statement are in their name, a Residency Affidavit packet will have to be completed by that person, signed by both of you and notarized. That person will have to provide their lease/settlement statement and current utility bill.

Parent Picture ID

A parent/guardian picture ID is required in order to enroll your child.

Social Security Number

At the time of initial enrollment, a Social Security number will be requested for each student. Social Security numbers are not required for enrollment. No student will be denied enrollment for declining to provide his or her Social Security number or for declining to apply for such a number.

REGISTRATION & WITHDRAWAL PROCEDURES

Changes in Student Information

In order 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

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

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 Chattahoochee.

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.

Withdrawal

Please notify the registrar if you need to withdraw your student from school. Parents must come in to the school with a photo ID to withdraw any student. The withdrawal form will be required for all students, this includes those transferring to another school in GCPS. Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.

CAFETERIA

We are proud of our self-service breakfast and lunch program. This procedure gives students an opportunity to choose foods they like as well as try new ones.

Breakfast is served 7:45 AM - 8:15 AM. Students in grades K-2 eat in the cafeteria, while grades 3-5 pick up their breakfasts and take it to their homerooms.

Classes are scheduled to eat lunch in the cafeteria for 30 minutes. Please check with your child's teacher for their scheduled time.

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 weeks. Tables for visitors are provided in the atrium and outside, weather permitting. Due to limited space and security concerns students may not bring friends to join them when eating with a parent.

Charges & Payments

Breakfast	Full breakfast	\$1.50	
	Adult breakfast	\$1.75	
	Side item	\$0.40	
	Juice	\$0.40	
	Milk	\$0.40	
Lunch	Student lunch	\$2.25	
	Adult lunch	\$3.00	
	Side item	\$0.40	
	Milk	\$0.40	

Prices subject to change.

Our program is self-supporting and the financial health of our program depends on parents keeping accounts up to date. We encourage parents to prepay to ensure their child's account always has funds to cover meals. Most commonly, parents prepay in [MyPaymentsPlus](#) by the week, month, or for the entire year.

Free and Reduced meal applications are available for students meeting state financial guidelines. Applications are available [online](#) or may be picked up from the front office.

Special Dietary Requirements

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

CLINIC

Anna Coots

770-232-3270

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 be able to reach a parent/guardian at all times.

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 brought to the clinic in the morning by a parent/guardian. 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.

It is imperative to update telephone numbers and emergency contacts with the school so that in the event of an emergency involving your child we can reach you quickly. These numbers can be updated through the parent portal at any time.

TOO SICK FOR SCHOOL?

HERE'S HOW TO TELL



STAY HOME IF ...

Your child feels too sick for regular activities

Yellow or green pus appears

The temperature on an oral thermometer reads 100° F or higher (100.4 for an ear, rectal, or forehead temp)

You suspect flu—it spreads rapidly

Your child has a migraine—throbbing, severe pain with moodiness, fatigue, and sensitivity to light

Redness and itchiness affect all or most of your child's body

Your doctor suspects—or diagnoses—strep throat

Your child is vomiting or has uncontrollable diarrhea



SYMPTOM

← COUGH AND OTHER COLD SYMPTOMS →

← EYE DISCHARGE →



← FEVER →



← FLU →



← HEADACHE →



← RASH →

← SORE THROAT →



← STOMACHACHE →



GO BACK TO SCHOOL AFTER ...

Fever decreases and your child feels better

The amount of pus decreases, using antibiotic eye drops for 24 hours

Body temperature reaches normal

Fever has been gone for 24 hours

Taking pain medication

The rash is gone—or the doctor gives the OK

24 hours after beginning antibiotics

Vomiting stops and your child has control of bathroom breaks

CLUBS

A variety of student clubs are offered to 4th and 5th grade students under the leadership of Chattahoochee Faculty and Staff. Clubs will meet before or after school and therefore require parents to provide transportation on the days that the clubs meet. Information on signing up will be placed in your child's Friday Folder to go home in late August. At that time, the [Chattahoochee Website](#) will also be updated.

Examples of our yearly clubs are below.

Morning Club Opportunities

Advanced Chorus

Art Club

Children's Choir

Fitness Club

Harry Potter Club

Modern Band

Recorder Club

Ukulele/Guitar Club

Afternoon Club Opportunities

Chapter Cats

Robotics Team

Chess Club

Drama Club

Good News Club

Reader's Rally

Student Council

Regular attendance is expected and students must have, and maintain, an "S" or "E" in conduct to be a part of any club.

COMMUNICATION

Communication between parents and teachers is an essential component of student success. Teachers are often communicating with their families about curriculum, upcoming events, and important dates in the following ways:

GCPS Parent Portal

The GCPS Parent Portal will serve as your secure connection to GCPS for information about your child and his or her academic career. Parents can access student grades and attendance data online, 24/7 using the GCPS Parent Portal. All you need is a computer with Internet access and a user ID and password. To sign up for the Parent Portal, please visit the [GCPS Parent Portal](#) site.

GCPS Student Portal/ My eClass

All students will have a GCPS Student Portal) account. This is not only home to items such as online textbooks and other digital resources, but is also home to each teacher's eClass course page, which is considered the class website. We encourage our parents to log into their students' Portal account(s), so they can view what instruction is taking place in the classroom. If you do not know your child's eCLASS login information, please reach out to the teacher and they can provide you with it.

Friday Folders

Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. These will include graded assignments and fliers with important information, as well as a Weekly Communication Reports.

Weekly Newsletters

Each grade level is responsible for publishing a collaborative newsletter and calendar via a direct Smore link. These will be updated weekly to include grade level AKS, important announcements, testing dates, and what's coming up at Chattahoochee!

Parent & Teacher Conferences

GCPS schedules Early Release Days for elementary and middle school students twice a year. On these days (October 18-19 and March 6-7), students are dismissed beginning at 12:15 PM so that teachers can meet with parents to discuss student progress.

Beginning a few weeks before the scheduled Early Release Days, teachers send a link to parents to sign up for a conference time. Parents or teachers may also initiate and schedule conferences at other times, as needed. Please contact the teacher directly via email with any questions or concerns.

DRESS FOR EXCELLENCE

Students are expected to dress appropriately and suitable to weather conditions.

- The chest area, midriff, and upper thighs should be covered at all times.
- Hats, caps, and bandanas are not to be worn inside the building by boys or girls except for special events designated by the school.
- Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence.
- Tennis shoes are required for PE.
- Appropriate shoes should be worn for students' safety both inside and outside the school.

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.

LOCAL SCHOOL COUNCIL

With the passage of the A+ Education Reform Act (HB 1187), the State of Georgia requires advisory committees to bring communities and schools closer together in a spirit of cooperation. The Local School Council is established to advise the principal as decisions are being made that affect students and the community.

School Councils are comprised of the principal, teacher representatives, and parents. Our school council will meet at least four times per year. This group is not a projects committee, but serves the school in the capacity of advisor, advocate, and communications link with the community, and to gather the opinion of the community on certain issues that relate to the operation of the school. The purpose of this committee is to be a vehicle of communication between the school and the community.

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

Minutes from School Council meetings are available upon request.

PARENT/TEACHER ASSOCIATION

Why should you join the PTA?

PTA CREATES the village that helps to raise our kids and strengthen our community.

PTA LINKS families to important school and community information.

PTA HOSTS fun, educational clubs, programs and events for families.

PTA RAISES money to support the specific needs of our school.

PTA ENGAGES in school and digital safety initiatives.

PTA OFFERS kids the opportunity to explore the arts and develop critical thinking, teamwork and creativity.

PTA INSPIRES a love of reading and enhances students' book and literary options.

PTA ENCOURAGES healthy lifestyles and food choices for every family.

PTA TRACKS local, state and national policies every day so that we can advocate for what's best for our students, families, and school.

PTA BELIEVES we can make every child's potential a reality.

Are you hearing (seeing) VOICES?

VOICES is our Chattahoochee Elementary parent email list! Please click on the link below to register and be included in this email distribution. You will receive important announcements and information from CES PTA and Administration regarding current events.

[Join VOICES email list.](#)

Order Spirit Wear Online

Check out our Membership and Spirit Wear Hub!

Use the <<SHOP NOW>> button at the top of our page or visit here:

[Chattahoochee PTA Store](#)



SAFETY AND SECURITY AT SCHOOL

Emergency Procedures

Each year we perform drills so in case of an emergency the teachers, staff and students are well prepared.

Security & Parking

In order to maximize the safety and security of our children, we require all visitors to follow these procedures:

1. Visitors may park in designated spots at the front of the building, or in the side lot.
2. All doors to the building are to remain locked. Teachers, staff and students are instructed NOT to open the doors to anyone. All visitors to the building will have to be buzzed in at the front door.
3. All visitors, parents, parent volunteers, delivery persons and workmen will be required to stop at the front desk, sign in and wear a Visitor Badge while on the school grounds. You will be required to show a photo ID and tell where you are going while on the school grounds. Only those approved by the enrolling parent may visit students at school.
4. Students will not be released from the classroom to anyone. A parent/guardian or a person designated on the student's enrollment form must come to the front desk to check a child out and must show their photo ID.
5. For the safety of our staff and building, the school is not open to the public after 3:00 PM unless there is a school event.

STUDENT BEHAVIOR (PBIS)

Chattahoochee Elementary is proudly a PBIS school. PBIS (Positive Behavior Intervention and Support) is an evidence-based, data-driven decision-making framework for establishing the social culture and behavioral supports needed for a school to be an effective learning environment for all students and staff. The fundamental purpose of PBIS is to make schools more effective, efficient, and equitable learning environments.

Wildcats are...	RESPONSIBLE	RESPECTFUL	PROBLEM SOLVERS
	We do the right thing to help our school be a better place!	We act in a way that shows care for how our actions may impact others.	We are prepared and set to do our best in school by taking responsibility for our choices.
Hallway	<ul style="list-style-type: none"> ◦ Walk quietly with a purpose to your destination 	<ul style="list-style-type: none"> ◦ Be aware of those around you 	
Cafeteria	<ul style="list-style-type: none"> ◦ Get all lunch items while in line ◦ Clean up your area before leaving the table 	<ul style="list-style-type: none"> ◦ Wait patiently for your turn ◦ Use inside voices ◦ Use kind words 	<ul style="list-style-type: none"> ◦ Raise your hand for permission to leave your seat
Playground	<ul style="list-style-type: none"> ◦ Report problems to a teacher ◦ Line up when the teacher calls 	<ul style="list-style-type: none"> ◦ Use kinds words ◦ Try to include others ◦ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ◦ Work together to resolve conflicts
Restrooms	<ul style="list-style-type: none"> ◦ Return to class promptly ◦ Clean up after yourself 	<ul style="list-style-type: none"> ◦ Honor the privacy of others ◦ Wash your hands with soap and water 	<ul style="list-style-type: none"> ◦ Report concerns to your teacher
Bus	<ul style="list-style-type: none"> ◦ Sit appropriately in your seat ◦ Stay seated when the bus is in motion 	<ul style="list-style-type: none"> ◦ Keep hands, feet, and belongings to yourself ◦ Treat the bus with care 	<ul style="list-style-type: none"> ◦ Raise your hand if you need immediate help

The Gwinnett County Board of Education has developed a [Student Conduct Behavior Code](#).

STUDENT RIGHTS

Custody and Legal Issues

NO VERBAL PROOF OF LEGAL CUSTODY WILL BE ACCEPTED. It is illegal for custody exchanges to be made at school. The school may require verification of right of custody from anyone requesting early dismissal of a student. To obtain a copy of Gwinnett County's policies on their compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact your child's school.

Privacy

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

Student Complaints and Grievances

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three-step procedure outlined in procedure P.JCE which is found on the GCPS website: [Nondiscrimination Policies](#).

Student Insurance

The Gwinnett County Board of Education does not sell insurance, but it does make insurance coverage for students [available](#) through an independent company. This coverage is offered for families which may not have insurance for their children in case of accident. The insurance offered is entirely optional and is made available only as a service.

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. After class lists are published, if a parent has a serious concern regarding placement, they should put the concern in writing to the Assistant Principal for that particular 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, Computer Science, Health, Korean, Music, PE, and STEM Science. Our Media Center operates under an open policy to allow students to come individually, in small groups or with their entire class.

STUDENT ACADEMIC INFORMATION

AKS, GRADING, AND HOMEWORK

AKS = Academic Knowledge and Skills

CCGPS = Common Core Georgia Performance Standards

The AKS represent 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.

The AKS offers a solid base on which teachers build rich learning experiences. Teachers use curriculum guides, technology, and instructional resources to teach the AKS and to make sure every student is learning to their potential.

Chattahoochee teachers follow CCGPS, based on several assignment types:

- AKS Progress Grades: daily grades
- AKS Mastery Grades = assessments
- District Assessments = end of each 9-week period.

Kindergarten and 1st 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

2nd - 5th Grade:

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 = 70 - 79 (Average Progress)
U = Below 70 (Unsatisfactory Progress)

Special Areas

When reporting progress (positive attitude, effort, participation, completion of tasks) in Special Areas such as Art, Health, Music, Physical Education, and STEM, 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 Specials classes, it may affect the student's participation, thus lowering the grade.

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 child. If your child has no current assignment, they should be encouraged to read. If you have questions or concerns about your child's homework, please contact your child's teacher directly.

DIGITAL LEARNING AND TECHNOLOGY

As part of our efforts to provide high quality educational experiences at Chattahoochee Elementary, our students have access to many instructional technology tools. All Kindergarten through 5th grade students are assigned a **Chromebook** at the beginning of the year to use throughout the year. KG - 2nd grade Chromebooks are stored in the classroom, used daily for instruction, and are only sent home for Digital Learning Days. 3rd - 5th grade Chromebooks are used daily in the classrooms and sent home as needed for projects, assignments, Digital Learning Days, etc.

With the privilege of use comes the obligation to use the equipment responsibly. At the beginning of the year, students have lessons on how to take care of the Chromebooks and they sign off on an [Acceptable Use Policy](#) that is age-appropriate.

Students are responsible for good behavior on the school computer network. 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. Use of the Internet must support education and be consistent with the academic expectations of Chattahoochee Elementary School. Students will access approved "safe" sites only.

Parents are responsible for any damage to the device once the student receives it. Payments for damages may be paid in person in the front office or in [MyPaymentsPlus](#).

How a Digital Learning Day Works for Students

The GCPS school calendar includes four Digital Learning Days for all students. These days are allotted so that teachers and other staff members in the building have time to attend professional development. Students will not come to school on these Digital Learning Days but should work on asynchronous lessons that can be found on eCLASS teachers' course pages from home.

1. All students in grades K-5 will bring home their assigned Chromebooks, if needed, to complete the assignments the day before the Digital Learning Day is to take place.
2. Teachers post assignments on their eCLASS course pages no later than 9:00 AM.
3. Student work is expected to be turned in to the teacher no later than the following school day.
4. Devices are brought back to the school the day following the Digital Learning Day, so it can be used in the classroom for instruction.

During the school year, teachers will share additional information with students about Digital Learning Days, including how they will support student learning during the day.



PROGRESS REPORTS AND REPORT CARDS

A digital copy Progress Report will be sent home every 4 to 5 weeks and report cards are sent home twice a year: one in mid-January, showing the first semester's grades and the other in mid-June, showing the grades for the second semester.

The grading scale for the progress reports and report cards follows GCPS standards and is as follows:

Kindergarten & 1st Grade	2nd-5th Grade
E = Excellent	A = 90 and above (excellent progress)
S = Satisfactory	B = 80 - 89 (above avg. progress)
N = Needs Improvement	C = 70 - 79 (avg. progress)
U = Unsatisfactory	U = 69 and below (unsatisfactory progress)

The reporting scale reflects a student's mastery of the Academic Knowledge and Skills (AKS). The report card also gives information about student effort in the areas of Reading, Writing, Math, Science, and Social Studies. T

GCPS determines the promotion requirements each year and publishes the information on the website: [Promotion and Graduation Requirements](#)

STUDENT SUPPORT

Multi-Tier Support System

Chattahoochee utilizes a multi-tiered system of supports (MTSS), which is a framework that integrates data and instruction within a multi-level prevention system to maximize student achievement and support students' social, emotional, and behavior needs from a strengths-based perspective. (Center on MTSS, 2020, www.MTSS4success.org). Parents who suspect their child may have significant barriers to learning should communicate their concerns to their child's teacher and may also request a Student Support Team meeting.

Student Support Team

The SST Committee is a regular education team of school personnel whose primary task is to develop instructional strategies and other interventions for meeting the needs of students referred for learning and/or behavioral problems. The team is an interdisciplinary problem-solving team which provides consultation and recommendations for educational programming to teachers and school staff in assisting referred students. Parents are invited to participate in all meetings of their student's SST and in the development of interventions for their student.

Implementation of SST procedures should occur for any student experiencing problems in school before a referral is made to other support services or to special education.

Special Education Services

Special education services are provided for students who are found eligible. Students receive support in a variety of settings based on their Individualized Education Plan.

Speech

Speech Language Pathologists are available to work with students having speech or language disorders severe enough to significantly affect their classroom achievement.

STUDENT SUPPORT

Counseling

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

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

Our counselors welcome the opportunity to talk with any student, parent, or teacher.

ESOL

ESOL (English Speakers of Other Languages) services are offered to students whose native language is one other than English and whose assessment results show a need for help to perform academically. Multilingual learners may receive support in the homeroom as well as in a resource setting.

Gifted Education

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

TESTING

GKIDS

The Georgia Kindergarten Inventory of Developmental Skills is a state-mandated assessment administered throughout the school year to all kindergarten students. This evaluation assesses a student in communicative skills, logical mathematical skills, physical skills, personal skills and social skills. This assessment aids in determining readiness for first grade.

GMAS

The Georgia Milestone Assessment System, is given to our third, fourth, and fifth grade students in April-May and is a state required evaluation designed to measure students acquisition of knowledge, concepts and skills set forth in the state curriculum. It is given in the content areas of English Language Arts, Math, and Science (5th Grade Only).

For more information about the Georgia Milestones, visit our website and click on the GMAS State Testing button.

iReady

i-Ready Diagnostic provides teachers with a complete picture of student performance relating to their grade level and national norms. It also includes Lexile® and Quantile® information for insights into reading and mathematics performance. We administer these at the beginning, middle, and end of each school year.

Wida ACCESS

It is a federal and state requirement that LEAs administer the WIDA ACCESS annually to all English Learners in Georgia. WIDA ACCESS for ELLs is a language proficiency test for English Learners in grades K-12 that measures social and academic proficiency and progress in English across the four language domains of listening, speaking, reading, and writing. All grade K-12 students identified as English Learners must take the ACCESS for ELLs, including students whose parents have waived ESOL services, and including EL students with disabilities.

Frequently Asked Questions

FAQS

Birthdays

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.

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.

Cell Phones

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

Field Trips

We make every effort to bring individuals and groups to our school in order 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.

Food from Home

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

Ice Cream

Chattahoochee Elementary sells ice cream daily for \$1.00. Teachers collect ice cream money and place the order each morning immediately following announcements. Students receive the ice cream in the cafeteria during lunch.

FAQS

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. An announcement will always be made before any schools are dismissed early. A school message will be sent to parents.

Lost & Found

Items found in common areas will be taken to the Lost & Found, which is located outside of the cafeteria. Unclaimed items will be donated to charity periodically throughout the school year. Please write your child's first and last names on all personal items for easy identification.

School Celebrations

The Gwinnett County Board of Education permits two school parties per school year. Chattahoochee Elementary hosts a winter and a spring party for each class. Individual classroom celebrations that occur as part of the Academic Knowledge and Skills are at the discretion of the classroom teacher.

School Pictures & Yearbooks

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

School Spirit

Mascot – Wildcat
Colors – Purple and Black

Volunteers

Our school is fortunate to have parents and other volunteers helping in the school. They assist in various ways, such as listening or reading to students, working with student activities, making learning games and activities, and helping in the media center. Volunteers are invaluable in helping meet the individual needs of students. To volunteer, contact your child's teacher. For school safety, volunteers should sign in at the front desk and wear an identification tag during their stay.