

**2023-2024**

**W. C. Britt Elementary School  
School Handbook**



**2503 Skyland Drive  
Snellville, Georgia 30078**

**★ 770.972.4500 – Main ★ 770.736.4426 – Fax ★ 770.736.4423 – Clinic ★  
★ 770.736.4428 – Cafeteria ★ 770.736.4433 – Media Center ★  
★ 678.639.3884 – Parent Center ★**

**Melissa Madsen**  
Principal

**Michelle Bevel**  
Assistant Principal

**Heather Washington**  
Assistant Principal

**Maritza Torres**  
Assistant Principal

**Natasha Patterson & Stephanie Nathaniel**  
Counselor

**Dawn White**  
Parent Instructional Coordinator

Dear Britt Comet Families,

Welcome to the 2023-2024 school year at Britt Elementary School. This will be our 55th year of teaching and learning. We are looking forward to a fun year of learning. This handbook contains general information about school policies and procedures. I hope you will find it a valuable tool to help you navigate the processes at our school.

Britt Elementary is a fantastic school because of the involvement of our families and community. Your support continues to make Britt a wonderful place to be. To continue this great tradition, here are some ways that you can support your child at home to be successful at school:

- Please support us by reading this handbook and following our policies and procedures. You can find this handbook on our website when you need to refer to it.
- Our school calendar is on our website. Find the dates for Curriculum Night, Early Release Conferences, Family Nights, grade level and whole school testing, digital learning days, student holidays, and inclement weather days. Consider planning doctor visits and other appointments around those times because we want your children here every minute possible.
- Set up your Parent Portal Account and monitor it weekly. The Parent Portal provides information about your child's grades, attendance, and test scores. You can also update contact information and emergency contacts. If you need help with the Parent Portal, please reach out to our office staff who can help you.
- Download the ParentVUE and Parent Square app. The ParentVUE app is the Parent Portal for phones and tablets, and Parent Square is our communication app which will allow you to communicate with your child's teacher.
- Set up a [MyPaymentsPlus](https://www.mypaymentsplus.com) account (<https://www.mypaymentsplus.com>) to pay for school activities and review school policies.
- Complete a [Free and Reduced Lunch form](https://www.gwinnett.schoollunchapp.com) online at [gwinnett.schoollunchapp.com](https://www.gwinnett.schoollunchapp.com). Participation in this program determines the amount of Title I support we receive each year.
- Check your child's work folder daily. Then, read with your child and help with homework by reviewing it when completed. If your child has trouble understanding the work, please help your child create questions to ask at school and let your child's teacher know of the struggles.
- Check your child's Friday Folder weekly. Celebrate your child's great work and behavior. If there are concerns, help your child develop a plan to do better the following week. Then, sign the folder and return it to your child's teacher the following week on time.
- Review your child's eCLASS page weekly. You can find information from your child's teacher about upcoming instruction, activities, online homework, and classroom progress here. Your child can help you log on to this page.
- Make sure your child is getting adequate sleep. Most elementary-age students need 9-10 hours of sleep each night.
- Contact your child's teacher with a message, email, note, or phone call if you have questions or concerns. Because our teachers are very busy teaching during the school day, they may not contact you immediately, but they will try very hard to get back to you as soon as possible.

Thank you for sharing your child with us. We are working together to We appreciate your support. I look forward to working with you this school year.

Sincerely,

  
Melissa Madsen

## Mission Statement

The mission of W. C. Britt Elementary is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards. In order to achieve our mission, students, educators, and families of W. C. Britt Elementary will work together to establish a positive, nurturing, and safe learning environment.

## Belief Statement

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 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 in preparing students to participate in a society with democratic ideals so that students realize they have a place in that society and can contribute to our intellectual, ethical, multicultural, and aesthetic heritage.

We believe that each individual student is of value and that all students possess unique intellectual, physical, social, and emotional needs.

We believe the commitment to continuous improvement is imperative if our school is going to enable students to become dynamic members of the global community.

We believe that all members of the W. C. Britt Elementary School community should be treated with respect and dignity.

## School Facts

<b>Mascot:</b>	<b>Comets</b>
<b>Colors:</b>	<b>Blue &amp; Silver</b>
<b>Spirit Day:</b>	<b>Fridays</b>
<b>School Opens:</b>	<b>8:20 a.m.</b>
<b>Breakfast:</b>	<b>8:20-8:50 a.m.</b>
<b>School Starts:</b>	<b>8:50 a.m.</b>
<b>School Dismisses:</b>	<b>3:20 p.m.</b>
<b>Early Release Dismissal:</b>	<b>12:50 p.m.</b>
<b>Car Rider Drop-off</b>	<b>8:20-8:45 a.m.</b>
<b>Web Page:</b>	<b><a href="https://www.gcpsk12.org/BrittES">https://www.gcpsk12.org/BrittES</a></b>
<b>Cluster:</b>	<b>South Gwinnett</b>

### Other Cluster Schools:

#### **Magill Elementary**

3900 Brushy Fork Road  
Loganville, GA 30052  
770-554-1030

#### **Norton Elementary**

3050 Xavier Ray Court  
Snellville, GA 30039  
770-985-1933

#### **Rosebud Elementary**

4151 Rosebud Road  
Loganville, GA 30052  
678-639-3800

#### **Grace Snell Middle School**

3800 Brushy Fork Road  
Loganville, GA 30052  
770-554-7750

#### **Snellville Middle School**

3155 Pate Road  
Snellville, GA 30078  
770-972-4500

#### **South Gwinnett High School**

2288 E. Main Street  
Snellville, GA 30078  
770-972-4840

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# School Policies and Procedures

## Attendance

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Regular attendance in school helps develop good habits that will carry over in life. Attendance has a direct effect on a student's grades and attitude toward school. Attendance is the responsibility of parents and students and is extremely important to a successful school experience for your child.

### Arrival

Students may enter the building between 8:20 am and 8:50 am. Breakfast, morning work, and some clubs occur between 8:20 and 8:50, so arriving as close to 8:20 am as possible allows students to maximize their instructional time. Students are considered tardy if they are not in the building before 8:50 am. Breakfast service stops at 8:50, so students who arrive after that time will not be able to get breakfast. Before 8:20 am, our staff is busy planning and are unable to supervise early arrivals. No student should be dropped off prior to 8:20 am unless they participate in a morning activity or club and have a signed permission slip on file or an arrangement with their child's teacher. Students arriving after 8:50 am must be checked in by a parent. Tardies are unexcused unless accompanied by a note from a doctor, dentist, or specialist and must be on an official form that reflects the service provided. If a student has circumstances that would cause him/her to be consistently tardy, please contact an administrator to develop a plan.

### Dismissal

Students are dismissed at 3:20 pm and ride their usual method of transportation (bus, car, daycare van, or walker) unless a written note is provided that day detailing that change. Notes are verified via phone using a contact number on file before transportation plans are changed.

### Checking In/Check Out

Students arriving at school after 8:50 am must be checked in by a parent at the check-in station in our vestibule before going to their classroom. Please park your car and accompany your child to the reception desk to check-in your child. Early check-outs are discouraged. To be counted present for the entire day, a student must be at school for at least the equivalent of half the school day. Parents will check students out in our vestibule as well. For safety reasons and to ensure a smooth, safe afternoon dismissal, students checked out after 3 pm may experience delays. If you arrive to check out your child after 3:00, you will need to wait until we have completed our dismissal procedures to check out your child. Once students are on the bus, we do not remove them from the bus until they get to their bus stop. Also, students will not be called out of the classroom until the parent or designee arrives for check out. People checking out students will be required to show a photo ID. No one will be allowed to check out a child unless an authorization from the enrolling parent is on file. If you need to add or remove someone from your child's emergency contacts, you will need to make the changes in the Parent Portal or ParentVue by 2:30 pm so that we can enter the information into our computer system. You can also make changes to your contacts in person. We do not accept changes over the phone, via fax, or by written note.

### Excused and Unexcused Absences

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. It teaches students responsibility and helps them develop a work ethic. Regular attendance in school helps form good habits that will carry over in life. Good attendance strongly correlates with high grades in school. School attendance is the responsibility of families. Georgia Law (OCGA Section 20-2-690.2) and Georgia Law (OCGA Section 20-2-690.1) define mandatory

attendance and truancy. *Please refer to the Gwinnett County Public Schools website for more information on the state laws.*

To classify an absence as excused, a student **must give his/her teacher within five days of the absence a written note signed by a parent/guardian or other documentation, like a doctor's note, giving the reason for the absence.** Parents can also State Attendance Rule 160-5-1.10 states that students will be excused from school for the following reasons:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces mandating absence from school.
- Observing religious holidays necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- 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 (maximum of five school days per year).
- Participating in 4H events across the state.

If a child is absent from school for any reason other than those listed above, including family vacations, the absence will be considered unexcused. **A written communication regarding the absence is required to excuse absences. This communication must be within 10 days of the absence. Doctor's notes are needed to excused doctor's appointments.**

Georgia School Board Policy 160-5-1-.10 defines a child as being truant from school when he/she has more than ten days of unexcused absences. Once a student has accumulated more than ten unexcused absences, a letter will be mailed home. If excessive absences, which include multiple late check-ins, early check-outs, excused absences, and unexcused absences, occur, the school will begin interventions which include but are not limited to referrals to the Student Support Team, the Student Attendance Review Committee, the school social worker, or other social services agencies.

### **Make-up Work**

It is always the student's responsibility to make up any work missed during an absence in a timely manner. The front office will be happy to assist in collecting work for someone to pick up when the absence is for an excused reason and is for more than one day. Students should be prepared to take missed test(s) on the days following an absence. If you would like teachers to collect assignments because of a planned absence, *please allow them 24 hours to get assignments ready.*

### **Change of Address or Phone Number**

Please keep your contact information current. You can use the Parent Portal or ParentVUE to update your contact information. We use this information for emergencies like student illnesses or inclement weather and routine events like absences or transportation changes. Report cards and other notices are mailed home too. Please notify the school of any changes of address or phone numbers for you and your emergency contacts. We may need to reach you at any time during the school day. The phone numbers are imperative for teachers and the clinic in case of emergencies and for routine communication. Parents can update phone numbers and emergency contacts through the Parent Portal and ParentVue.

### **Withdrawal**

If you need to withdraw your children from Britt, contact the front office to complete withdrawal paperwork, ensure the return of textbooks and library books, and settle any accounts. Students

transferring within GCPS will need a withdrawal form and a change of status form to enroll at their new school.

## Cafeteria

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The school cafeteria is a vital part of the health and wellness program of the school. A well-balanced breakfast and lunch are offered daily to promote good nutritional habits. Please do not send fast food to the school for breakfast or lunch. Breakfast is served from 8:20-8:50. Breakfast may not be available for students arriving after 8:50. Lunch is at a scheduled time for each class. Parents are welcome to eat lunch with their children after the first two weeks of school and before the last week of school. Parents and their children need to sit at guest tables. Parents must say goodbye in the cafeteria so that students can easily transition back to their classrooms. If you have questions about our nutrition program or about our cafeteria, please call our cafeteria manager at 770-736-4428,

### Free and Reduced Lunch Applications

Free or Reduced lunch applications are available online at [gwinnett.schoollunchapp.com](http://gwinnett.schoollunchapp.com), or paper applications may be obtained at the local school or on the district website at the above address. We highly encourage you to go online to complete the application as this reduces the processing time from 10 days (paper application) to 24-48 hours. However, if you complete the paper application, the application must be given to the lunchroom manager for processing.

### Food Allergies

If your child has a food allergy or intolerance, the cafeteria is required by the state to have a signed doctor's note. The document must be on the doctor's letterhead and include the following information: child's name, the food allergy/intolerance, list of replacement food the child **may have** like soy milk, juice, chocolate milk, cheese, yogurt, ice cream, etc., and the doctor's signature. This document must only come from the doctor.

## Classroom

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### Cell Phones/Personal Devices

Students have access to learning devices during the school day. Consequently, cell phones and other personal devices no longer have a place in the classroom. If a student chooses to bring a cell phone or other device, it must be off and stored out of sight during the school day and on the bus. Cell phones and personal devices not off and stored could be confiscated and the student subjected to disciplinary actions. Britt Elementary is not responsible for damage, loss or theft of a student's personal device including cell phones. If an exception to this policy needs to be made, please contact an administrator.

### Devices

All students will be assigned a device to use at school. Third, fourth, and fifth grade students will be allowed to take these devices home daily. Devices will be sent on with kindergarten, first, and second on an as needs basis. Devices should be returned to school the next school day for use in the classroom. The purpose of these devices is instruction. Files and software installed on a student's assigned device should meet Gwinnett County's instructional standards. Students are responsible for the care of this equipment and must take precautions to keep this equipment in good working order. Parents may be fiscally responsible for purposeful or negligent damage on the part of their child. Students are expected to follow the district's acceptable technology use policy which can be found in the Gwinnett Public School Student



Handbook. If a student engages in unauthorized use, including not following the district's acceptable use policy, confiscating the device and/or disciplinary action could result.

## Dress Code

The dress of a student is primarily the responsibility of the student and the parents. **We expect students to dress in a manner that is safe for themselves and their peers, not distracting to teachers or other students, and does not disrupt the school's instructional program.** Students are encouraged to dress appropriately for school in clothes suitable to weather conditions and safety. When a student's dress is felt to be detrimental to the learning environment and is in violation of any of the guidelines, he/she will be asked to change into clothing kept in the clinic or call his/her parents to bring something more appropriate. Please use the following guidelines to help your child select school appropriate clothing:

1. Clothing should fit properly so that students can move with ease and be comfortable throughout the day. Children should be able to independently put on or take off their clothing when needed, for example when toileting.
2. Clothing should not be a distraction for the wearer or other students in the school.
3. Clothing should cover the body. Stomachs, bottoms, or underwear should be covered by clothing. In addition, Clothes should not be see-through, have thin straps, be torn or have revealing holes, or be excessively short. For example, tank tops and dresses must have straps, and shorts, dresses, or skirts should extend to the length that that fingertips can touch the bottom of the hem when standing.
4. Clothing should depict kind, positive images and encouraging words. Clothing should not display or symbolize offensive or disrespectful words, attitudes, or designs. Examples of prohibited graphics include violence (blood, death, weapons), sex, hate groups, and drugs (including alcohol and tobacco). This request is in accordance with School Board policy JCD. – Student Conduct Behavior Code.
5. Clothing should not present a safety hazard for your child. Examples include sagging pants that won't stay up without holding them, wheeled shoes, or jewelry worn in pierced areas other than the ears. Sunglasses or tinted glasses can be worn outside but needs to be off inside.
6. Only athletic-type shoes and appropriate clothing are to be worn to PE for safety reasons. Students who come unprepared cannot participate, and their grades will be affected.
7. Hair coloring and styles should not be a distraction or keep any child from being able to see.
8. Hats and hoods are to be worn in the building only on designated hat days only. Hats may be worn outside if they do not cause disruption.

We reserve the right to determine if an article of clothing could be considered too dangerous or inappropriate. You will be contacted and asked to bring a change of clothes to school. If you have a question about the appropriateness of an article of clothing, send a change of clothing with your child just in case.

## Field Trips

Grade levels may plan field trips during the school year that support grade level AKS. You will receive a permission slip that must be signed and returned before a child may attend the trip. We ask that you include a phone number on the permission slip stating where you can be reached during the field trip if an emergency arises. Most field trips require a fee to be paid by the student. No student will be denied the opportunity to participate in a field trip due to non-payment of the field trip fee; however, if the funds collected for the field trip are insufficient to cover the cost, the field trip may be canceled.

On rare occasions, students who fail to complete classwork or follow school rules may not be allowed to attend a field trip. Good behavior is part of the criteria for field trip attendance. You will be informed if your child will not be attending the field trip, and all money submitted by the parent/guardian may be



returned unless otherwise stated in the original field trip permission request. A written request for a refund, including the parent's name, mailing address, and signature of the parent/guardian, must be submitted to the school bookkeeper for a refund within ten days of the field trip.

### **Instructional Interruptions**

We must keep instructional interruptions to a minimum. Students will only be allowed to call home for emergency reasons with the teacher's permission. They will not be allowed to call for materials, assignments, and lunches, which have been left at home. In the case of lunches, the student will not go hungry but will be given an appropriate meal from our lunchroom. Instructional time will not be interrupted for the delivery of homework, snacks, technology, or money. Parents should drop these items off in the front for pick up. Please help your child practice responsibility by having them check for these items before leaving in the morning. Children will not be called from the classroom to accept phone calls or visits from parents or others.

### **Parent Communication and Conferences**

We believe that parents are full partners in their child's education. You play an integral role in assisting with your child's learning. Staying informed about your progress enables you to help your child promptly. You can keep up to date with your child's progress through his/her eCLASS page, the Parent Portal, the Friday Folder, Report Cards, and parent conferences. Formal parent conferences are scheduled twice a year during Early Release Weeks, held in October and March. Watch for communication to be sent home about scheduling those parent conferences and check the school calendar for when Early Release Days will be held. If you have specific concerns about your child's progress, you are encouraged to schedule a conference with your child's teacher.

If you need to communicate with your child's teacher, you are encouraged to write a note, use email or leave a phone message with our office staff. Remember, our teachers are instructing during the school day and cannot immediately answer emails or phone calls. However, our staff is committed to returning emails and calls within one school day of the parent contact if circumstances allow. Concerns that are specific to your child's classroom or teacher should be addressed with the teacher first. Then, if problems persist, your child's an administrator or counselor who will be happy to assist you.

Elementary report cards describing a student's progress are sent to parents and/or guardians at the end of the semester. In addition, the Parent Portal is available for student progress information, as is your child's eCLASS. For more information about Grading Policies or promotion requirements, see the district's Student/Parent Handbook or website at <https://www.gcpsk12.org/Page/27367>.

To learn general information about our school and school events, please refer to our school website <https://www.gcpsk12.org/BrittES>, review our calendar, listen to and read messages sent by the school and district, and opt-in for texting from our school texting service.

### **Parties and Celebrations**

Based on Board policy, there are two approved school parties per year. Teachers will communicate party dates and times. Parent participation is voluntary when requests are made for snacks, food, or other items.

Teachers chose how to celebrate birthdays in their classrooms. If parents wish to help celebrate a birthday at school, they may eat lunch with their child and/or provide a simple store-bought treat with the ingredient list such as fruit, popsicles, cookies, or cupcakes. Drinks are not permitted. Treats should be in individual servings and should be dropped off in the office. Please check with your child's teacher for any allergies in the classroom before providing the treat. Treats are usually eaten in the cafeteria and may not be shared with any students other than the class. Birthday parties are not allowed at school. Please do not

bring or send balloons, flowers, party favors, or other items to students while they are at school. Teachers distribute party invitations in Friday Folders if there is one for every child.

### Personal Items

Students should not bring personal items to school unless they are needed for instruction. Personal items brought to school is at your own risk; loss or theft of personal items is at your own risk. Articles such as cameras, games, decks of cards, and toys should not be brought to school unless requested by the teacher for a purpose. Students should not wear expensive jewelry and expensive clothing to school. Please write your child's name on all personal property for easy identification and to help us reunite personal property with students when lost. If your child has lost an item, he/she may visit the lost and found area to locate any lost items during non-instructional time. Unclaimed articles are donated to a charity periodically. Students should not bring money without a specific school-related purpose. Money should be in an envelope or bag and labeled with the child's name and teacher's name.

**Weapons, toy weapons like Nerf guns, knives, and laser pointers are strictly forbidden.** Articles brought to school that are inappropriate will be forwarded to the office, and administrative consequences may be issued. In addition, selling items or exchange of money between students is not allowed.

### Snacks

Please send a water bottle with your child's name on it to school to keep your child hydrated while in the classroom. Also, we also do not have a water fountain in our gym or on our recess field. We have bottle fillers available for students to refill water bottles. Please do not send snacks for your child at school without consulting your child's teacher. Snacks can be a health risk for some students and are a distraction from instruction. Teachers set their own classroom snack policy. A snack sent to school may be eaten at lunch.

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## Clinic

Britt Elementary provides a clinic worker to administer prescribed medication and handle minor emergencies during the school day. For your child's safety, the school must have up-to-date contact and health information for emergencies. If your contact information changes, please update your information in the parent portal or Parent Vue as soon as possible. If your child's health information changes, please contact our clinic worker.

### Illness

You will be called if your child has been seriously injured, is vomiting, is running a fever of 100 degrees or more, appears to have other infectious diseases or issues, or is otherwise too sick to remain in school. Please plan to pick up your child within 30 minutes of being contacted. If you are not available, we will call your emergency contacts. Please do not send your child to school if your child is running a fever greater than 100, is vomiting, or has an illness that could be contagious. In addition, certain infectious diseases require a physician's note before students can be readmitted to school. Please call the clinic for more information if needed.

### Health Management Plans

A Health Management Plan needs to be on file for students with health conditions that need to be managed at school. The county nurse and school clinic worker will work with parents to develop a plan to address issues that may regularly occur or suddenly arise during the school day. For example, if a child has a condition that prevents them from participating in instruction such as PE or recess, a doctor's note will be required to accompany the Health Management Plan.

## Medication Administration

If a student has a condition that requires the administration of medication at school, the following guidelines must be met for our clinic worker to administer the medication:

1. Appropriate paperwork from the parent and doctor must be on file with the clinic. This paperwork includes an Administration of Medication Request form and may include a Health Management Plan. This includes regularly administered medication, emergency medication, short-term administered medication, and on-demand administration like Tylenol.
2. Prescription and over-the-counter medication/treatments must be in the original container with instructions clearly stated.
3. Medication must be brought to school by an adult. This includes over-the-counter medication/treatments. No child is to carry medication/treatments on his/her person or in his/her book bag unless other requirements have been met. Please see the clinic if you need information about medication carrying permissions.
4. A meeting must be held between the parent and the clinic worker and/or county nurse to review guidelines for administering medication.

## Conduct

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Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that focuses on establishing a climate in which appropriate behavior is the norm. Expectations are taught, modeled, acknowledged, monitored, and celebrated or retaught as necessary. Our students show Comet PRIDE by demonstrating Politeness, Respect, Integrity, Discipline, and Effort.

Students who struggle with these expectations may be issued a minor incident report and receive a classroom consequence. Repeated violations may result in a discipline referral to the administration for more significant consequences.

## Behavior Code

Students should abide by the 13 GCPS rules outlined in the district's Student Behavior Code. A summary of each of those rules is below:

1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or try to take the school's property.
3. A student will not damage or attempt to damage or take or try to take the personal property of others.
4. A student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, substitutes or other staff.)
5. A student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or other people not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
6. A student will not possess or use weapons, including guns (including toy guns), knives, firecrackers or destructive devices. An item is considered a weapon if a person could reasonably perceive the object to be a weapon no matter if it is assembled or disassembled, operational or not operational, or a toy.
7. A student will not possess, use, or distribute alcohol, drugs or associated paraphernalia or any substances they represent to be alcohol or drugs.
8. A student will not disobey directions or commands of teachers, principals, bus drivers or other Gwinnett County Schools staff.
9. A student will not expose or touch himself/herself or others inappropriately, including private areas of the body.
10. A student will not miss school or class without an excused absence.
11. A student will not exhibit unsafe and/or inappropriate conduct at any time, including using any electronic devices or mirrors, lasers, flash cameras, or any other light or reflective devices during the operation of a school bus or during school hours except as permitted.
12. Severe or repeated violations of school rules may result in a parental conference and/or a discipline review committee meeting.
13. Each student must obey all rules of bus safety.

Violation of these rules could result in an administrative referral and consequences. For more detailed information, please see the district's Student Handbook.

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## Instruction and Assessment

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### Expectations

The Gwinnett County Academic Knowledge and Skills (AKS) serves as our essential curriculum. These, along with the Indicators of Achievement, define what students should learn and do. Curriculum guides, instructional planners, the AKS database, and core instructional materials are just some of the tools available to help teach and assess the curriculum. It is up to teachers to determine what methods and strategies are needed to help each student achieve the standard curriculum. Homework is one way to allow students more time and opportunity to practice, extend, and apply skills or preview new learning. Homework is assigned in a developmentally appropriate way to support learning. Some assignments are long-range in nature and require planned study time for their completion. You should plan to supervise a daily study time at home. If your child has no current assignments, the time can be used for reading.

## Assessment

Teachers assess student progress in many ways. Progress in reading and writing is assessed using Gwinnett County Public Schools' reading and writing standards. Students in first through fifth grades take standardized assessments during the school year to monitor their progress. In addition, teachers assess student progress regularly in reading, writing, mathematics computation, problem-solving, and science and social studies content knowledge. Teacher-made tests based on the AKS, and portfolio assessments help determine students' academic progress. Students at assigned grade levels participate in national and state standardized tests. Student performance on these tests gives you an idea of how your child compares with students of the same age taking the same tests.

## Interventions

We provide several interventions to assist students when they are having difficulty achieving curriculum and performance standards. Interventions include co-teaching support when an additional teacher or support staff works in the classroom with the classroom teacher to provide other supports or separate class supports where students leave the classroom for small group instruction. A Student Support Team provides insight and specific suggestions to help classroom teachers best meet individual student needs. The counselor provides social-emotional interventions when needed. In addition, a variety of programs such as the gifted program, the English Language Learner program, the Early Intervention Program, and the special education program provides services and specialized instruction to identified students.

## Specials

Students participate in art, music, computer science, and P.E./health on a four-week rotation. This means that students take the same special for a week then rotate to a new special. Please make sure that your child dresses and is prepared appropriately for the special that they have. For example, in the case of art, students work with various media like markers, paint, or clay and can sometimes have accidents that can stain clothing. For PE/Health, students should dress in clothing to move in and wear athletic shoes. For computer science, students may need their device daily.

## Parent Involvement

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We encourage you to be involved in the life of our school. This includes volunteering, eating lunch with your child, and participating in school events.

### School Visitation

For your safety and the safety of our students, when you visit Britt Elementary during school hours, you must check-in and out in vestibule. Therefore, you should be prepared to show a photo ID when you arrive. In addition, you will receive a visitor's sticker and must wear it in an easily seen location on your clothing throughout your visit. Any visitor not wearing a visitor's sticker will be asked to go to the front desk to get a new or replacement sticker.

Gwinnett County School Board Policy limits classroom visitors to parents/guardians of current students, other family members of current students who the student's parent/guardian approves, and those persons invited by the school for official business. Please make visitation arrangements in advance (except for lunch) to ensure that the person you plan to visit is available.

### Eating Lunch with Your Child

You are invited to eat lunch with your child at one of the cafeterias or in one of our courtyards if it is not being used after the first two weeks of school. When you eat in the lunchroom, please sit at a visitor table along with the windows. Lunchtime is short, so please make sure you arrive ahead of when your child's

class comes to lunch and meet them in the lobby. After lunch, allow your child to return with his/her class to their room to continue learning. Please do not accompany your child back to the classroom. Also, remember that our teachers are eating lunch during this time, so lunch is not good for an impromptu parent conference.

## **Organizations**

We have several organizations that provide governance and guidance to our school. You are encouraged to participate in these organizations because we cannot make our school better without your input.

## **School Council**

The School Council serves as an advisory body to the school principal and local board of education by providing advice, recommendations, and assistance.

The purpose of the School Council is to develop and nurture parent participation, bring parents, community, and educators together to understand better and respect each other's concerns, and share ideas for school improvement. Parents, teachers, parents who are also business representatives, and the school principal make up the School Council. Our School Council meets four times during the school year. These meetings are open to the public. See the school calendar for dates.

## **Title I Planning Meetings/Document Reviews**

At our Title I planning meetings, parents, teachers, staff, and community members review our strengths and weaknesses to provide input on the development of our Local School Plan of Improvement. Watch our calendar, website, and your child's Friday Folder for information on when these meetings are held.

## **Title I Parent Workshops**

Periodically, our Parent Instructional Coordinator offers parent workshops designed to teach you how to help your child at home. These workshops are offered at a variety of times to fit into your schedule. These workshops either focus on a grade-level specific AKS or content-related topics like math or writing. You are encouraged to attend these workshops to learn more about what and how we are teaching.

## **Volunteering**

We always love to have volunteers. Volunteers must participate in volunteer training. All adult volunteers are mandated reports. More information about volunteer opportunities will be available once school starts.

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## **Transportation**

Students arrive and leave Britt through a variety of transportation methods: riding in a bus, a car, a daycare van, or by walking. While we don't keep track of how students arrive, we keep on file a transportation plan that details how a student will go home. In addition, students must have a tag affixed to their book bag, which explains their regular transportation method home. These tags are very important. If your child does not have his/her book bag and tag, your child will need to request one at the front office or with the teacher when he/she arrives at school, or you will need to check your child out of school. If you change your child's book bag during the year, please cut the tag off and send it to school to be placed on the new book bag.

## Transportation Changes

If your child's transportation method changes temporarily, you must notify the school in writing each day the change is in effect. If a note is not received, your child will ride home on his/her regular transportation method. ***No changes will be made by fax, email, or over the phone.*** If a permanent change in transportation occurs, the enrolling parent must complete a new transportation form in person authorizing a change in transportation method.

## Bus Transportation

Students who live in Britt's attendance zone are eligible to ride school buses. Students are picked up and dropped off at designated bus stops. Students will be expected to ride their designated bus and depart their bus at their designated stop. Students must have a bus tag or bus pass to ride the bus. Students without this will need to be picked up by their parents at school.

Throughout the school year, students periodically receive instruction in safe riding procedures. Each bus driver has complete charge of pupils riding the bus. Students who refuse to obey the school bus safety guidelines may forfeit their right to ride the bus. The school bus rules can be found in the district Student Handbook. We encourage all parents to review these rules with their children and help instill in the children the importance of safe and appropriate bus behavior.

If you have questions or need information about school bus transportation, please contact the Transportation Supervisor. Regular Education Transportation: 678-344-7378 and Special Education Transportation 678-344-3852.

## Car Riders

We make every effort for a safe procedure for your child's arrival and departure from school. Your cooperation in following the car rider procedures is greatly appreciated.

- When bringing your child to school or picking up your child after school, you must use the drive adjacent to Church Street. Cars then are routed through our parking lot where school personnel supervise the arrival and dismissal of students.
- When arriving to drop off or pick up your child, please follow the car rider route. Be courteous and DO NOT make a left-hand turn into the parking lot when others are waiting to turn right. Please enter the car rider line by using the turnaround at the end of Church Street if the line is backed up.
- School starts at 8:50 am. Therefore, students should arrive early enough to eat breakfast, unpack, and complete morning work. Students arriving after 8:50 are considered tardy.
- The car rider line begins at 8:20 am and ends at 8:45 am. If you arrive after 8:45 am please park and walk your child to the front lobby.
- Any use of the front drive between 8:00 – 9:00 am, and 3:00 – 4:00 pm is strictly prohibited. The drive is a bus-only zone during these times for the safety of our children.
- Do not allow children to exit the car if there is no staff supervision. Please give our staff a moment to get to their duty location in the mornings, especially on meeting days.
- Children must exit and enter the car on the side closest to the sidewalk. If this is not possible, please leave your vehicle and walk your child onto the sidewalk.
- Cars must remain in line and only unload at the designated areas under the supervision of staff. Do not park and send your child through the parking lot. If your child is not dropped off at the car rider lane's designated spot, you must walk them into the building.
- Please have your child ready to exit the vehicle when you arrive at the designated drop-off area.
- Do not pass any other cars unless directed to do so by staff.



- Families who plan to transport home via personal vehicles at any point during the year should request a car rider number and tag from the front office. Cars arriving at dismissal must have a tag to pick up. If you do not have the tag, you must come inside and check out your child. Having the tag only constitutes authorization to pick up a child during car rider time. If checking out from the office, a photo ID must be presented, and authorization must be on file.
- Pickup begins at 3:20 and ends at 3:45.

### Other Transportation

**Child Care Providers:** Several childcare providers, including commercial child development centers and home daycare centers, serve Britt students. A list of the commercial childcare providers can be obtained in the front office. Students can be dropped off and picked up by these childcare providers. Students who ride childcare vans must have a transportation authorization (TPA) on file noting the provider and must have a transportation tag detailing this. For students who ride GCPS transportation, the transportation manager must approve transportation to an alternate address like a home daycare provider within Britt attendance zone. Once a student is approved for transportation to a childcare provider, please notify the school and the childcare provider if changes must be made. Childcare providers do have the right to refuse to transport a student, and a parent will need to make other arrangements if this happens. Please make sure you are aware of any school day the provider might be closed and make alternate transportation arrangements in advance.

If your childcare provider is chronically late dropping off or picking up your child, then you will be notified that you need to work with the provider to get your child to school or picked up on time. Using a childcare provider does not exempt students from our late check-in, early check-out, or late pickup policies.

**Walkers:** Students may walk to and from school accompanied by a caregiver. For students who walk home, the caregiver must be on the list of people authorized to check out your child and should be prepared to present a photo ID when picking up your child.

**After school programs:** Students participating in the after-school program at Britt will transition to that program after school and be picked up per program instruction when it is time to go home. Students transitioning to or from the program must notify the office so that we can note the change in transportation.

### Children left at or brought back to school

Sometime things happen that cause a child not to be picked up or be returned to school on the bus. District procedure states that school personnel shall take the following steps in children not picked up at the end of the school day by a parent/caregiver, childcare provider, or children returned to school by the bus.

After the second week of school, the first time a child is not picked up by 3:50 pm or is brought back to school by the school bus, we will contact you for pickup. We will contact you for pickup for the second incident and contact our Safety and Security department. A School Resource Office will get in touch with you to inform you that the Department of Family and Children's Services (DFACS) will be contacted for subsequent late pickups or returns. For the third incident and beyond, a referral to DFACS for neglect will be made.

## Other

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### Before/Afterschool Activities

To participate in a before or after-school activity, students must bring a signed permission slip that indicates the event's date(s) and time unless other arrangements have been made. If the student is to be picked up by someone other than the parent, that person's name must be included on the permission slip and listed on the student's authorized to check out the list. Students will not be allowed to call for permission on the day of the event. No child may stay for an after-school activity without a permission slip/signed note by a parent indicating who will pick up the child. No change will be made to these special arrangements without another note from the parent detailing the change.

### Counseling/Guidance Program

The purpose of the counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Our counseling program:

- Helps new students feel at home in our school with new teachers and friends.
- Provides guidance lessons and experiences to help students navigate relationships and feelings.
- Holds individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
- Provides the opportunity to talk over issues with students, parents, or teachers.
- Provides exposure to career options.

### Collection of Money from Students

Some occasions arise which necessitate the collection of money from students. For example, money is collected for lost or damaged books, field trips, school pictures, fundraisers, lunch charges, and other items. **Parents are strongly encouraged to make payments for lunches and the various fees online through MyPaymentsPlus.com.** Please see the school website or contact the front office to access the online payment system. When money is sent to school, *it must be in a labeled envelope with the purpose of the money, the teacher's name, and your child's name.* Teachers will only accept collections for local school fees. Students will need to give any collections for PTA to a designated PTA volunteer or drop the money in the PTA locked box.

### Drills

Fire, tornado, and lockdown drills are held at intervals throughout the school year. Instructions and maps are posted in the classroom indicating how to leave the building in case of a fire, where to go in case of a tornado, and what to do in case of a lockdown. The staff and students practice what to do during a drill periodically.

### Individuals with Disabilities

W. C. Britt Elementary School, along with Gwinnett County Public Schools, wishes to meet the needs of all its students and families. If any family member needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact an administrator.

Students with disabilities have the same right to a free and appropriate education as their non-disabled peers. In addition, accommodations and other services are available to students with disabilities through Section 504 of the Rehabilitation Act of 1973 or an Individualized Education Plan. If you would like more information about either of these, please contact our administration.

## 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 at Britt 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. 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.

## 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.***

## School Cancellation / Inclement Weather

In the event of severe weather or other issues, the starting time of a school may be delayed, or all schools may be closed. Announcements will be made over radio station AM750 WSB, local television news, and the Gwinnett County Public Schools website, [www.gcpsk12.org](http://www.gcpsk12.org). Reports in the morning are typically between 6:00 – 6:30 am. If no report is announced, the school will be in session. The same conditions may also necessitate early dismissal. ***Please do not call the school.*** Telephone lines must be kept open for emergencies.

## Student Awards

Britt Elementary students are recognized with a variety of awards for achievement, conduct, and character. In addition, the school honors students with two different academic awards. Honor Awards are earned by students who have no academic grades lower than an 80 and who have all S's and E's on their report cards. Principal's Honor Awards are earned by students who have no academic grades lower than a 90 and have all S's and E's on their report cards. Criteria for other recognitions vary depending on the awards' natures.

## Title IX

Britt Elementary School 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 Michelle Bevel at 770-972-4500, [michelle.bevel@gcpsk12.org](mailto:michelle.bevel@gcpsk12.org), or 2503 Skyland Drive, Snellville, GA 30078. 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

The officers, employees and officials identified in this procedure/process/practice/manual/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure/process/practice/manual/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.