

**Harris Elementary School**  
**Parent/Student Handbook**  
**2023-2024**

**Home of the Wildcats**



**Principal**  
**Assistant Principal**  
**Assistant Principal**

**Dr. Erin Hahn**  
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School Hours: 8:50 AM – 3:20 PM



# Harris Elementary Parent/Student Handbook

## **Introduction**

Welcome to the 2023-2024 school year! We know that it will be another great year at Harris focused on supporting the needs of your children and on demonstrating growth in their academic, social, and emotional performance. Our focus continues to be on literacy. Reading on grade level will improve your child's performance across all content areas. One way you can support this at home is to have students read at least 20 minutes every night. We want 100% of our students reading on or above grade level!

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 and families must work as knowledgeable partners. We encourage parents and families to be engaged in their children's education and recognize the important role you play as your child's first teacher. We hope to create clear and frequent, two-way communication between home and school. The purpose of this parent/student handbook is to provide the Harris community with information about school policies and procedures.

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.

We look forward to a successful year for you and your students!

## **Harris Elementary School's Vision:**

Harris Elementary will become a community of learners who are academically successful, socially responsible, and productive members of society.

## **Harris Elementary School's Mission Statement:**

The mission of Harris Elementary is to utilize research-based strategies and innovative tools to develop critical thinkers and effective decision makers.

## **Harris Elementary School believes...**

**Empathy:** Each and every student is successful in a safe, understanding, and nurturing learning environment that fosters passion, creativity, and achievement through a strong partnership with stakeholders.

**Equity:** All educators provide individualized and meaningful instruction within a supportive environment to meet the diverse academic, social, and emotional needs of all students and to ensure students reach their full and unique potential.

**Effectiveness:** Our purpose is to increase student achievement. All students can show high academic growth and results through intentional data-driven instruction.

**Excellence:** Our core business is to provide rigorous, individualized and meaningful instruction using a variety of strategies and resources, so that each and every student can achieve high academic, behavioral and social emotional growth.

## **Gwinnett County Public Schools' Vision**

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

## **Gwinnett County Public Schools' Mission Statement**

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

## **The Gwinnett County Board of Education will...**

- Ensure our core business of teaching and learning is built on a rigorous curriculum, effective instruction, and high-value assessments
- Educate every student to world-class standards and individual potential
- Provide a safe and secure learning environment
- Optimize the school effect to have a positive impact on every child
- Govern the district fairly and openly, seeking the engagement of the many stakeholders we serve.

## Part I: General School Information Policies and Procedures

### Agendas and Friday Folders

Students in 3<sup>rd</sup> – 5<sup>th</sup> grades use an agenda book or folder throughout the school year. The agenda book serves as a place to record classwork and homework assignments each day. In addition, the agenda book provides daily communication between home and school. It is the student's responsibility to have and maintain the agenda book. Parents should review it daily as a means to keep informed about the student's progress and content of the classes. If a student loses the agenda book, a new one must be purchased.

Friday folders will be sent home each week in all grades. These folders will contain important information about your child's week and upcoming events. Please review this information carefully!

### 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:

- 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.
- Observing religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to the student's health or safety.
- Military deployment - 5 days per school year are allowed to visit a parent returning or deploying.
- Serving as a page in the Georgia General Assembly.

Please 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 an excuse is not received within five school days, the absence will be recorded as unexcused. All other reasons, including vacations, are considered unexcused. If the student is checked out for reasons listed above, it is considered excused. **Students checked out before 12:00 p.m. will be counted absent for that day.**

**DIGITAL LEARNING DAYS: Students must log into eCLASS in order to be counted present each day. The county office is generating attendance based on log-in information. If students are sick or unable to participate, parents should notify the teacher with the reason for the absence.**

A school counselor, social worker, 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.

The 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." 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 team 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

The School Messenger System may contact your home with a recorded message to notify you that your child has been marked absent (for unexcused absences) 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 through the check-in system in the front office. Corrections to a student's attendance will be made from this log.

### Birthdays

- Please help us protect our instructional time and our safe learning environment. **Cupcakes may be brought in for birthdays during lunch time only.**
- No birthday favors/balloons/gifts are to be brought to school.
- Birthday party invitations should only be given out if all children in the class (or all boys/or all girls) receive an invitation and should be distributed during non-instructional time.

### Cafeteria 770-232-3253

**UPDATE for the 2023-2024 school year: We are a universal breakfast site and all children can eat breakfast at no cost to students/families. There will no longer be free lunch unless students qualify for the free/reduced lunch program. We ask that all families complete the free/reduced lunch application.**

Snack: Ice cream will be sold on Fridays. **Ice cream money will be collected Friday mornings before school** and ice cream will be served during lunch.

Outside 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.

### 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 into the cafeteria.**

## Meal Prices for SY 23-24

SY23-24 Breakfast Prices		SY23-24 Lunch Prices	
Student Breakfast – ES	\$1.50	Student Lunch – ES	\$2.25
Reduced-Price Breakfast – All	\$ .30	Reduced-Price Lunch – All	\$ .40
Adult Breakfast – All	\$2.50	Adult Lunch - All	\$4.00
Milk	\$ .40	Milk	\$ .40

**While we welcome families to come eat lunch with their children, please know that space in our cafeteria is limited.**

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 or has any dietary restrictions, please inform Jackie Bohensky, Cafeteria Manager, at 770-232-3253.

### **Car Riders**

Please follow car rider procedures to ensure everyone's safety. It is important that morning drop-off of students occur in the car rider line by 8:40 AM. *Please be mindful that no cars should drive through or park in the bus lane between the hours of 8:20-8:40 AM and 3:00 – 3:45 PM.* **Between 8:20 AM and 8:40 AM all students must be dropped off through the car rider line (not at the front of the school).** After 8:40 AM, parents will need to drop students off at the front of the school building. Students who arrive after the 8:50 AM start 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. Please follow the directions of the staff on morning duty and refrain from using cell phones during student drop-off.

To protect the safety of our students, school staff members will dismiss car riders in the afternoon from the gym. Students will not be allowed to walk from this area to meet parents at cars parked in other areas. 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 PM. There will be no dismissal from the front office between 3:00 – 3:45 PM except in the case of an emergency.** 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 PM.
- 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 students' lives are at stake.

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

### **Cell Phones and Electronic Devices**

- Cell phones must remain OFF and in the student's book bag at all times.
- If a cell phone or other electronic device is being used without permission, it will be taken up and turned in to an administrator. The parent will need to come to school to retrieve it.
- It is the responsibility of the student to keep up with all electronic devices brought to school. The school is not responsible for any device broken, stolen, or lost.

All students will be assigned a technology device (chromebook) for use within the classroom or for digital learning needs at home (Digital Learning Days). Once the laptop is checked out to a student it is the student's responsibility. Fines may be collected from families for damage to devices.

### **Class Parties**

Two days will be designated as classroom celebration days with an in-class party (Winter and End of Year). Parent participation in these parties will be limited to room parents and/or volunteers only.

### **Contributions**

Payment for contributions can be made on **mypaymentsplus**. The following contributions enable the students to receive materials and programs that are not covered by your tax dollars. You may also complete a contribution form available in the front office.

#### School Contributions:

Consumable 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. Thank you in advance for your support!

### **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 a school official. If emergency changes need to be made during the school day, it is permissible (**one time only**) for a parent or guardian to FAX (770-232-3258) or email a note, along with a copy of his/her license to the office prior to **2:00 PM. No changes will be**

made after **3:00 PM** or on a day-to-day basis. Also, there will be no checkout after 3:00 PM in order to ensure a smooth dismissal.

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

#### **Clinic 770-232-3246**

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 would like to 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, please do not send him to school and risk infecting others.* Inform the school when your child has an infectious or contagious disease. Students must be fever-free (without medication) for 24 hours before they can return to school.

**Medications:** We encourage parents to administer medications so that no dosages 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 for potential side effects and adverse reactions.

**NO CHILD IS TO CARRY MEDICATION ON HIS OR HER PERSON.** Please see the school nurse regarding specific forms that need to be completed for Asthma, Allergy Emergency Medications, and Diabetes. **It is critical that we have current information and required medication as of August 2nd in case there is an emergency situation.**

#### **Dress Code**

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, wheelie shoes ("heelies"), clothing which advertises drugs and alcoholic beverages, or clothing that contains profanity or other demeaning or suggestive language. Hoods on hooded sweatshirts are not to be worn in the building. We ask parental cooperation in this matter. Students should wear appropriate shoes for PE and recess.

#### **Early Check-Out of Students**

Children will not be released from school at any unscheduled time without a written note 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 photo ID** prior to having a child released to exit the building with him/her. Check out from the office must be made prior to 3:00 PM. **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.** Please ensure the emergency contact list is updated with individuals allowed to check-out your students. The emergency contact list can be updated in the parent portal. Your cooperation is appreciated and expected as a safeguard for ALL of our children.

#### **Emergency Procedures**

Fire and tornado drills are held throughout the school year (9 fire drills and 2 tornado drills). Hard and soft lockdowns (2 per year) are also practiced during the school year. During emergency drills, we will pause our check-in and check-out procedures in order to complete the drill. All safety procedures are reviewed by our safety team, including the school resource officer, annually.

#### **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.

#### **Gifted Education Program**

Students who meet state guidelines are served through our school gifted education program (FOCUS). Students are served through the cluster model (in the general education classroom) and/or the pull-out model. Teachers, counselors, parents, or administration may refer a student for evaluation. The referral team meets to make referral decisions for 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 are automatically placed in the Gifted Program in GCPS.

#### **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 six 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, computer science, and physical education:

E = Surpasses Standards    S = Satisfactory

N = Needs to Improve        U = Unsatisfactory

**Second – Fifth Grade:** Students' grades report 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:

Excellent Progress	A	=	90 and above
Above Average Progress	B	=	80-89
Average Progress	C	=	70-79
Unsatisfactory Progress	U	=	69 and below

When reporting grades for special areas, effort, art, physical education, music, computer science, health, and conduct, the following scale will 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. Progress reports are issued every 6 weeks. Report cards are sent home at the end of each semester (January and May). Please check the parent portal frequently for updates.

### **Homeless Children and Youth**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services needed to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact the school registrar for further information.

### **Homework**

Homework is an extension of the learning process that reinforces skills that have been taught in class; it is assigned at the discretion of the classroom teachers. 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. 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. **It is a schoolwide expectation that students should read for a minimum of 20 minutes per night at home.**

### **Individuals with Disabilities Service**

It is the practice of Gwinnett County Public Schools to provide instructional and related services to provide a free and appropriate public education for individuals with documented disabilities. Individuals may contact the school for more information.

### **Internet User Agreement**

- Students are responsible for appropriate 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/or staff may suspend specific user access.
- Use of the Internet must support education and be consistent with the academic expectations of Harris Elementary School.
- Students will access approved "safe" sites only. Students will use the subscription databases as resources for information.

### **Lost and Found**

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

### **Make-Up Work**

Assignments missed during a short or long term absence will be provided to students upon their return. Students who will miss ten days or more due to serious illness may be eligible for homebound instruction.

### **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 and that purpose is not compatible with constant interruptions. Use of the telephone by children is permitted only in emergency situations.

### **New Student Registration**

A photo ID will be required for all enrolling parents/guardians. In addition, the following items are necessary:

**Birth Certificate:** A student entering school for the first time must present an official copy of the birth certificate or passport at the time of registration. 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 a complete and 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 a current and 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 must include a current mortgage/lease (signed). 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.

In addition, the second proof of residency can be a current paycheck stub, current income tax statement, current homeowner's insurance policy, or current non-contingent sales contract or one utility bill (current gas, water, or electric bill) listing the parent's name and address.

### **Parent Involvement**

We encourage parents to be involved at BB Harris ES! There are many opportunities for you to be involved and appreciate any time or resources you can provide. We welcome and encourage parents to volunteer; however, **we ask that parents, who are here as volunteers, not bring siblings/small children into the classrooms. (This includes class parties and field trips.)** We strongly encourage parents to contact the Parent Center if you need resources to help your child with academic content areas. Harris ES staff will offer Parent Workshops ( Math, Literacy, and STEM Nights), English classes, and family nights like Bingo Night, a school dance, and International Night as we move throughout this school year. These are perfect times for the whole family to come together at school. Please be on the lookout for more information.

### **Parent Teacher Association (PTA)**

PTA is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school.

The goals of the PTA are to enrich students' educational experience, support teachers and staff, and to promote school spirit and community involvement. **We encourage our parents to become members of our PTA for \$10 per person.** Even if you are not able to give of your time, your donation assists the work of the school. Please visit [www.bbharrispta.org](http://www.bbharrispta.org) or our Facebook pages (B. B. Harris Elementary School and Parents Who Love Harris kids) for more information and updates about PTA events.

#### **PTA Membership:**

Standard - \$10.00 per membership    Deluxe - \$25 per membership    Premier Membership - \$100.00 Includes up to two memberships

### **Parent/Visitor Check-In**

We love engaging with our families. For the safety of our students, **ALL** visitors who enter Gwinnett County Public Schools must provide a picture identification and 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.

**Remember: as a courtesy to your child's teacher, we require a prior appointment for 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 the best interest of the child is realized. Teachers will be available for conferences either before or after the hours of students' attendance and conferences will be scheduled via Zoom or in person. We want children to become independent and responsible; parents will not be allowed into the classroom with children in the mornings or afternoons to help with book bags, 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.

### **Personal Items**

Students should not bring personal items to school. This includes but is not limited to toys, games, gaming units, fidget cubes, fidget spinners, etc. Items will be collected that become a distraction to the learning environment and returned to the parents/guardians. Thank you for your support in this matter.

### **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. Pictures must be returned if they will not be purchased.

### **Progress Reports/Report Cards**

Elementary report cards are sent home each semester. Parent conferences are held during the fall and spring semester; teachers will contact parents to schedule these conferences. Progress reports will be sent home every 6 weeks. The parent portal allows parents to view students' current grades.

### **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 and important information about school events. Calls will be received by the school between 7:30 AM and 4:30 PM. **Messages will be taken for teachers to return calls within 24 hours. We do not interrupt teachers during instructional time. Please do not conference with teachers during instructional time.**

Facebook pages and our website communicate important messages to our families. There will also be a quarterly "Coffee Talk" with the principal and messages sent via ParentSquare (our new communication system) to keep parents updated on school information.

### **School Council**

The Harris School Council shall include:

- (1) 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.

### **School Hours**

School hours are 8:50 AM – 3:20 PM. Students may enter the building beginning at 8:20 AM. Prior to this time, students are not able to enter the building as teachers are involved in other duties and will not be available to supervise students. (The exception to this is students who arrive early for clubs.) **Students must be in classrooms by 8:50 AM.** The car rider lane will close at 8:40 AM. Students arriving after 8:50 AM 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 AM	Students enter the building and go to class
8:20 - 8:45 AM	Breakfast is available for all students
8:40 AM	Car rider drop off closes and morning announcements begin
8:50 AM	School begins
3:20 PM	Announcements/Car rider/Bus dismissal

### **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.

### **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 Spectrum Disorder, Developmental Delays, and Emotional/Behavioral Disorders as well as other areas of eligibility. A Student Support Team (SST) in accordance with local, state and federal guidelines determines placement.

### **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)
- Email address
- Employer and phone number of each parent
- Change of guardianship
- Person to call in case of emergency or when the parent cannot be reached

### **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. One of the school administrators will serve as the Title IX contact.

### **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, music, health, and Computer Science 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.

### **Technology**

Students will have access to a variety of technology during the school day. Any devices checked out to students become their responsibility and parents will be held accountable for any loss or damage.

### **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 (i.e. library books) must be paid for if lost or damaged.

### **Website**

Updated information and the calendar of events can be found on our school website: <https://www.gcpsk12.org/HarrisES>. This is a great source of information.

### **Withdrawal Information**

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

## **PART II: STUDENT CONDUCT**

Students learn best in a safe, positive, and orderly environment. In our school 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 BB Harris Elementary School Discipline Program is to develop responsibility for our students and to create a safe and respectful learning environment for ALL students. We have school rules that are reinforced and held constant in all areas of our building. BB Harris is a PBIS (Positive Behavioral Interventions and Supports) school in order to enhance the school climate to maximize academic success; positive behaviors are recognized and rewarded. Please review the expectations and consequences carefully with your children.

### **Discipline Plan**

#### **Minor Offenses (classroom managed):**

Talking without permission (i.e. disruptive behavior)  
Refusing to follow directions (i.e. not staying on task, defiance, out of seat)  
Being rude or disrespectful to staff or peers (inappropriate language, unkind and inappropriate words)  
Damaging or stealing minor personal property (i.e. pencils, paper, etc.)  
Having continuous disruptive and/or defiant 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

Teachers will handle minor offenses and inappropriate behaviors with the consequences identified below.

#### **Step 1 Classroom Consequences (warning and restate expectation)**

##### *Possible Interventions*

- ◆ Verbal Warning, Proximity, Nonverbal Cues
- ◆ Conference with Student
- ◆ Note Home to Parent

#### **Step 2 Classroom Consequences (same as Step 1 and reteach behavior)**

##### *Possible Interventions*

- ◆ Same as Step 1 and/or loss of a privilege
- ◆ Time-Out/Removal from Group

#### **Step 3 Classroom Consequences (same as Step 1 and 2 and documentation of the incident and parent contact).**

##### *Possible Interventions*

- ◆ Same as Steps 1 and 2 and/or
- ◆ Minor Referral Report completed
- ◆ Parent Phone Call or Email

#### **Step 4 Classroom Consequences (same as Steps 1-3 and next referral goes to an administrator)**

##### *Possible Interventions*

- ◆ Same as Steps 1-3 and/or
- ◆ 2<sup>nd</sup> Minor Referral Report
- ◆ Parent Phone Call / Parent Conference

#### **Step 5 Referral to administration and Major Referral Report**

**Continued discipline incidents may result in a behavior management plan and/or Student Support Team meeting.**

Teachers will keep updated discipline documentation on each student and 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 make parent contact and the result of that contact.

Administrative referral consequences may range from a 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.

**Major Offenses\* (administration managed):**

- Physical aggression towards school staff or a peer
- 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
- Tantrums
- Elopement
- Bullying or threats to others
- Stealing
- Cheating
- Major property damage
- Defiant behavior (continuous failure to follow directions, talking back, chronic minor offenses)
- Any other rules/sections listed in the Gwinnett County Discipline Handbook.

\*Major offenses will be immediately referred to an administrator. Consequences will be issued aligned with the county discipline policy and vary based on the severity of the behavior).

**Elementary Modified Version of Student Conduct Behavior Code** (additional information may be found in the GCPS Student/Parent Handbook)

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.

**BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE**

**HALLWAY Expectations**

1. Students will walk in a single file line with their class and keep hands to self.
2. Students will be quiet in hallways.
3. Students will use walking feet.

**RESTROOM Expectations**

1. Students will help keep the restroom clean.
2. Students will be quiet in the restroom and keep eyes, feet and hands to self.
3. Students will wash hands.

**PLAYGROUND Expectations**

1. Students will use playground equipment for its correct purpose and ask an adult for help if necessary.
2. Students will use kind words and follow adults' directions.
3. Students will keep their feet to self and use kind hands.

**SHARED SPACES Expectations**

1. Students will stay in their seats and raise their hands for help.
2. Students will leave the lab clean and follow posted expectations.
3. Students will use equipment for its correct purpose.

## CAFETERIA Expectations

In order for our cafeteria to be an enjoyable place for lunch, we will use the red, yellow, and green cone system. When the red cone is up, students are eating silently. When the yellow cone is up, students may whisper to the person next to them. When the green cone is up, quiet conversation with those around them 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 clean up after themselves and pick up any trash.
2. Students will keep food and his/her body in their own space.
3. Students will stay in their seats (facing forward), raise their hand if they need help and use walking feet.

## 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 the object.
6. Students will go directly to the 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 the 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 their heads, 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 timeline 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 been resolved, the driver will complete the Parent Notification section of the form and send it home with the student. The **Parent 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 from the bus for three days. Parent will be notified.

**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 a possible referral to a discipline panel.

**These referral steps may be skipped depending on the offense.**