

Introduction

The purpose of this student handbook is to provide the B. B. Harris parent community with school policies and procedures.

The Gwinnett County Board of Education recognizes that a child's education is a responsibility shared by the school and the family. To effectively educate students, the school / parents must work as knowledgeable partners. Parent/family involvement is an on-going process that assists parents / families to meet their basic obligation as their child's first teacher and promotes clear, two-way communication between home and school.

Please note that you will also receive a GCPS Student/Parent Handbook which contains additional information. Please contact the school office if you have any questions (770) 476-2241.

Gwinnett County Public Schools' Vision

Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the post-secondary level and/or enter the work force.

Gwinnett County Public Schools' Mission Statement

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

Gwinnett County Public Schools

- Will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
- Will ensure a safe, secure, and orderly environment for all.
- Will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
- Will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Will apply continuous quality improvement strategies and principles as the way the organization does business.

B. B. Harris Elementary School

Our Mission:

The mission of B. B. Harris Elementary is to promote academic excellence, develop the potential of each child as a lifelong learner, and model respect and cooperation in a safe and supportive learning community.

Our Beliefs:

- Students' learning needs should be the primary focus of all decisions.
- Students learn best when they are actively engaged in the learning process.
- Instructional practices incorporate a variety of learning activities to accommodate different learning styles.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Learning is promoted through a safe and orderly environment.
- We are committed to continuous improvement to enable students to reach their full academic potential.

Our Motto:

Excellence for All

Part I: General School Information

School Hours

Students are expected to be at school on time and not leave unless they have permission. Staff members are involved in planning, conferencing, and staff meetings prior to 8:20 a.m. Children who are driven to school should NOT arrive before 8:20 a.m. This is for their safety. There is no one on duty to supervise your child prior to this time. Students arriving after 8:50 a.m. are to be escorted to the office for check-in.

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

8:20 a.m.	Students may enter the building and go to class
8:20 – 8:40	Breakfast Served
8:45 a.m.	Morning announcements, Car rider drop off closes
8:50 a.m.	School begins
3:20 p.m.	Announcements/Car rider/Bus dismissal

Early Check-Out of Students

Children will not be released from school at any unscheduled time without written explanation from a parent. A parent wishing his or her child to be released from school must come into the school and be identified by school personnel in the front office. For security reasons, anyone checking out a student will be required to show a Driver's License prior to having a child released to exit the building with him/her. Students will not be allowed to check out with parents from the office after 3:00. **CHILDREN ARE RELEASED ONLY FROM THE OFFICE AND ONLY TO PARENTS OR ADULTS DESIGNATED BY PARENTS IN WRITING. PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM TO CHECK HIM OR HER OUT.** Your cooperation is appreciated and expected as a safeguard for ALL of our children.

Car Riders

To protect the safety of our students, school staff members will dismiss car riders from the gym. Students will not be allowed to walk from this area to meet parents at cars parked in other areas. Students who arrive after the 8:50 a.m. starting time are considered tardy. **Parents must accompany their child to the office for a pass to enter class.** Parents will be contacted if students are frequently tardy. In order to ensure the safety of our students during car rider dismissal each day, we are asking that you follow these guidelines and procedures to the fullest extent. Please adhere to these guidelines so that dismissal can be speedy and safe each day. **Check out from the office must be made prior to 3:00 p.m.** This is necessary in order to provide a safe and timely dismissal for all students.

Car Rider Pickup Guidelines

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

- Car rider dismissal will begin at 3:20 p.m.
- Display your car rider number in the front window where it is easily visible.
- Pull in the back parking lot of the school and remain in your car while waiting to advance forward to pick up your child(ren).
- Advance forward slowly as you approach the pick up area as children are entering cars and may dart out in front of you.
- Do not try to go around the other cars if you load before the car in front of you. Wait and please be patient. Our student's lives are at stake.

Please be aware that cars arriving without numbers will be asked to park and show proof of identification (driver's license). If you have not been issued a car rider number, you may obtain one in the front office.

Changes in Student Transportation

It is very confusing for young children as well as our teachers to alternate between day care, parent pick-up and buses. Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for students. Therefore, should you need to change transportation arrangements, a written note with a phone number for the child's parent or guardian indicating the change in his/her transportation home is required on the **morning** of the change. This note should be brought to the front office by the child to be signed and verified by phone by a school official. If emergency changes need to be made during the school day, it is permissible for a parent or guardian to FAX (770-232-3258) a note, along with a copy of his/her license to the office prior to 2:00. **No changes will be made after 2:00 or on a day-to-day basis. Also, there will be no checkout after 3:00 in order to maximize instruction.**

In order to ensure the safety and security of your child, **VERBAL PERMISSION WILL NOT BE GRANTED FOR ANY CHANGE.** IN THE ABSENCE OF A NOTE FROM YOU, YOUR CHILD WILL BE PLACED IN HIS/HER USUAL MODE OF TRANSPORTATION AS INDICATED ON STUDENT'S CLINIC CARD.

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 their grade level. Certain absences are considered to be excused according to state guidelines. Excused absences include:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in the student's immediate family requiring absence from school.
3. A court order or an order by a governmental agency mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions making attendance impossible or hazardous to the student's health or safety.
6. Military deployment-5 days per school year are allowed to visit for a parent returning or deploying.
7. Serving as a page in the Georgia General Assembly.

Parents need to send in a note or doctor's excuse to the teacher as to the reason for a child's absence within five days of the absence. If there is not a note of excused cause received within five school days, the absence will be recorded as unexcused. If the student is checked out for reasons listed above, it is considered excused. All other reasons, including vacations, are considered unexcused. Students checked out before 12:00 p.m. will be counted absent for that day.

The school counselors or an administrator will address repeated absences or tardiness. Enrolled students who are absent from school for ten consecutive days will be withdrawn unless the school is notified of the absences by the parents or guardians. Students who are registered in school but are not attending or do not have permission to be absent from school are considered truant.

A new 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 5 days of unexcused absences." This same state law ties attendance to a student's driving privileges.

It is important for parents to be aware of attendance requirements. Please read Gwinnett County Public Schools' Student/Parent Handbook, which outlines attendance expectations. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues.

Thank you for your support of your student's academic achievement. Your child's regular attendance at school makes a difference!

Auto Dialer

If your child is marked as being unexcused absent, our school has an automated messaging system that will contact your home with a recorded message to notify you that your child has been marked absent and to remind you to send in a written explanation for your child's absence when they return to school. You may also receive this phone call if your child is marked absent but was tardy and the teacher did not change the notation in the system. Whenever your child is late please make sure that you come into the office and sign your student in on the Sign In/Sign Out log. Corrections to a student's attendance will be made from this log.

PTA Contributions

The following contributions enable the 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:

PTA Membership:

Standard - \$5.00 per membership Deluxe - \$21 per membership Premier Membership - \$100.00 Includes up to two memberships

School Contributions:

Consumable art supplies \$10
Technology supplies \$25
Clinic supplies \$10

The school requests instructional fund donations as approved by the Gwinnett Board of Education. These funds are over and above any funds provided under the Quality Basic Education Act of 1985. No student will be denied access to or participation in any course funded by the Gwinnett Board of Education or by the State of Georgia.

Parties

There will be two school wide classroom parties each year (Winter and End of Year) on days designated by the individual school. Your child's teacher will provide information regarding those parties.

Birthdays

Please help us protect our instructional time. Birthday parties/treats are not permitted at school. Out of school party invitations may only be distributed during non-instructional time and must be given to ALL class members.

Bringing Food/Drink to School

Students may bring a nutritious snack to school. In compliance with state standards, students are not to bring food from "fast food" restaurants. This includes carbonated drinks. Please make use of the cafeteria menu when eating lunch with your child.

Visitor Check-In

Parents are always welcome at our school! For the safety of our students, **ALL** visitors who enter Gwinnett County Public Schools must check-in/check-out in the front office.. You must wear a visitor sticker at all times while on school property. Teachers have been instructed to monitor our visitors and to send those without a badge to the office to sign in. **Visitors will not be allowed in the classrooms without a prearranged appointment.**

Remember: as a courtesy to your child's teacher, we require a prior appointment be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. A conference is an ideal way for parents and teachers to get to know one another so that the best interest of the child is realized. Teachers will be available for conferences either before or after the hours of student's attendance. Please allow your child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with bookbags, etc.

Due to student privacy requirements, neither teachers nor administrators will discuss a student with anyone (including family members) unless a parent or guardian is present.

School Insurance

Student Health and Accident Insurance is offered as an option and service to interested families at the beginning of the year. Purchases and claims are made directly to the vendor. Parents are responsible for providing insurance coverage for medical expenses in case of an accident.

School Entrance Requirements

Birth Certificate: A student entering school for the first time must present at the time of registration an official copy of the birth certificate. Children must be five years old on or before September 1 to enroll in the Kindergarten program. Students must be six years old on or before September 1 to participate in the First Grade program.

Immunization Certificate: Before enrolling in a Georgia school, each student must have on file an official Georgia Department of Human Resources Certificate of Immunization (Form 3231), by the Health Department or a physician.

Vision, Hearing, and Dental Certificate: Before enrolling in a Georgia school, each student must have on file an official Georgia Department of Human Resources Vision, Hearing and Dental certificate (Form 3300), by the Health Department, physician and dentist licensed by the State of Georgia.

Proof of Residency: School officials must require that the parent or guardian provide two proofs of residency in the attendance zone at the time a student is initially enrolled in a school. Proof of residency consists of a current mortgage bill or lease and one utility bill listing the parent's name and address. When residing with other individuals in their home or apartment, a notarized

affidavit must be submitted verifying that the enrolling parent/guardian is residing in that home or apartment along with the two proof of residence documents.

Student Records

Gwinnett County Public Schools provide the student and his or her parent with rights pertaining to student records.

These rights include:

- ❖ The right to receive this information in a format understandable to the student and parent;
- ❖ The right to inspect and review student records by parents (in case of students over the age of eighteen, by students) within 45 days of request and the right to have the records explained;
- ❖ The right to copies of student records;
- ❖ The right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes;
- ❖ The right to request that material be removed from student records and the procedures for doing so;
- ❖ The requirements of parental or student consent and the methods of consent before the disclosure of student records except in certain specific circumstances;
- ❖ The schedule of destruction of particular student records;
- ❖ The content, location and particulars concerning permanent records, official records and supplemental records;
- ❖ The student or parent may contact the local school for more information about the above list of rights.

Copies of a student's education record may be transferred to officials of other schools or school systems in which the students seek to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of your student records, the records transfer to the enrolling school or school system will occur without further notice.

Changes in School Records

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

- Address
- Telephone numbers (home and cell)
- Employer and phone number of each parent
- Change of guardianship
- Person to call in case of emergency or when the parent cannot be reached

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 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.

Part II: General School Policies & Procedures

School Dress

Students are asked to dress appropriately, suitable to weather conditions, and in good taste. The following attire is not appropriate: short shorts, tank tops (including spaghetti straps), tube tops, halters, extremely loose fitting jeans, hats/caps, wheelee shoes ("heelies"), clothing which advertises drugs and alcoholic beverages, or clothing that contains profanity or other demeaning or suggestive language. We ask parental cooperation in this matter.

Emergency Procedures

Fire and tornado drills are held throughout the school year.

Remember these basic rules for a fire:

- Check the instructions posted in each classroom indicating how to leave the building in case of fire.
- Walk; No talking. Move quickly and quietly to designated areas.

Remember these basic rules for a tornado:

- Students should crouch by the nearest solid interior wall and protect their heads by covering them with their hands and arms.
- The all-clear signal will be one long bell sound.

Field Trips

Field trip contributions are requested for admission and transportation. This contribution is voluntary. No student will be denied or penalized for failure to contribute. However, if enough funds are not secured, the field trip will be canceled.

Lost and Found

Items found in hallways, playground, or cafeteria will be taken to the Lost and Found Area. Students should check the area to retrieve lost items. Unclaimed items are donated to charitable organizations on the last Friday of each month. Please write your child's name on all personal property for easy identification.

Textbooks

The school district provides textbooks for all students at no cost. Every student is obligated to have his/her book in the best of care. Textbooks and other school materials must be paid for if lost or damaged.

Assignment Notebooks

All students maintain an assignment notebook throughout the school year. A charge of \$3.00 is requested for these books. The assignment notebook serves as a place to record class work and homework assignments each day. In addition, the assignment notebook provides a daily communication between home and school. It is the student's responsibility to have and maintain the assignment notebook. Parents should review the notebook daily as a means to keep informed about the student's progress and content of the classes. If a student loses the assignment notebook, a new one must be purchased.

Internet User Agreement

- Students are responsible for good behavior on school computer networks. Access to network services is given to students who agree to act in a considerate and responsible manner.
- The administration, faculty, and staff may suspend specific user access.
- Use of the Internet must support education and be consistent with the academic expectations of B. B. Harris Elementary School.
- Students will access approved "safe" sites only. Students will use the subscription databases as resources for information. They will not use unauthorized search engines such as "Google" and "Yahoo."

School Council

The B. B. Harris School Council shall include:

A number of parents or guardians of students enrolled in the school, excluding employees who are parents or guardians of such students, so that such parents or guardians make up a majority of the council and at least two of whom shall be businesspersons;

(2) At least two certificated teachers, excluding any personnel employed in administrative positions, who are employed at least four of the six school segments at the school;

(3) The school principal; and

(4) Other members as specified in the council's bylaws, such as, but not limited to, students, staff, and representatives of school related organizations. Other businesspersons from the local business community may serve on the council and shall be selected by the other members of the school council. Selection procedures for these members and the business members shall be specified in the council's bylaws.

The School Council is an "advisory body," and provides advice and recommendations to the school principal. The most important role of the School Council is to improve the achievement levels of students and to serve as communications links between and among the various constituencies of the community and school.

Pictures

Individual school pictures will be taken in the fall and spring. Class pictures will be taken in the spring. These are offered as an option to students and parents.

School Communications

Formal parent conferences are scheduled two times during the year. Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. Progress reports are sent home at the end of each nine weeks. Calls will be received by the school between 7:30 a.m. and 4:15 p.m. **Messages will be taken for teachers to return calls. We do not interrupt teachers during instructional time. Please do not conference with teachers during instructional time.**

Message to Students

Only messages of emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment and that purpose is not compatible with constant interruptions. Use of the telephone by children is permitted only in emergency situations.

Newsletters/School Menus

You will receive the Friday Flash in your child's folder two times a month with a calendar of dates to keep you informed of school events and other information for the upcoming month. Our Harris Happenings is published at the end of the Fall and Spring semesters and highlights student achievements and school news.

The Clinic

The clinic is available to students who get hurt at school or feel ill during the day. The clinic is funded by parent donations and local school funds. If you have band-aids, tissues or other supplies you can donate, contact our Clinic worker at (770) 232-3246. Parents will be called if students are too sick to remain in school. When your child is ill or not feeling well, do not send him to school and risk infecting others. Inform the school when your child has an infectious or contagious disease.

Medications: We encourage parents to work out dosages so that none will be given during school hours. If that is not possible, parents should complete the "Administration of Medication Request" form and return it to the clinic. On that form, indicate the specific length of time the medication is to be given, dosage, time, and potential side effects. The medication must be brought in by the parent or guardian. Prescription medicine must be in the original, labeled prescription bottle. Over the counter medicines must be in the original labeled container. Medicines stored in envelopes, baggies, foil, etc. will not be administered. If an over the counter medication needs to be given for a prolonged period of time, a physician needs to fill out a form explaining why the medicine is necessary. Please note: The first dose of a new medication or new dosage should be administered at home where parents can monitor potential side effects and adverse reactions.

NO CHILD IS TO CARRY MEDICATION ON HIS OR HER PERSON. Please see the Clinic worker regarding specific forms that need to also be completed for Asthma, Allergy Emergency Medications, and Diabetes.

The Cafeteria

Breakfast and Lunch Prepayment: A prepayment system for both the breakfast and the lunch program is available. When a payment is received, the child's number and amount of the prepayment is entered into the computer. The computer subtracts the meals each day as the number is entered. Prepayment for both the breakfast and lunch programs can be made with the same check. Lunch and breakfast program checks must be separate from all other checks made payable to the school. Meals can also be paid online at www.mealpay.com using a credit card or check. You will need your child's student identification number.

The following information must be noted on the check:

The child's first and last name, and the homeroom teachers' name.

Please put a sealed envelope with the teacher and child's name written on the front. Prepayments of five meal increments can be made by the week, month, or any period of time preferred.

Student Prices:

Breakfast \$1.25 Lunch \$2.00 Extra Milk \$.40 Adult \$3.00

Snack: Ice cream will be sold daily. Ice Cream money will be collected each morning before school and ice cream will be served during lunch.

Lunch Charges: Parent assistance is appreciated in reminding students to bring lunch money when needed. It is very upsetting to children to be without money for meals. Our school has adopted a policy which governs student charges, and only two charges are permitted. After two charges, students will not be permitted additional charges until previous charges are paid. However, our cafeteria will provide the child with an item of food and milk. Students will receive a charge slip indicating that credit payment and additional money are needed. Refunds will be made on pre-paid meals only when a handwritten note is sent requesting one. A check will be issued from the Board of Education for the amount requested. If you have any questions, please call Beverly Stone, Cafeteria Mgr, at (770) 232-3253.

Gwinnett County School Lunch Requirements:

Lunch: A lunch includes an entrée, one bread, two side dishes and milk. Elementary students must have all five items. Students who bring their own meals are allowed to purchase milk, juice or water to go with their meal. As a reminder, no canned carbonated beverages should be brought to the school. We ask that you do not bring fast food in to the cafeteria.

Special Diet/Food Allergies: In order to substitute juice for milk as part of the regular daily diet, documentation from your physician specifying an allergy is required. This documentation is required every year. Special diets should be provided from home. If your child is allergic to milk or other foods, please inform Beverly Stone, Cafeteria Manager, at (770) 232-3253.

School Visits by Parents

The role of a B. B. Harris parent is vital to your child and to B. B. Harris Elementary School. Students excel when you, the parent, are supportive in your child's education at home and in the school. We welcome and encourage parents to volunteer; however, we ask that parents who are here as volunteers (to read, cut out things, help with a project or event, etc.) not bring siblings/small children into the classrooms. Parents and siblings are most welcome to come to support an event such as Field Day. We only ask that the children be supervised by an adult if the parent is busy volunteering. Siblings are also welcome when a parent comes to have lunch with their child or when they are here to view a play or presentation in the classroom. B. B. Harris loves to see family participation at PTA, Bingo Night, School Dance Night, International Night, etc. These are perfect times for the whole family to come together at school.

Part III: Student Academic Information

Student Progress Reports

Elementary progress reports are sent home every nine week grading period. Parent conferences are held the second and third nine-week grading periods. Teachers will contact parents to schedule these conferences. The dates for issuing of the Progress Reports are as follows:

Table with 2 columns: Progress Report Period and Date. Rows include 1st Nine Weeks (October 7, 2011), 2nd Nine Weeks (December 16, 2011), 3rd Nine Weeks (March 13, 2012), and 4th Nine Weeks (May 23, 2012).

Grading

Kindergarten: The Kindergarten Progress Report is designed to be used to assist teachers in evaluating the on-going growth and development of their students, as defined by the AKS. Each indicator on the Progress Report is marked at the appropriate level of progress. Indicators are signals of development as well as the level of progress toward specific objectives. The major purpose of the reporting instrument is to inform parents about the growth, development, and academic progress of their child every nine weeks as defined by the AKS.

First Grade: First graders are assessed on progress toward the AKS by the following scale in academic areas, effort, conduct, art, music, science, and physical education:

- E = Surpasses Standards S = Satisfactory
N = Needs to Improve U = Unsatisfactory

Second – Fifth Grade: The grade mark is a report of the individual student's progress, to his or her parents, and to others who are concerned with the student's progress in education. When reporting progress in academic subjects for grades 2-5, the following scale will be used:

Table with 4 columns: Progress Level, Letter Grade, Symbol, and Score Range. Rows include Excellent Progress (A, =, 90 and above), Above Average Progress (B, =, 80-89), Average Progress (C, =, 74-79), Below Average Progress (D, =, 70-73), and Unsatisfactory Progress (U, =, Below 70).

When reporting grades for special areas, effort, art, physical education, music, science, health, and conduct, the following scale should be used:

- E = Surpasses Standards S = Satisfactory
N = Needs to Improve U = Unsatisfactory

Early release days, two days in the fall and two days in the spring are provided to conduct parent conferences for the purpose of discussing student progress.

Homework

Homework is an extension of the learning process that reinforces skills that have been taught in class. **Homework assignments will count as 5% of the students' final grade.** Homework is a way to keep parents informed and involved with the child's schoolwork. It is also a method of helping students establish self-discipline and study skills. The assignments may be brief or may include a long-range project. Assignments may be individualized to provide for remediation or enrichment. Time spent on homework should promote productive and positive experiences. Homework is used to promote student learning of the Academic Knowledge and Skills (AKS). Through quality homework, students have the opportunity for enrichment, extension, and remediation of the AKS instruction. Homework is a necessary part of each student's education program. The necessity increases as students progress into higher grade levels. Parents can help students with homework by reviewing it and offering encouragement and reinforcement. It is also beneficial for parents to help the child establish set times to work. If your child has no current assignments, the time can be used for reading. Homework is assigned to be done at home; class work is designed to be done at school.

Make-Up Work

Assignments missed during a short or long term absence will be given upon the child's return. Students who will miss ten days or more due to serious illness may be eligible for homebound instruction.

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, entire classes, small groups, and parents. Students are scheduled to attend physical education, art, and music classes on a regular basis with their entire class. The media center operates under an open policy to allow students to come as individuals, small groups, or with their entire class.

Special Education

Special education programs are designed to fit the individual needs of the child and operate on a resource and self-contained basis. These include Speech and Language, Specific Learning Disabilities, Other Health Impaired, Autism, Developmental Delays, and Emotional/Behavioral Disorders. A Student Support Team (SST) in accordance with local, state and federal guidelines determines placement.

Gifted Education Program

Students who meet state guidelines are served through our school gifted education program (FOCUS). Students are served through an interdisciplinary resource and innovative model. Teachers, counselors, parents, or administration may refer a student for evaluation. The eligibility team makes placement in the FOCUS program. Criteria for placement are established by the Georgia State Department of Education and may differ from that in other states. Students transferring within the state having met eligibility requirements may be considered for placement in any other Georgia school.

PART IV: STUDENT CONDUCT

Students' best learn in a safe, positive, and orderly environment. In this environment, all students are capable, with support and encouragement, of being responsible for their own behavior. Parents and educators must work together as partners in teaching students to make decisions about behavior and to understand the consequences of that behavior. The goal of B. B. Harris Elementary School Discipline Program is to develop responsibility of our students. We have school rules that are reinforced and held constant in all areas of our building.

B. B. HARRIS SCHOOL WIDE DISCIPLINE PLAN 2010-2011

DISCIPLINE CYCLE

Minor Offenses:

Talking without permission (i.e. disruptive behavior)
Refusing to follow directions (i.e. not staying on task)
Being rude or disrespectful to teachers or peers
Damaging or stealing minor personal property (i.e. pencils, paper, etc.)
Having continuous disruptive behavior in the classroom
Failure to complete work on time or return materials on time
Any other behavior which is disruptive to instruction and/or school environment

The teacher will handle minor offenses. Teachers will handle inappropriate behaviors by using any of the following suggested interventions.

Administrative referral consequences may range from a letter or phone call to parents to out of school suspension. Serious or repeated offenses may result in referral to a Disciplinary Panel at the county level. Some discipline rule violations require the local school to notify the School Resource Officer (SRO), who is the law enforcement officer for the school district.

Step 1 Classroom Consequences

Possible Interventions

- ◆ Verbal Warning
- ◆ Conference with Student
- ◆ Write in Agenda Book / Classroom Behavior Management Plan

Step 2 Classroom Consequences

Possible Interventions

- ◆ Verbal Warning
- ◆ Conference with Student
- ◆ Time-Out/Removal from Group
- ◆ Write in Agenda Book / Classroom Behavior Management Plan

Step 3 Classroom Consequences

Possible Interventions

- ◆ Verbal Warning
- ◆ Conference with Student
- ◆ Time-Out/Removal from Group
- ◆ Buddy Class Time-Out – Write Student Action Plan
- ◆ Write in Agenda Book / Classroom Behavior Management Plan
- ◆ Parent Phone Call

Step 4 Classroom Consequences

Possible Interventions

- ◆ Verbal Warning
- ◆ Conference with Student
- ◆ Time-Out/Removal from Group
- ◆ Buddy Class Time-Out – Write Student Action Plan
- ◆ Write in Agenda Book / Classroom Behavior Management Plan
- ◆ Parent Phone Call / Parent Conference

Step 5 Behavior Management Plan – Kid Talk

Step 6 Administrative Referral – SST if applicable

Teachers will keep updated discipline documentation on each student. Teachers will indicate interventions used with the dates infractions occurred, consequences, and parent communication. Students that repeatedly violate classroom rules/procedures will receive an administrative referral. Before an administrative referral is written, teachers must provide documentation of an attempt, to an administrator, to make parent contact and the result of that contact.

Major Offenses*:

- ◆ Physical assault on a school employee.
- ◆ Fighting (trying to intentionally hurt someone).
- ◆ Possession of a weapon/dangerous instrument/explosive device, or the use of an object to inflict bodily injury to another person.
- ◆ The use, possession, pretense of or sale of alcoholic substances, narcotics, or other noxious substances.
- ◆ Indecency
- ◆ Profanity
- ◆ Theft
- ◆ Defiant behavior
- ◆ Any other rules/sections listed in the Gwinnett County Discipline Handbook.

*Administrators will handle major offenses based on the infraction that occurred.

Elementary Modified Version of Student Conduct Behavior Code

The following rules apply to elementary school students:

On the school grounds;

Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;

Either the alleged perpetrator or the alleged victim is in route to and/or from school, or to or from a school activity or function; or

Off the school grounds while the student is in attendance at any school function, or are otherwise subject to the jurisdiction of school authorities.

1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
6. Each student will not possess or use weapons, whether assembled or disassembled guns (including toy guns), knives, firecrackers, etc., whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
9. Each student will not expose or touch himself, herself or others inappropriately including private areas of the body.

10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time including use of any electronic device or mirror, laser, flash camera or any other light or reflective device 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 discipline review committee meeting.
13. Each student must obey all rules of bus safety.

HALLWAY Expectations

1. Students will always walk single file in hallways.
2. Students will remain silent in hallways.
3. Students will not touch walls or wall displays.

RESTROOM Expectations

Students will use appropriate behavior:

1. Show respect for restrooms by keeping them clean.
2. Remain quiet while using the restrooms.
3. Use the facilities appropriately.
4. Monitor will check restrooms before and after use.

PLAYGROUND GUIDELINES FOR STUDENTS

GENERAL RULES:

1. Stay in designated area.
2. Wear proper footwear—no bare feet.
3. Use equipment properly and follow directions.
 - Always land on your feet when dismounting from the equipment
 - Do not jump from the equipment
 - No sitting or standing on top of equipment
 - Go down slide
4. Keep your hands and feet to yourself. No fighting. No pushing or shoving. No rough playing.
5. Do not throw foreign objects (rocks, dirt, sticks, etc.)
6. Watch out for others, be courteous. Take turns.
7. No balls or jump ropes are allowed on playground equipment.
8. Use appropriate language.

Cafeteria Expectations for Students

In order for our cafeteria to be an enjoyable place for lunch, we will use the red cone, yellow cone, and green cone system. When the red cone is up, talking is not permitted. When the yellow cone is up, students have been given a warning that their table is talking too loudly. When the green cone is up, quiet conversation is permitted.

Cones will be on the tables turned to red as the class enters the cafeteria. The first five minutes of entering the cafeteria, going through the lunch line, and beginning at the lunch table the class is silent. The remaining time will be a **soft voice** talking time.

1. Students will eat in a respectful manner and use good table manners.
2. Students will use a soft voice while in the cafeteria.
3. Students are to stay seated and raise their hand for assistance.
4. Students will be respectful and follow directions of cafeteria monitors at all times.
5. Students are not allowed to get up from their seats once they have been seated until it is time for dismissal.
6. Students will pick up their utensils, napkins, and condiments before they sit down (monitors will provide additional items for students if needed).
7. Student helpers are responsible for the following duties:
 - a. Cleaning tables
 - b. Leaving lunch area neat and clean for the next class
8. Students will not be allowed to talk in line while waiting to leave the cafeteria.

School Bus Discipline Guidelines

Transportation

Riding the bus is a privilege. Improper conduct on the bus will result in the privilege being denied. Only regularly scheduled bus students are to ride the school buses. Students who come to school on the bus should return home on the same bus unless they have a note from their parents. Refer to the Student Transportation Handbook for more information about the school bus program.

Students shall receive instruction annually in safe riding procedures. The following bus safety rules are posted on all GCPS buses:

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering a bus. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against seat cushion on the bus.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students will keep their bus clean and in good, safe condition.
15. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
16. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Students are expected to behave on the bus. However, when students misbehave on the bus the following action will be taken. There are two major components of the Gwinnett County Public Schools Intervention Program:

- Parent Notification Form
- Bus Discipline Form

The **Parent Notification Form** is designed for the driver to work through minor offenses with the student. The student and driver will decide on the type of solution that will correct the behavior and work on a time line for the student to reach his/her commitment.

If after a reasonable time has been given to correct the minor offense and the problem still has not resolved, the driver will complete the Parent Notification section of the form and send it home with the student. The **Parents Notification Form** will give the parent notice of the inappropriate behavior.

If the inappropriate behavior still continues and the driver needs local school assistance, the driver submits the **Bus Discipline Form** to the school administrator for further action. If an inappropriate behavior warrants immediate action (major offenses), the Parent Notification Form can be bypassed and Bus Discipline Form is submitted immediately to the school administrator for action. Copies of these forms can be requested from the assistant principals. When a bus discipline referral is submitted to an administrator, the school administrator will take further action:

First Bus Discipline Form Referral: Administrator/Student Conference, student will contact his/her parents, action plan

Second Bus Discipline Form Referral: Administrator/Student/Parent Conference, action plan, the parent will choose to attend a Bus Intervention Program at the local school or a one day bus suspension for student.

Third Bus Discipline Form Referral:

Student will be suspended for three days from the bus.

Fourth Bus Discipline Form Referral:

Student will be suspended from the bus for five days. Parent will be notified.

Fifth Bus Discipline Form Referral:

Student will be suspended from the bus for ten days. The parent will be notified of possible referral to a discipline panel.

These referral steps may be skipped depending on the offense.

Student Grievance Procedure

When students believe they are being mistreated by school employees on the basis of their race, color, religion, gender (sex), national origin or handicap, they should report this to any other school employee such as a teacher, their counselor or principal.