

PATRICK ELEMENTARY

Where Every Day is a Great Day to Learn!



2024 – 2025

Parent and Student Handbook

Administrators:

Dr. Ellyce Cone, Principal

Theresa Ellinger, Assistant Principal

Kari Frega, Assistant Principal

Kristopher Kasler, Assistant Principal

School Contact Information	
School Office	678-765-5260
FAX	678-765-5267
Cafeteria	678-765-5268
Clinic	678-765-5265
Media Center	678-765-5279

To stay informed about what's going on at Patrick, please connect with us via:

- The Patrick School Website at <https://www.gcpsk12.org/PatrickES>
- Signing up for ParentSquare
- Using your student's ID to access their eClass pages to get messages and check grades
- Check out teachers' eClass pages and/or websites
- Reading the weekly school newsletter

Join our PTA

Each year our PTA works to improve the educational settings for all students. Join and see how you can help our Patrick community grow and thrive!

Part 1: General Information

Arrival:

Our morning news program, Patrick Pups News begins promptly at 8:10 AM. Our student leaders prepare important information to share with the school during this time. This morning show is also an opportunity for the administrative team to welcome students to the school day and share daily goals with students. Attendance is taken at 8:15 AM. **The car rider lane closes at 8:10 AM. Students may not be dropped off in the car rider lane after this time.** A parent must accompany his/her child to the front office to sign in and get a tardy pass. The best suggestion to avoid tardiness is to allow students to ride the bus.

A special note: On rainy days, our car riders will increase in number – please plan to arrive earlier than your usual time.

Attendance:

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

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in the student's immediate family requiring absence from school.
- A court order or an order by a governmental agency mandating absence from school.
- Observation of religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to the students' health or safety.
- A student, whose parent or legal guardian is in military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his/her parents or legal guardian prior to deployment or while on leave.

Please note that vacations are not excused absences. Students who are away from school for 10 consecutive days (unexcused) will be withdrawn from school. Upon return, parents can re-enroll students, but placement in the previous classroom cannot be guaranteed.

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

Please remember that you must send a note to the teacher stating the reason for your child’s absences when he/she returns to school. Should the reason be one noted above, your child’s absence will be marked as excused. Gwinnett County Public Schools has a strict attendance protocol which will be followed in situations in which students have high absence rates.

Although we permit students to make up work when they are absent, your child will miss out on the full experience created in the classroom when they miss school.

To be counted present for a whole day, students who have doctor/dental appointments or emergencies that necessitate their absence for a portion of the school day must be present for at least the equivalent of half the school day which is 3 ¼ hours.

Car Riders:

Patrick Elementary has many car riders. The most efficient way to transport children to school is on the bus. Please consider this option to help prevent unnecessary traffic concerns during arrival and dismissal. If you choose to transport your child, please be aware of the following guidelines and be reminded that parents are expected to follow the directions of all PES staff during both arrival and pickup.

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

Morning Procedures

- Students may enter the school through the lower level each morning, beginning at 7:45 AM. The car rider lane closes at 8:10 AM and school begins at 8:15 AM. Students may not be dropped off before 7:45 AM.
- Reminder – Patrick Pups News goes on the air at 8:10 AM.
- Staff members will be present until 8:10 AM outside to help students enter the school each morning.
- Car drivers should remain in their vehicle. If you require assistance, please roll down your window and ask a staff member for help. Please do not honk your horn to get a staff member’s attention.
- **Children must exit from the passenger side of the vehicle only.** Students should not exit from the left side of any vehicle to avoid dangerous crossings between cars.
- Drivers may not wait in the upper parking lot or attempt to enter the bus lane to skip the car rider lane.
- Car engines should be turned off if you arrive before 7:45 AM.

- **Cell phone use is prohibited during drop off.**
- After 8:10 AM, parents are required to walk their child into the front office for drop off to ensure their safety. By that time, our staff have begun their instructional responsibilities and are no longer present to provide supervision. Please help us keep your child safe. Please do not park in the fire lanes.

Afternoon Procedures

- Car rider dismissal is from 2:45 – 3:10 PM. Please turn off your engine if you arrive before 2:45 PM.
- Parents/guardians should line up no earlier than 2:15 PM.
- If you arrive after 3:10 PM, you will be asked to pick up your child from the front office and sign him/her out. You will need to show a valid driver's license when signing out your child.
- **Cell phone use is prohibited during pick up.**
- You will need a car 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.
- If you do not have a car rider tag, please park in the upper lot, and come to the front office to show your valid ID to pick up your child.
- Hang your car rider number from the rear-view mirror, where it is easily visible to PES staff. Do not remove your car rider tag until your child is in the vehicle.
- As you approach the school, the traffic divides into two lanes. Please be courteous and understand that school buses have the right of way. Car riders will go to the right and buses will go to the left.
- To accommodate cars, drivers will be directed to form two lines as they enter the car rider area. Please be courteous as you merge in the car rider line.
- Advance forward slowly as you approach the pick-up area where students are entering cars and pull all the way up in the car rider lane. The first car in the line should stop at the letter "A" sign.
- Please stay in line with other cars. Do not try to go around the other cars.
- Staff members on duty will signal you to load your vehicle in the afternoon.
- **Children must load from the passenger side of the vehicle only.** Students should not load from the left side of the vehicle to avoid dangerous crossings between cars.
- Car drivers should remain in their vehicle. If you require assistance, please roll down your window and a staff member for help. Please do not honk your horn to get a staff member's attention.
- No child waiting in the car rider lane will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up his/her child, the parent will need to proceed to the front office to present either the car tag or a valid ID.

In order to ensure the safety of students, cars without a car rider number displayed will be asked to leave the car rider line, park, and go to the front office to check out the student to ensure that your child is being picked up only by authorized individuals.

Chronic tardiness during pick up must be reported to local authorities as mandated by state guidelines. Three consecutive tardies constitutes chronic tardiness and requires a conference with administrators to devise a plan for improvement. Failure to correct the tardiness concerns after a plan is devised will result in notification of local authorities.

If a note has been written to request that a student be a car rider and no tag number is on the vehicle picking up the student, a staff member will ask to see the driver's ID to make sure the driver is the person listed in the note.

Please be reminded that staff members are working diligently to keep your child safe during arrival and dismissal. Courteous behavior is expected from all and is a great way to model kindness for our students.

Changes in School Records:

To keep our records current, please notify the office immediately of a change in any of the following:

- Address
- Contact number
- Employer and phone number of each parent/guardian
- Change of guardianship
- Person to call in case of emergency or when the parent/guardian cannot be reached
- Medical information

Changes in Student Transportation:

It is 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 school personnel the opportunity 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) indicating the change in his/her transportation home **is required** on the morning of the change even if these changes occur weekly.

Please note: Make sure your child knows the change in plans. Changes in transportation, of any kind, will NOT be accepted via email or phone. Confirmation from students will NOT take the place of a note from a parent or guardian.

Dismissal:

The school day ends at 2:45 PM. Parents must indicate their child's usual way of going home (bus, car, daycare van) on the student data verification form. Car riders will be picked up on the right side of the school. Bus riders and daycare van riders will exit through the front doors in our main lobby.

Early Check-Out of Students:

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

A parent/guardian wishing to check out his/her child any time prior to 2:15 PM is encouraged to send a note to the teacher that morning explaining the reason. The parent should then come to the front office to sign out the student. It usually takes 5-10 minutes for a student to arrive after he/she is called for checkout. If the student is on the playground or in another class, it may take a little longer. Please plan accordingly. **We do not call students to wait in the office prior to a parent being in the office.**

For safety reasons, we release students only to those persons listed on the student's data verification form in our computer. If you wish to have someone not listed check out a student, please send a note to the office staff in advance so that we can verify the note.

Anyone picking up a student is required to show photo ID even if they frequently pick up a child. Students are released only from the front office and only to parents or adults designated by parents/guardians. Please do not go to the classroom to check out a student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

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 and 95.5 FM), GCPS website, or Channel 2 News on TV. If no cancellation is announced, school is in session. **The GCPS website is a great source of information.**

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. **Please do not call the school – we need to keep phone lines open.**

Do not expect the school to contact each family to make last-minute arrangements during severe weather. Parents are asked to complete an inclement weather form informing the school of the student's plan in case of an unexpected school closing. It is important to make a family plan and discuss the plan with the student.

We make every effort to communicate changes due to inclement weather when it occurs during dismissal via ParentSquare notifications. However, if the power is out the notices may be delayed. Please know that we will always err on the side of caution and refrain from dismissing students if severe weather occurs near the school during dismissal.

New Student Placement:

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

Parking:

Visitors to our school should park in the parking lot in the front of the school or in the upper parking level, avoiding reserved spaces. **Please do not park in the fire lanes – they must remain open for emergency vehicles.**

School Contributions:

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

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

Technology: \$10.00 per child (\$25.00 maximum per family) – this contribution is used to purchase ink cartridges, toner, paper, and supplies for our computers.

Clinic: \$10.00 per child (\$10.00 maximum per family) – this contribution defrays the cost of clinic supplies.

All contributions may be made via www.mypaymentsplus.com

School Entrance Requirements:

Students entering kindergarten must be age 5 on or before September 1st, and 1st grade students must be age 6 on or before September 1. All students entering kindergarten or grade 1 must present:

1. A copy of the birth certificate

2. An official Georgia Department of Human Resources Certificate of Immunization (form 3231)
3. A Georgia Vision, Hearing, and Dental Certificate (form 3300)
4. Proof of residency in the district – this may be a contract on a home or a lease agreement and one current utility bill
5. Student’s Social Security number (a waiver can also be signed if a parent does not want to provide the child’s Social Security number)

All students in second through fifth grade must have items 1-5 in the above list to enroll.

Approved residence for school attendance purposes occurs when the student lives with the following person(s) who reside within the county school district and the Patrick attendance zone:

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

When residing with other individuals in their home or apartment, the parent/guardian must submit a notarized residency affidavit, signed by the individual with whom the student is residing, verifying that the enrolling parent/guardian is residing in that home or apartment. The individual with whom the student/guardian is residing must also provide proof of residency documentation and photo ID. **Both the enrolling parent and the homeowner must come to the school to have the paperwork verified and notarized.**

Parents must notify the school immediately in case of any change in residency. If a family moves out of Gwinnett County after the school year begins, the student must be withdrawn unless the move occurs after the Spring holidays.

School Hours:

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

- 7:45 AM Students may enter the building and go to class
- 8:10 AM Morning news show/School begins
- 2:45 PM Students prepare to dismiss
- 2:45 PM Bus, car, and daycare dismissal begins

Our school hours are 8:15 AM – 2:45 PM. Students may enter the building between 7:45 – 8:15 AM. 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 their 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.

School Spirit:

Mascot – Patrick Pups (Dalmatian Pups)

Colors – Seckinger Blue, Black, and Gray

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

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 educational records of their child
- 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 Patrick.

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.

Visitors for Lunch:

Parents are welcome to join their child for lunch. **Lunch visits will be allowed to begin following the Labor Day holiday.** It is helpful for parents to notify the teacher if they are joining their child for lunch so the teacher can notify the cafeteria staff to prepare extra food.

After signing in and securing a visitor badge, parents should meet their child at the entrance to the cafeteria. Only people authorized by the custodial parent/guardian and in our database will be allowed to have lunch with students. Please carefully review your student data in the Parent Portal to ensure the correct people are listed.

Please allow your child to follow his/her normal routine in the cafeteria line while you visit our adult food bar. Students and their visitors may eat at the designated Visitor

Tables but, due to space limitations, may not ask peers to join them. All lunch guests will be verified by the student information in our computer. Visitors not granted access by the parent will not be allowed to join the student for lunch.

Foods and soft drinks purchased from an outside source such as a restaurant, deli, or fast-food store are strongly discouraged.

Visitors:

For the safety of our students, **ALL** visitors who enter Patrick Elementary must register with the office staff. The enrolling parent will designate the adults that may have access to their children. **All visitors will be asked for ID as a safety precaution.** Visitors must always wear a visitor sticker while on school property. Staff members have been trained to monitor our visitors and to escort those without a badge or sticker to the front office. Visitors will not be allowed in the classroom without a prearranged appointment. If a classroom appointment has been prearranged, the maximum amount of time allotted for the visit is 30 minutes. When leaving the school, visitors should return to the office and check out. We encourage parents to visit the school, but the safety of students and staff is our priority. Please be aware that our school is monitored by cameras to ensure safety.

Walkers:

Several members of the community have asked about procedures for children walking to school. Unfortunately, currently, walking to our campus presents many safety concerns. For your child's safety, we highly discourage unsupervised walkers. If you choose to have your child walk to school, we require that you or another responsible adult escort your child to and from the school main entrance.

Current safety concerns include:

- Currently, continuous sidewalks do not connect Patrick to any subdivision
- On Kilgore Rd, poor visibility on curves and heavy construction could make walking to school on this road dangerous for unsupervised children
- We will not have a crossing guard to help students cross the street. Patrick employees, parents, and community members may not act in this capacity. It is unsafe for our children to cross the street alone.

Withdrawal Information:

Please notify the teacher at least one week before your child is to be withdrawn from school. A record of pupil withdrawal form will be sent home on the last day of attendance, and this form should be given to the new school upon enrollment. Upon receiving the signed release of records from the transferring school, the student's

records will be mailed to the new school. Gwinnett County does not authorize records to be faxed or emailed.

Part II: General School Policies and Procedures

Birthdays:

While birthdays are very special occasions and are recognized, **birthday parties are not permitted at school**. We do not distribute birthday invitations at school. Parents may send in a birthday snack. **Please do NOT send in drinks, balloons, or party 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 because staff do not have access to knives during school. Please leave the snack in the front office. The office staff will notify the teacher and the snack will be shared during the child's lunch time.

Birthday snacks should be store bought and individually packaged.

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 (please communicate this expectation to your child as well)

Bringing Food/Drink to School:

Students may bring a nutritious snack to school to be eaten in the classroom during the designated snack time. They may not, however, bring food from fast food restaurants for snack or lunch. This includes carbonated beverages.

Cafeteria:

We are proud of our self-service breakfast and lunch programs. This procedure gives students the opportunity to choose foods they like as well as chances to try new foods. Parents are always welcome to have lunch with their children.

Breakfast Pricing	
Full Breakfast	\$1.75
Reduced Breakfast	\$.40
Side Item	\$.60
Juice 4 oz.	\$.40
Lunch Pricing	
Student Lunch	\$2.50
Reduced Lunch	\$.40

Adult Breakfast	\$2.50
Adult Lunch	\$4.00
Extra entrée	\$2.00
Milk	\$.40
Iced Tea (adults only)	\$.35
Water	\$.75
Soy Milk	\$.75

Breakfast – served between 7:45 AM and 8:10 AM. Students must have parent permission to participate in the breakfast program. Students are not allowed to be in the cafeteria during the breakfast times unless they are eating breakfast.

Lunch – special diets should be provided from home. If your child is allergic to certain foods, please notify your child’s teacher and our cafeteria manager, Mrs. Janie Pettit, at 678-765-5268.

Breakfast and lunch payment – parents should prepay for student lunches by setting up an account online at www.mypaymentsplus.com This is the preferred option. You can also request an automated email when your child’s account balance is low.

Students will learn their student ID number to use when paying for meals. Students who forget their lunch or money may charge their lunch. This privilege is limited to \$11.25. Parents will be notified of the charges, and payment is expected the following day. If the payment is not received, children will receive an alternate meal. Charges will not be allowed after April 30th.

Free/reduced meal applications are available for student meeting state financial guidelines. These forms can be found on both the GCPS website as well as the school website.

Clinic:

The clinic is available for students who get hurt at school or feel ill during the day. The clinic worker is trained but is not a registered nurse. There are required protocols regarding parent notification if a child visits the clinic. If a child becomes sick during the school day, the clinic worker will attempt to reach the child’s parent/guardian. If unsuccessful, the other persons listed as the child’s emergency contacts will be called. It is very important that we can always reach a parent/guardian.

The clinic worker will call parents if a student is vomiting, has a fever more than 100.0 degrees, has been injured, or has head lice. In case of serious medical emergencies, paramedics will be called as deemed necessary. Students in any of these situations cannot be sent home by bus.

The clinic worker dispenses all medications. No medication, including aspirin or Tylenol, can be given unless it is in the original container with written instructions from the parent. **All medications must be brought to the clinic by the parent/guardian.** Students are **NOT** permitted to transport medication on the bus or on their person except for life-saving emergency medications. The school staff should be made aware of students with this exception. 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 medical form must be signed by the child's physician and filed with the clinic worker. The clinic phone number is 678-765-5265.

Reasons to keep your child home from school include:

- Fever – children with a fever over 100.4 F should stay home until they are fever free without medications for 24 hours. If you treat a fever with medicine before school, the fever will often return, and your child may still be contagious.
- Diarrhea and Vomiting – one event of watery diarrhea or more than one event of vomiting is reason to keep your child home from school.
- Persistent coughing – if your child has a severe, persistent cough, or he/she has difficulty breathing, he/she should be kept home.
- Sore throat – if your child has a sore throat with or without fever, he/she should be kept home from school.
- Pinkeye/Conjunctivitis – if your child's eye is red with cloudy or yellow drainage, he/she needs to be kept home until the symptoms are gone.
- Ear pain – if your child has persistent ear pain, he/she should be kept home.
- Chickenpox – you child should stay home until all bumps have crusted over into scabs and no new bumps have appeared for two days.
- Impetigo – if your child has red, oozing blister areas with yellowish gold scabs on the face or body, he/she should be kept at home for as long as the doctor recommends.
- Scabies – if your child has scabies (a contagious disease caused by a mite that appears as an itchy rash), he/she should stay home for 24 hours following treatment.
- Lice – if your child has lice, he/she will need to be treated and nits (eggs) removed and may return to school once he/she has been cleared through the clinic.
- Stomachache – if your child complains of a stomachache and is unable to eat, or has pain with movement, he/she should stay home.

Elevator Usage:

A doctor's excuse will be necessary for a student to use the elevator with an adult.

Emergency Procedures:

Fire, tornado, safety, and disaster drills are held throughout the school year. While no such events are expected, we want students and staff to be familiar with all appropriate safety plans.

If it is necessary for students to be picked up due to an emergency, parents should park at the front of the building. Parents should enter through the main doors. Identification will be verified, and school personnel will be responsible for summoning the student. It is imperative that the emergency contact list be updated with at least one other person who is responsible in the event a parent/guardian cannot be reached.

If it is necessary for the school to “lockdown”, please understand that we will NOT be opening the doors to anyone until we are notified by the school police that we are free to do so. This is for the safety of your children and the school staff.

Field Trips:

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

Ice Cream:

Patrick Elementary will sell ice cream on Fridays for \$1.00. This will be sold in the cafeteria during the students’ lunch times.

Internet User Agreement:

Students are responsible for good behavior on the school computer networks. 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 for inappropriate or irresponsible use of the computer. Use of the internet must support education and be consistent with the academic expectations of Patrick Elementary School. Students will access approved safe sites only.

Lost and Found:

Lost and found items found in the hallways, restrooms, cafeteria, or playground will be taken to the Lost and Found located just outside the café doors. You child may check Lost and Found with the permission of his/her teacher. Unclaimed items will be donated at the end of each semester.

Media Center:

The Patrick Media Center has a variety of resources for students. It is open for students from 8:15 AM to 2:30 PM each school day. We have books available for checkout and reference materials available for use in the Media Center.

Books may be checked out for a two-week period; however, they may be returned before the two weeks and more materials checked out. Students in kindergarten and first grades may check out one book at a time. Students in grades second through fifth may check out three books at a time. There are no fines for overdue books; however, there is a fee for lost or damaged materials. These fees will be set up by the media staff according to the GCPS guidelines. If a student has a book overdue, he/she may not check out another one until the overdue item is returned or paid for.

Patrick Elementary has been building its collection for several years. Students are encouraged to use extreme care when borrowing books from the library. It is **STRONGLY** recommended that students use caution when putting water bottles and library books in the same book bag. Other book care reminders include using clean hands and not taking books outside. We **STRONGLY** recommend that books are put back into backpacks or stored in the same place each night to reduce the chance of losing or damaging books.

We also have volunteer opportunities for parents. If you are interested in helping in the library, please contact the media specialist. Patrick Elementary will hold two book fairs each year. Volunteers will be needed to help with decorations, set up, take down, and during the fair. Look for notices to be sent home as each book fair approaches.

Messages to Students:

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

Newsletters:

You will be able to access the school newsletter, The Patrick Weekly News, from our school website and via ParentSquare. It will include a calendar of dates to keep you informed of school events and other important PTA and community announcements.

School Nutrition Menus:

You will be able to access the Patrick ES Nutrislice school menu on the café information page on our school website.

Pictures:

Individual school pictures are taken in the early part of the school year. Group pictures will be taken in the Spring. These are offered as an option for purchase to parents/guardians.

School Celebrations:

The Gwinnett County Board of Education permits two school parties per school year. Patrick Elementary hosts a winter and Spring party for each class. PTA room parent representatives help classroom teachers plan these events. Individual classroom celebrations that occur as part of the AKS are at the discretion of the classroom teacher.

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

School Communications:

Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. Progress reports are communicated to parents 2 times per semester. Formal parent conferences are scheduled two times per year in October and March. You may also access the Parent Portal to view your child's grades, attendance, and discipline history. Ask your child's teacher for information if you want this access.

If you would like to speak with a teacher regarding your child's progress, please call the school at 678-765-5260. Phone calls will be received by our office staff between 7:30 AM and 4:00 PM. Messages will be taken for teachers to return calls.

We do not interrupt teachers during instructional time. Teachers make every effort to return phone messages within 24 hours of receipt. We invite parents to write a note or

send an email as another means of communication. Please be aware, however, that teachers respond to notes and emails outside of the instructional day either prior to 7:45 AM or after 3:15 PM.

School Dress:

Students are expected to dress appropriately, suitable to weather conditions and in good taste. Since students are involved in some type of movement everyday (recess and/or PE), we recommend that all students wear tennis shoes or other closed-toe shoes. Flip-flops, sandals, or platform heels are extremely dangerous. Please be aware that Heelies are unsafe for students in the school setting and are not permitted.

All students are to abide by the following rules of dress:

1. Shoes are to be always worn. Rubber flip-flops, high heels, and shoes with wheels are not appropriate and are not allowed at school.
2. No bare midriffs for any students. Halter tops, thin straps, or tank tops for grades 3-5 cannot be worn without another shirt over/under. No underwear should be visible.
3. No clothing with offensive language, pictures, or alcohol or drug advertisements will be permitted.
4. Hats, sunglasses, etc. are not to be worn except on special days or unless medically necessary. Rolling book bags are not permitted due to size and storage space needed, as well as safety purposes.
5. Shorts and skirts are of appropriate length when fingertips touch the hem.
6. Only athletic type shoes and appropriate clothing is to be worn to PE. Students who come unprepared cannot participate and their grade will be affected.

If a student comes to school in clothing which creates a disruption to the learning environment and is in violation of any of the above stated rules, he/she will be asked to call his/her parents/guardians to bring something more acceptable. If parents/guardians are not available, the student will be sent to the clinic to borrow clothing from the school.

Students are encouraged to wear school spirit wear every Friday. Spirit wear can be purchased from the PTA on Orientation Day or by visiting the PTA page on the school website.

Part III: Student Academic Information

Academic Knowledge and Skills (AKS):

The Gwinnett County Public School Academic Knowledge and Skills (AKS) are the adopted curriculum. The AKS represent the standards for academic excellence for all students in our school system. Parents can access the AKS for their child's grade level on the school website as well as the county website. This allows parents the opportunity to know what their child is expected to learn.

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

Cell Phones – Student Cell Phones and Other Devices:

All student cell phones must be powered off completely and must remain in the student's book bag. Students are not to carry cell phones around and use them during the school day. This poses a distraction to the learning environment. Likewise, students may not wear headphones, earbuds, or other distracting devices during the school day.

While we recognize that many students wear watches, some of which may function like a smart device, these should only be used as time pieces. Students will be required to remove these during all assessments. Also, if a teacher notices that these are a distraction to the learning environment, they may ask the student to put the watch in their bookbag.

Counseling:

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

Gifted Education Program:

Students who meet state guidelines are served through our school's gifted education program. Referrals to the gifted program may come from teachers, parents, and administrators or because of system-wide testing. Students are typically referred for further testing following periodic screeners. 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. Patrick's gifted eligibility team reviews referrals as needed to determine which students qualify for the program.

Grading:

Grades K-1: Kindergarteners and first graders are assessed on progress toward mastery of the AKS using the following scale:

E = Exceeds Expected Progress

S = Satisfactory Progress

N = Needs Improvement

U = Unsatisfactory Progress

Grades 2-5: Each subject grade is a report of the individual student's progress to his/her parents/guardians. The following scale is used:

A = 90 and above Excellent Progress

B = 80-89 Above Average Progress

C = 70-79 Average Progress

U = 69 and below Unsatisfactory Progress

When reporting progress (positive attitude, participation, and task completion) for special areas such as art, music, STEM, physical education, computer science, and health as well as conduct for all students, the following scale is used:

E = Exceeds Expected Progress

S = Satisfactory Progress

N = Needs Improvement

U = Unsatisfactory Progress

Homework:

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework is also a way to keep parents informed and involved with their child's schoolwork. Assignments may be brief

and are designed to allow students time to practice skills they have already been taught. Assignments may be individualized for remediation or enrichment. Time spent on homework should promote productive and positive experiences.

It is important that students become independent learners. Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their child. It is very helpful for parents to establish set times to work. Parents/guardians should encourage their children to read on a daily basis.

Make-up Work:

Assignments missed during a short-term absence (1-2 days) will be given once the child returns to school. If the absence is longer than 2 days, parents are encouraged to contact their child's teacher to create a plan for missed work. Students who miss ten days or more due to serious illness may be eligible for homebound instruction.

Please do not call the office to ask that a teacher prepare missed work by the end of the day. Teachers do not have planning time to pull together the work.

Textbooks:

The school district provides textbooks and technology resources for all students. Every student is obligated to take good care of the materials in his/her care. Textbooks and other school materials must be paid for if lost or damaged. Students are issued individual Chromebooks and bags each year for use at home and school. These items are the responsibility of the student. School-issued Chromebooks that are lost or damaged beyond repair will be subject to a \$200 fine.

Student Placement:

We are very proud of our outstanding teachers. We have made every effort to place each child with the best teacher for him/her. Parents are given the opportunity to submit in writing any concerns regarding medical, emotional, or social issues affecting placement before class lists are formed.

Student Progress Reports:

Elementary progress reports are communicated 2 times per semester. Parent conferences are held in October and March. Teachers will contact parents to schedule these conferences. The dates for issuing the Progress Reports are outlined on our school calendar posted on our school website.

Midterm grade reminders will be sent via email to parents encouraging them to check the Parent Portal for grade information. Dates for reminders to check midterm grades are outlined in our school calendar posted on our school website.

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 in grades K-5 will attend art, music, physical education, computer science, STEM, and health. Our media center operates under an open policy to allow students to come in small groups or with their entire class.

SST:

The purpose of the Student Support Team (SST) is to allow teachers, parents, and other educators to work in a collaborative manner to develop an intervention plan to address the needs of students who are not meeting success. This group provides advice, suggests alternative teaching strategies or interventions, and may recommend writing a referral for special testing.

Teacher-Parent Communication:

Communication between parents and teachers is an essential component of student success. We encourage you to communicate regularly with your child's teacher. If you have a concern about your child, please do not hesitate to contact your child's classroom teacher. After talking first with the teacher, if you continue to have a concern, please contact the assistant principal for your child's grade level for further assistance in resolving the concern.

Testing Dates:

Prior to each testing experience, parents will be informed of the testing dates and methods to support their students through the testing session. Testing dates are posted on the school calendar.

Part IV: Student Conduct

Patrick Elementary is a PBIS school (Positive Behavior Intervention and Supports). PBIS is proven to reduce disciplinary incidents and support improved academic outcomes for all students. Parents and educators must work together as partners in teaching students to make good decisions about their behavior and to understand that there are consequences for making poor decisions. Patrick Elementary will have three main expectations for all areas of the building:

- Be respectful
- Be responsible
- Be ready to learn

The following behaviors are expected of all students at Patrick. Please review these expectations at home and we will review them at school. In addition to the information provided below, parents can also access the GCPS Elementary Student/Parent Handbook via the website.

General Expectations

- Listen when adults are speaking
- Follow directions
- Honor all school rules
- Dress in a safe and appropriate manner that allows for physical activity everyday
- Wear hats in the building only on special occasion that are announced
- Do not chew gum in the building
- Solve problems without fighting
- K and 1st graders may travel with a buddy when leaving the classroom
- Show respect to each other and to all adults
- Keep the building clean
- Take care of furniture and materials

Hallway Expectations

- Walk in a single file line
- Be quiet

Restroom Expectations

- Use the facilities appropriately (no playing)
- Keep the restroom clean

Playground Expectations

- Wear tennis shoes or other proper footwear
- Use the equipment safely
- Do not jump from the equipment

- Do not play roughly
- Do not throw foreign objects (rocks, dirt, sticks, etc.)

Cafeteria Expectations

- Enter and leave the café without talking
- Stay seated and raise hand for assistance
- Use proper table manners and language
- Talk in quiet voices to classmates when the music is off
- No talking when the music is on
- Do not trade or swap food
- Clean up your area before leaving

Each classroom of students, with their teacher, will develop personalized expectations for their classroom.

Discipline Steps

All consequences at Patrick Elementary will be framed around natural and logical consequences including but not limited to removal from the group, time out, loss of a special activity, writing an apology and making a corrective plan, time out with another teacher, time out with an administrator, or suspension. At Patrick, staff and students will work together to create an environment free of sarcasm and ridicule that allows children to make mistakes and learn from them. Major behavior offenses which include fighting, destroying school or private property, or defying authority will receive immediate attention from an administrator. More information is available in the GCPS Student/Parent Handbook which can be found on the website.

Bus Rider Information:

Riding the bus is a privilege – it is not a right. Bus transportation is offered to all GCPS elementary students. Improper conduct on the bus will result in the privilege being denied. Bus drivers read the Bus Guidelines and Safety Procedures on the first day of school with monthly reviews to enhance the safety of children being transported.

Students will:

- Be at the bus stop 10 minutes before pickup time
- Stand back 10 feet from where the bus stops
- Safely wait for, board, and exit the bus only at their assigned bus stop
- Always follow the directions of the driver
- Look for traffic and wait for driver's signal to cross the road in front of the bus
- Look in both directions for traffic – LEFT, RIGHT, LEFT
- Look at the driver – if you can't see the driver, the driver can't see you

- Signal the driver with a waving motion if you drop something. Wait for the driver to give you a signal before picking up what you have dropped.
- Use the handrail to go up and down the bus steps
- Go directly to assigned seat, keeping aisles and exits clear
- Sit the safe way – back against 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 languages, and gestures are not allowed
- Respect the rights and safety of others
- Do not eat, drink, or chew gum on the bus
- Do not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus
- Do not use any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or CD players, or any other electronic device that might interfere with the school bus communication equipment or the driver's operation of the school bus
- Do 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
- Keep their bus clean and in good, safe condition

Should a student fail to comply with the expectations listed above, disciplinary action will be taken. Materials regarding transportation guidelines will be provided at Open House.

Student Grievance Procedure:

If a student believes he/she is being mistreated by school employees on the basis of race, color, religion, gender, national origin, or handicap, he/she should report this to any school employee such as his/her counselor or the principal.