

PEACHTREE ELEMENTARY

STUDENT HANDBOOK



# **Peachtree Student Handbook 2023-24**

## ***Peachtree Elementary School***

5995 Crooked Creek Road  
Peachtree Corners, GA 30092  
[www.gcpsk12.org/PeachtreeES](http://www.gcpsk12.org/PeachtreeES)

### ***Principal***

Gretchen Runaldue

### ***Assistant Principals***

Elizabeth O'Halloran, Ph.D.  
Charisse Redditt, Ph.D.

## ***Peachtree Phone Numbers***

<b>School Office</b>	(770) 448-8710 Hours 7:30 AM-4:00 PM
<b>FAX</b>	(770) 417-2451
<b>Cafeteria</b>	(770) 417-2454
<b>Clinic</b>	(770) 417-2462
<b>Counselor (Grades K, 1, 2)</b>	(770) 582-7504
<b>Counselor (Grades 3, 4, 5)</b>	(770) 417-2459
<b>Media Center</b>	(770) 417-2457
<b>Parent Center</b>	(770) 417-2458
<b>Registrar/Records</b>	(678) 291-4250

# **Peachtree Elementary PTA**

## ***2022-23 PTA Officers***

***Co-Presidents:*** Samantha Carme

***Vice President:*** TBD

***Secretary:*** Lindsey Ausburn

***Treasurer:*** Sara Gard

***Member at Large:*** TBD

# **Peachtree School Council**

## ***2022-23 School Council Officers Chair:***

***Chair:*** Raven Leavell

***Secretary:*** Karla Torres



## **General Information About Our School**

### **Absences**

When a student returns to school, the parent/guardian should send a signed, written note or email stating the reason for the absence, the date(s) of the absence, and a daytime phone number. If the student fails to bring a note, the absence will be regarded as unexcused until a written explanation for the absence is provided. Per state law, if a student has five unexcused absences, the parent/guardian will receive an attendance letter from the school listing possible consequences for unexcused absences. If attendance does not improve, the parent/guardian will be invited to an attendance meeting with the school social worker. For details on attendance policy, refer to the GCPS Parent/Student Handbook.

### **Arrival Time**

#### ***School Hours for Students: 8:15 AM-2:45 PM***

Our official school day begins promptly at 8:15 AM. Students should arrive well before the start of the day in order to be in class and ready to learn by 8:15. The warning bell sounds at 8:10. Students may enter the building at 7:45 AM. Parents/guardians who choose to drive their children to school are asked to drop them off in the car rider area. Please refer to Car Rider Procedures for more details. **For safety reasons students may not be dropped off at the front of the main building or in any of the parking lots to wait for the bell to ring.** If your child is tardy, you are required to park and come into the office and sign him/her in.

### **Avoiding Classroom Interruptions**

It is important to keep interruptions to instruction to a minimum. **If it is necessary to bring books, lunches or other supplies to your child during the day, please leave the items in the school office.** There is a procedure in place for getting items to classrooms. Teachers are not available to confer with parents/guardians while they have students in their classroom. Students who bring cell phones to school must keep them off during school hours unless directed through BYOD. **Electronic devices not approved by BYOD and video games are not allowed in school. Peachtree is not responsible for any lost or missing items that are brought to school.**

### **Birthday Celebrations**

We celebrate birthdays at Peachtree with a birthday ribbon and recognition on the morning news show. While birthdays are very special occasions, birthday parties are not permitted at school. However, if you make arrangements with the teacher in advance, you may bring individual snacks for your child to share with the class during lunch. **Please do not send cakes, drinks, balloons, gifts, or favors.** Birthday snacks should be left at the reception desk and the office staff will make arrangements to get them to the classroom.

## **Cafeteria and GCPS Food Service**

### **MEAL CHARGES:**

The Gwinnett County School Nutrition Program has made the decision that Universal Breakfast will be offered to designated GCPS Title1 Schools. For SY23-24, Peachtree E.S. has been designated a GCPS Title 1 school and therefore will now be eligible to offer Universal Breakfast. This means that all students will be able to receive breakfast at no cost. However, there will be no changes to the lunch program at Peachtree E.S. All students will be required to pay for their lunch based on their current eligibility status. The lunch prices for SY 23-24 are:

**Free      No Charge**

**Reduced   \$0.40 cents**

**Full Pay   \$2.50**

#### *Adults*

*Adults at all levels will be allowed to charge a maximum of 1 day to their account. 2. Charges are not allowed for supplemental or ala carte items. Charging for meals will not be allowed after April 30th*

### ***Refunds***

1. Refunds may be processed at the local school level up to \$50. Any refund over \$50 shall be processed through the SNP Central Office by submitting a Refund Request Form available on the SNP website.



### ***Parent/Visitor Lunch***

Parents are welcome to eat lunch with their children. At this time, we ask that there is only 1 visitor per child. We ask that you only eat lunch with your child. A special parent table is available in the cafeteria. Parents are asked to observe the silent periods with music as required by our students. Picnic tables are available outside at which parents and children may converse throughout the lunch period. **Fast food lunches may not be consumed in the school cafeteria or in the courtyard at the picnic tables.** Glass containers are not allowed in the lunchroom. Parents should wait for their child's class outside the cafeteria after checking in at the school office.

### ***Special Diet/Food Allergies***

Please notify your child's teacher and the cafeteria manager if your child has a food allergy. *In order to substitute milk with juice as part of the regular daily diet, documentation from your physician indicating an allergy is required. Special diets should be provided from home.*

### ***Ice Cream***

Students may purchase ice cream for \$1.00. A student must bring cash on those days to purchase ice cream. Ice cream cannot be charged to the student's lunch account.

## **Car Rider Procedures**

Students are encouraged to ride the school bus whenever possible. It is the safest form of transportation and children are never marked tardy.

If you choose to drive your child to school, we ask for your patience as there is often a long line of cars. Drop off is in the parking lot next to the two-story building between 7:45 and 8:13 AM. To avoid students being marked tardy, the parking lot gate will be closed at 8:13 each morning to allow students in cars already on the premises to be inside the building by 8:15 AM. . After 8:13 you will need to park and escort your child to the front office for check-in, therefore, arrival after 8:15 will more than likely cause your child to be tardy for the day.

Afternoon pick-up is also located in the parking lot next to the two-story building and is open from 2:45 to 3:10 PM. Parents/guardians picking up students from the car rider area on a regular basis should register their child as a car rider and receive a car rider tag to display from the rear-view mirror. Parents/guardians without tags will be required to show a picture ID. Staff members will be outside to assist with loading and unloading students. Students will remain in the building until called by a staff member. For security and procedural reasons, parents/guardians picking up their child from the car rider area should remain in their car. No 'walk-ups' are allowed. All students should be picked up by 3:10 PM each day.

*Please refrain from using your cell phone and playing loud music while in the car rider line.*

## Change of Address or Phone Number

For emergency purposes, we must have updated information on each student. If your address or phone number changes, please immediately notify the school office and teacher **in writing**.

## Clinic

A clinic worker staffs our clinic each day, but our clinic worker is not a registered nurse. Our clinic staff administers basic first aid services, prescription drugs, and long-term medication.

It is important that your contact information be kept current so that you can be reached in case of an emergency. If your child becomes ill during the school day, we will make every effort to contact you. A parent/guardian is required to pick up a sick child from the school. Please review the "Too Sick for School" page on the school website under the clinic link. This gives you guidelines for when your child is allowed to attend school and when he/she should stay home.

Children with a fever of 101 degrees or more should stay at home until there is no fever for 24 hours without the use of fever-reducing medications. **DO NOT** give your child medicine and send him/her to school as your child could still be contagious.

## Medication Procedures

Parents/guardians must bring any medication to and from the clinic. Students are **not** permitted to carry medication with them on school grounds or on the bus. **Students found with medication of any form can be suspended from bus transportation.** This includes prescription and non-prescription medication (cough drops, ointments, over-the-counter medication, etc.)

- All medication must be supplied in the original container. Loose pills in a baggy cannot be administered to a student.
- Parents/guardians must complete and sign an **Administration of Medication** form for any *prescription and over-the-counter medications* to be administered at school.
- Each time the medication dosage changes, the prescription label must reflect the change. No medication will be dispensed from "old prescription bottles."

*If possible, medications should be administered between classes or during lunch or recess.*

## Contacting the School

Calls are received from 7:30 AM to 4:00 PM. Messages for teachers are taken and phone calls are returned within **24 hours**. Teachers will return your call during planning or other non-instructional time to avoid interruptions to your child's instructional time. Please refer to our website for answers to informational questions such as lunch menu, schedules, upcoming events, etc. Remember that emails sent to teachers might not be checked until after students are dismissed or the following day.

Only messages of an emergency nature can be delivered to students. Please remember that our purpose is to provide a full day of instructional time without interruptions. Use of the telephone by children is permitted only in emergency situations.



## **Counseling**

Our school counselors work with students, parents, and teachers to help remove barriers to learning and academic success. The counselor works with students individually, in small groups and in the classroom.

## **Dismissal Time and Early Check Out**

Dismissal begins at 2:45 PM. **If you need to check your child out early, please do so before 2:15 PM.** If your child will be checked out early, please send a note to the teacher with the date, time and name of the person picking up the student(s). Student(s) will be released only to adults authorized by the enrolling parent/guardian.

State law requires that we verify the identity of an adult before releasing a student to them. **Always bring a picture ID** with you in order to check out your child. (Please note: one hour of lost instruction time each day equals a total of 27 days out of school.)

## **Dress Code**

Students are required to follow the basic GCPs dress code guidelines. Students are encouraged to dress appropriately, suitable to weather conditions, and in good taste. The wearing of short shorts, shirts with spaghetti straps, halter-tops, midriffs, or bandannas are not considered appropriate dress for school, and we ask that our students not wear them. In addition, students should not wear baggy pants, pants that will not stay up on the waist without a belt, or chains to school. Fridays are Spirit Days and we encourage students to wear Peachtree spirit wear. Hats are to be worn outside unless a specific "hat day" has been designated. We encourage students to wear sneakers, particularly on physical education days.

The Board of Education states in their Policy Manual, Policy JCDB Student Dress Code, the following statement:

*The wearing of or absence of any item of clothing that will distract from the learning process of other students, or offensive words, and/or design, and/or the advertising of drugs or alcoholic beverages will not be tolerated. If a student comes to school in clothing that creates a disruption in the learning environment and is in violation of any of the above-stated rules, he/she will be asked to call his/her parents to bring something more acceptable.*

## **Entrance Requirements**

Children must be five years old on or before September 1 to enroll in Kindergarten. You can register your child in the school office Monday-Thursday 9:00-11:00. Registration information is located on our website at [www.gcpsk12.org/PeachtreeES](http://www.gcpsk12.org/PeachtreeES).



### **Field Trips\***

Classes may have field trips during the school year. Teachers will send home information in advance and may request a contribution to help pay for the trip. No child will be denied the opportunity of going on the field trip for monetary reasons; however, a field trip may be canceled if we do not collect enough contributions. Also, field trips are a privilege. Students may not be permitted to attend field trips if there are safety or supervision concerns, or for any reason "deemed appropriate" by the administrators. Note that expectations for student behavior on field trips are the same as if the student were at school.

### **Homework**

Home study is a necessary part of each student's educational program. The necessity increases as students progress into higher grade levels. Some assignments are very brief in nature and others require extended planning. Parents/guardians are advised to plan and supervise a daily study time at home. If your child has no current assignments, the time can be used for reading.

### **IB World School**

Peachtree Elementary School is proud to be the first elementary school in GCPs to be authorized by the International Baccalaureate Organization as an IB World School. As an IB World School Peachtree delivers the Primary Years Program (PYP) in kindergarten through 5<sup>th</sup> grade by integrating the GCPs curriculum (our AKS) into the six IB transdisciplinary units. These units are taught at the conceptual level encouraging and enabling students to link content knowledge to their prior knowledge, to their lives, and to the world around them.

### **Individuals with Disabilities Services**

Peachtree Elementary School wishes to meet the needs of all students and families. If any member of your family needs assistance or has questions regarding mobility impaired issues or handicap access, please contact the principal at 770-448-8710.

### **Make-Up Work**

Assignments missed during an excused short-term or long-term absence will be made up upon return. If the parent/guardian feels the student is able to work at home, please call the school and request make-up work. Students who will miss 10 or more consecutive days due to an illness may be eligible for homebound instruction. Contact an Administrator for details concerning homebound instruction.

### **Parent/Guardian Involvement and Support**

Parents/guardians play a vital role in their children's education and we invite parents/guardians to partner with us as we work to provide the best educational experience possible for our students. There are many ways for parents/guardians to be involved such as supervising homework, volunteering at the school, or becoming involved with our parent/guardian organizations such as the School Council, PTA, or Title I.

### **Council for School Improvement (AKA School Council)**

"To improve academic achievement, to solve difficult education problems, and to share ideas for school improvement," are a few reasons that the state legislature in House Bill 1187 established School Councils.

Peachtree's School Council meets quarterly to receive updates and provide feedback to the principal and/or Board of Education on matters of student activities and achievement. Council members:

- 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 Council and the community
- Encourage the participation of parents/guardians and others within the school community
- Work to improve student achievement and performance

Peachtree's School Council includes teachers, parents/guardians, community business people, and our principal. Parent/guardian and teacher representatives are elected by their representative bodies. All parents/guardians are invited to attend Council meetings.

### **PTA**

Peachtree Elementary PTA works to bring Parents, Teachers, and Administrators together to enrich education, expand exposure to the arts, and build a healthy and fun environment for our students and families. It is through the financial and volunteer contributions of our Peachtree families, the PTA supports existing programs and offers fun educational events including:

Arts in Education  
Bus Driver Appreciation  
Celebrate Peachtree  
Field Day  
Movie Nights  
Red Ribbon Week  
Spirit Nights  
Spirit Wear  
Teacher and Staff Appreciation  
Yearbooks

Information will be sent home throughout the year about our fundraising events. Please help us to continue to support our children, school, and teachers by participating financially or by volunteering your time.

For more information, please visit our website at <http://www.peachtreeespta.weebly.com> and 'like' us on Facebook at [www.facebook.com/PeachtreeElementaryPta](http://www.facebook.com/PeachtreeElementaryPta).



### **Title I**

Peachtree invites and encourages parents to join our staff in the yearly planning of our Title I program for our school. Parents who join us in the planning sessions work on establishing our Parent Involvement Plan, our Parent Involvement Policy, and the Title I Budget among other things. Peachtree's current Title I Documents are posted on our website. Title I Parent Workshops are offered throughout the year to help parents/guardians learn creative ways to support their children's academic growth. If you are interested in learning more about Title I or becoming more involved in the planning, please contact the Parent Center. Kirsten Miklethun is Peachtree's Parent Instructional Support Coordinator and can be reached through our Parent Center.

### **Parent-Teacher Conferences**

Teachers report student progress to parents/guardians at early release conferences twice a year. It is essential that parents/guardians attend these conferences. Teachers will make every effort to arrange them for your convenience.

In addition to these two planned conference times, parents/guardians, teachers, students or administrators may initiate additional conferences. All conferences must be scheduled in advance. Parents/guardians can write or call the school to schedule appointments.

### **School Visitations**

To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors during school hours. Visitors must make an appointment to see a teacher or visit a classroom. Appointments are strongly recommended to meet with an administrator or counselor, as we cannot guarantee their availability without one. The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision. School personnel has the authority to warn all persons trespassing to leave the facility or property. Persons who refuse are subject to prosecution under the laws of the state of Georgia.

### **Security Plan**

Our school has a security plan in place to provide a safe environment for our students. Portions of the plan remain confidential and portions are communicated to our public.

Parents/guardians will be informed about any unusual circumstances that may affect the majority of students. Parents/guardians may receive a letter, a telephone message from the school, and/or the principal will leave a message on the school's website. *Emergency drills are held throughout the school year.*



## **Sending Money to School**

Money must be sent to school in a *sealed* envelope. Write your child's name, teacher's name, the reason for sending the money, and the amount of money enclosed on the outside of the envelope.

## **Student Insurance**

Is your child a student in the Gwinnett County Public Schools system? If so, you may want to consider the purchase of Student Accident Insurance.

Student Accident Insurance, which provides coverage specifically for accidental injuries, is made available through our partnership with K & K Insurance. The plan, which has several coverage options, is best used as a supplement to your child's existing insurance policies. Because GCPS does not cover injuries that occur at school, we encourage parents to consider this reasonably priced insurance product.

For full details about the K & K Student Accident Insurance program, including coverage options and pricing, please visit [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). **Parents/guardians are responsible for providing insurance coverage or paying medical expenses in the case of an accident while student is on the school premises.**

## **Student Recognition/Awards Criteria**

The recognition of students is extremely important as it enhances self-esteem and encourages students to set high goals. Teachers use a variety of techniques within their classrooms to recognize student achievement in academics and behavior on a daily basis. Additionally, students are honored school-wide in the following ways:

### ***Principal's Honor Roll***

- Criteria: All E's(gradesK-1st)  
All A's on the report card (grades 2-5)  
S or S+ in special area performance
- Recognition: Ribbons will be awarded at the of the 1st semester and a certificate is awarded to students for all A's and S's for the entire year. At the end of the year, parents will be invited to attend an Honor's Day celebrating their student's accomplishments.

### ***Academic Excellence***

- Criteria: All E's/S's (grades k-1) on the report card (All A's and B's on the report card (grades 2-5)  
S or S+ in special area performance
- Recognition: Ribbons will be awarded each nine weeks and a certificate is awarded to students for all A's, B's and S's for the entire year.

### ***Perfect Attendance Award***

Criteria: Perfect attendance for the grading period with no more than 2

tardies or early check-outs during the 9 week grading period and no more than five for the school year. Students must be present for the majority of the day each day (4 hours per day).

Recognition: Perfect Attendance ribbons are awarded each nine weeks and a perfect attendance certificate is awarded to students with perfect attendance for the entire year.

### ***IB Learner of the Month Award***

Criteria: Teachers select one student each month as the IB Learner of the Month. Students are selected for displaying the characteristics of the IB Learner Profile. IB Learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-Takers, Balanced, and Reflective.

Recognition: Students will be given a special IB Learner Profile t-shirt and be recognized on the news.

## **Technology**

Technology will be used as a teaching tool to enhance learning and as a means for gaining information at the various grade levels. Each school in GCPS has a Local School Technology Coordinator (LSTC) that works with teachers on the efficient use of technology and also works with students. In the event of inclement weather, all students are expected to access their teacher's E Class page in order to view and complete digital learning assignments. Per District Policy and Procedure PJS and the agreement noted in the Student/Parent Handbook, fines can be assessed to the student if the device checked out is damaged or not returned at all. All devices checked out to students must be checked back into the local school at the end of the 2023-24 school year.

## Textbooks

The school district provides textbooks for all students at no cost. Every student is obligated to give his/her book the best of care. Textbooks and other school materials must be paid for if lost or damaged. When a student withdraws from school, all items checked out should be returned to the school. Students failing to pay for lost or damaged books may lose one or more privileges, such as loss of participation in an extracurricular activity or loss of a school privilege. Grade reports may be withheld until restitution is made. Textbooks are available Online.

## Transportation Changes

It can be very confusing to young children, as well as create procedural challenges, to alternate between daycare, parent/guardian pickup and buses. Therefore **transportation changes should only be made in the event of an emergency.**

- All changes must be requested in writing. In the absence of a note from the parent/guardian, students will be transported home in their usual manner.
- Emergency transportation changes must be made in the front office before 2:15 PM in person or by sending a note to school. **We DO NOT make transportation changes over the telephone.**
- If you need your child to ride a different bus, your note will need to include the address the child is going to, name of person responsible for the child, a valid phone number for the location, and the dates for the duration of the change.
- Temporary transportation changes are only valid for 5 days at a time.

Any permanent transportation changes require that the parent/guardian come into the office with a valid picture ID, to fill out the appropriate paperwork. If you have moved, bring a copy of the lease/mortgage in order to make a permanent transportation change.

- If you wish to pick up your child from school after 2:15 PM, you will need to send a note indicating such change and then pick up your child in the car rider lane at dismissal.

## Withdrawal Procedures

A parent/guardian must come to the school to sign the withdrawal form and present a picture ID. It takes 24 hours to process a withdrawal. The parent/guardian will receive student paperwork only after Cafeteria and Media Center accounts have been settled.