

# Fort Daniel Elementary School

## Parent & Student Handbook



**2021 - 2022**

**1725 Auburn Road**

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**Dr. Barbara Tucker, Principal**

**Jennifer Hicks, Assistant Principal (Grades 1, 3 and 5)**

**Candace Williams, Assistant Principal (Grades K, 2 and 4)**

# *A Letter from Our Principal*

Dear Fort Daniel Families,

It is my pleasure to welcome each of you back to Fort Daniel Elementary School. My staff and I are excited to have you and your child as members of the Fort Daniel family and wonderful learning community. Working collaboratively we will encounter new opportunities and challenges that will make for an even better learning environment for our students and enable each of them to be successful.

Fort Daniel Elementary is an outstanding school that has benefited from the support of our parents and community. Our PTA president, Monya Walker, along with our Executive Board and Committee Volunteers, as well as every parent, enable us to focus on quality instruction for each child at Fort Daniel. We truly cannot do this without the support of our PTA. Please join me in supporting the initiatives of our PTA and the whole school by becoming an active member. Our goal for this year is 100% PTA Membership and school participation. Our work together will only strengthen the success of our school.

The 2021-2022 school year promises to be a year of great accomplishments. We will continue to focus on TEACHING, LEARNING and RELATIONSHIP BUILDING. The future of Fort Daniel Elementary is bright because of the dedication of our staff, families and community. We know this combination will not only ensure academic excellence but also well-rounded children.

Thank you for your endless support, and I look forward to welcoming each of you to Fort Daniel Elementary.

Sincerely,

*Barbara Tucker*

# Fort Daniel Motto, Vision & Mission Statements

## Motto

*Learners and Leaders Every Day*

## Vision Statement

Fort Daniel Elementary School will become a world class school that provides opportunities for students to exceed the Academic Knowledge and Skills in preparation for further education and to become productive members of society.

## Mission Statement

The mission of Fort Daniel Elementary School is to provide quality instruction of the Academic Knowledge and Skills resulting in measured improvement for each student against local, state, and national standards.



Fort Daniel Elementary PTA members organize programs, meet with school boards, advocate to legislators, and attempt to raise the level of parent engagement at our school. That includes helping with homework, volunteering for field trips, making phone calls, sending e-mails, and participating in events at school. While the work done by involved parents benefit our own children, it helps other children as well. That's the best part of volunteering!

*"We know that every ounce of effort we put in has a direct impact on our students' achievement" - Charles Saylor, former National PTA President*

Fort Daniel Elementary is a great school and your participation in our PTA will make it even greater. There are many ways to volunteer while also personally benefiting from the network and support. We look forward to you becoming a part of Fort Daniel's Parent Teacher Association.

## **Fort Daniel PTA: Looking forward to a great 2021-2022 School Year**

2021-2022 PTA Executive Board: President - Monya Walker, Vice President - Tamara Washington, Treasurer - Joyce Jimenez and Secretary - Sophia Kim

Join the PTA! Show your support for the staff and students of Fort Daniel Elementary School. To make your voice heard in critical decisions which ultimately affect your child, join the PTA! For more detailed information about the state and national PTA councils, go to [www.georgiapta.org](http://www.georgiapta.org) or [www.pta.org](http://www.pta.org).

The number one reason to join the Parent Teacher Association is to benefit your child. In doing so,

you also help your school. But there are many more advantages. Here are just a few:

**Get Connected.** There's no better way to know what's happening in your school. Discover Great Resources. The PTA offers a variety of programs designed for parents, as well as students.

**Watch Yourself Grow.** By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause—your child and all children in the community.

**Speak Up.** Because the PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school.

**Witness Improvement.** By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, and social events—all vital to a school's success.

**Be a Role Model.** By becoming a PTA member, you'll be demonstrating to your child the importance you place on education. Fort Daniel PTA is in need of the following Committee Chairs:

Back to School Bingo, Room Mom Coordinator, Friends of the Fort Coordinator, Fundraising Chairperson, Red Ribbon Week Coordinator, Holiday Shop, Breakfast with Santa, Hospitality Chairperson, International Night, Father/ Daughter Dance, Mother Son Event, Yearbook, Carnival, 5th Grade Picnic

If you would like to volunteer as a Committee Chair or if you are interested in working with a committee, please e-mail us at [fortdanielspiritwear@gmail.com](mailto:fortdanielspiritwear@gmail.com)

PTA Membership (\$7.00 per person) These funds are used to pay Fort Daniel's state and national PTA dues and support Fort Daniel PTA sponsored activities.

**THE NOMINATING COMMITTEE** This committee selects the best qualified candidates for all openings on the PTA Executive Board. The committee of five members and one alternate is formed in December and stays in effect until after the officers' election in March. A member should be informed, active, and interested in PTA. Serving on this committee does not prevent such member from being selected as a nominee. Committee members will be determined and announced at the December PTA meeting, on the website and in the newsletter. Please notify a board member if you are interested in serving on this committee. The committee consists of: one staff member, one officer, two board members and two members at large.

**Fort Daniel Elementary School Council** The formation of a School Council is to meet the intent of the State of Georgia's H.B. 1187, the A+ Reform Act of 2000. This seven member committee serves for two years, and is composed of 2 teachers, 2 parents, 2 community/business representatives, and the principal. The Council serves in an advisory capacity to the principal and the quarterly meetings are open to the public.

Meetings are held at 8:00 a.m. in the Conference Room.

2021-2022 Meeting Dates: September 16th, October 21st, January 20th and April 21st

## **. Local School Policies & Procedures**

### **Attendance**

School attendance is important because it underscores the significance of learning and the importance of obtaining an education. It teaches responsibility, develops good habits, and correlates strongly with improved grades. School attendance is the responsibility of both parents and students. Attendance is extremely important to a successful school experience for your child, as well as for attainment of the Academic Knowledge and Skills (AKS) required for promotion from one grade level to the next. We encourage parents and students to make prompt and consistent attendance a priority.

**School Hours: 8:15 a.m. - 2:45 p.m.**

**Office Hours: 7:30 a.m. - 3:30 p.m.**

**Early Arrival** – Students must not arrive prior to 7:45AM unless arrangements have been made with a Teacher Advisor or a meeting. Prior to 7:45 a.m., staff is not available to supervise.

Arrival: Students may enter the building between 7:45 a.m. and 8:15 a.m. Students may eat breakfast from 7:45 a.m. to 8:12 a.m. To be counted present for the entire day, students must attend at least the equivalent of half the school day. This does not have to be continuous time. Please read the section on absences carefully.

Tardy: Tardiness is a part of attendance. **Students are considered tardy if they are not in their classrooms by 8:15 a.m.** Parents must sign their child in at the front office. A.M bell. If your child arrives to the classroom after 8:15 A.M, they will be counted as tardy. As the parent, you will need to accompany your child to the sign-in desk to obtain a tardy slip. Ideally, your student should arrive to school by 8:00 A.M. Our buses almost always have all students present by 8:00A.M. Remember... instruction will begin at 8:15 A.M.

Unexcused Absences: As mandated by Georgia law, Fort Daniel teachers and administrators are required to follow Gwinnett County Public Schools' attendance protocol. The classroom teacher maintains accurate records concerning a student's attendance.

Interventions: Absent two days: Homeroom teacher contacts parents by phone, written note, and/or email.

Five unexcused absences: A GCPS attendance letter will be mailed to parents/guardians when a student accumulates five unexcused absences. Teachers may request a meeting with the parents/guardians. The attendance letter will be filed in the student's permanent record.

Seven unexcused absences: A second GCPS attendance letter will be mailed to parents/guardians when a student reaches seven unexcused absences. The teacher will notify the school counselor who will make contact with the parent and meet with the student to provide support to improve student attendance.

Ten unexcused absences: A GCPS attendance letter is mailed to parents/guardians. School counselor may set up Student Attendance Review Committee (SARC) meeting with the social worker, assistant principal, teacher and parent(s).

## **Absences**

Parents or guardians **must send a signed note** when a student returns to school explaining the specific reason for the absence, the date(s) of the absence(s), and a daytime phone number.

Phone calls made to the office are not accepted. If the student fails to bring a note, the absence will be regarded as unexcused until a parent provides a written explanation.

Parents are urged to make dental, medical and other appointments for their children after school, teacher workdays, or holidays if possible. In compliance with state law, only those absences due to the following reasons are **excused**:

1. Personal illness or attendance in school endangers a student's health or the health of others. Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating the absence is an excused absence.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.
6. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
8. Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the Armed Forces of the United States or the National Guard (maximum of five school days per year).

Students enrolled for the current school year who do not attend school for ten consecutive days are considered withdrawn. Students who are enrolled in school, but are not attending regularly and do not have permission to be absent from school are considered truant. **Vacations are not excused absences.**

**Late Check-In:** Students arriving at school after 8:15 A.M. must be signed in by a parent/guardian. Please do not send the student to the door alone to check-in. Students must arrive early enough to be unpacked, have breakfast (if needed), complete a warm-up activity and be seated by the 8:15 A.M. bell. If your child arrives to the classroom after 8:15 A.M., they will be counted as tardy. As the parent, you will need to accompany your child to the sign in desk to obtain a tardy slip. Ideally, your student should arrive to school by 8:00 A.M. Remember... instruction will begin at 8:00 A.M. with a Ticket-in-the-Door and morning greeting. ***Remember... morning warm-ups and greetings take place 8:00 A.M. - 8:15 A.M.***

**Early Checkout:** Students may be dismissed before the school day officially ends when a parent or guardian appears in person requesting the student's early dismissal. Anyone checking out students must show a government issued photo ID. To protect instructional time and to create a safe environment, **students will not be checked out after 2:25 p.m.** Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.

**Attendance Awards:** To qualify for perfect attendance, a student must be present each day of school for the appropriate amount of time.

**\*Review the Gwinnett County Parent/Student Handbook on Discipline and Attendance for more details.**

### **Birthdays**

School birthday celebrations should be confined to an individually wrapped birthday snack (please no balloons, flowers or goodie bags) and should be eaten in the cafeteria at lunch time. Class sets of ice cream treats may also be purchased from the school cafeteria. If parents want to send in birthday party invitations, the invitations must be sent to the entire class or all of the boys or all of the girls in the class.

### **Cafeteria**

As you may know, we will continue to offer meals at no charge to our students for SY22-23.

GCPS has made the decision to distribute and process Free & Reduced Price applications for SY22-23 so that both parents and local schools have the eligibility information for benefits beyond meals.

The online Free and Reduced Price application should be available by July 16, 2021. Paper applications will be available at the school at a later date.

Lunch from Home: Carbonated beverages, food in glass containers or items requiring microwaving are not allowed. Students who bring food from home should bring it in non-breakable containers they can open easily on their own.

Breakfast Program: The breakfast program will begin on the first day of school, and is served from 7:45 a.m. until 8:12 a.m. and costs \$1.50. Students who qualify for free lunch will receive free breakfast. Students who qualify for reduced lunch (\$.40) will be charged \$.30 for breakfast. Students will go directly to the cafeteria upon entering the building. Students will eat in their classroom. The breakfast menu is posted on our school website.

Lunch Guests: We love having our parents visit the school however we are unable to accommodate lunch guests until further notice.

**FAST FOODS (any foods purchased from an outside source such as a restaurant, deli or fast food establishment) and canned sodas ARE NOT PERMITTED IN THE CAFETERIA.**

Ice Cream & Snacks: Students may purchase ice cream for \$1.00. A class set of ice cream may be purchased for birthdays. Ice cream must be eaten in the cafeteria. Assemblies and/or special programs or activities may necessitate cancellation of the sale. Nutritious snacks may be brought from home to be eaten at a time decided by the teacher ***(no juices/water only)***.

## **Cell Phones/Electronic Devices**

Electronic devices must be turned off unless being used for instructional purposes. Failure to do so will result in consequences. Students in grades 3-5 are expected to bring in an electronic device. Please refer to Gwinnett County Public School BYOD recommendations. We cannot be responsible for lost or stolen items.

Electronic devices are not to be used on the bus ride to or from school.

## **Change of Address or Phone**

We **must** have updated information on each student. Please notify the office and teacher of any changes in address or phone numbers so they can be noted on the permanent record, clinic card, and our school database. **Any changes in address must be verified with our school registrar by bringing current proof of residency.**

## **Clinic Procedures**

The school clinic/office staff will maintain the clinic to assist with injuries or emergencies which cannot be adequately addressed by the teacher. It is crucial that the clinic worker have sufficient emergency information for each child.

Illness or Injury: The school provides limited emergency first aid to children who become ill or suffer injuries at school. Parents will be notified in case of an accident. Should the parent be unavailable, the other person(s) listed on the clinic card will be notified. All first aid will be administered by the clinic worker, trained first responders, or designated staff members. Our clinic worker does not diagnose illnesses and does not treat injuries which occurred at home.

Prescription Medication: Parents should check with their physician regarding the need for any medication during school hours. If it is necessary, the parents must complete the permission form provided by the school system. Only clinic/office staff is authorized to administer medication to students. Student medications are stored in the clinic and a *Gwinnett County Public Schools Administration of Medication Request* form must be completed by a parent.

**Medication must be brought to school by an adult in its original container. Under no circumstances shall a student have in his/her possession any prescription or over the counter medication. This includes delivery from home to the clinic. Any exceptions (epipen, inhaler, insulin pump) must be approved by an administrator. Medication stored in envelopes, baggies, etc., will not be administered. Always notify the clinic and teacher if your child is taking daily medication.**

Parents will be called and students sent home if they are too sick to remain at school. No child will remain in school who shows evidence of an acute illness such as a sudden rash or a temperature of 100.4 degrees or greater or who has continuous spasms of coughing or vomiting. **Before returning to school**, a child must be fever free for twenty four hours from the point medication is stopped.

## **Closing of School & Inclement Weather**

In the event of severe weather or mechanical breakdown, the starting time of school may be delayed or all schools may be closed. Announcements will be made over radio stations, television stations and via the Gwinnett County Public Schools' website, as well as a Craig



community text message. Reports in the morning will be between 6:00 a.m. and 6:30 a.m. If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. Please do not call the school. Telephone lines must be kept open for emergencies. Please have a plan for your child in case the school dismisses early due to inclement weather. Work with a neighbor or friend and make sure your child knows what to do.

### **Clubs and After/Before School Activities**

The school provides a variety of before and after school clubs and activities for students. Specific information about clubs and activities will be published in August. Although we are aware emergencies do occur, children who are picked up late from after-school activities on two occasions will be dismissed from the club/activity. A staff member will remain with the student until they have been picked up by a parent. Please work with us by picking up your child(ren) on time so they may benefit from participation. Before and after school activities will adhere to the same rules and safety guidelines as those during the regular school day.

### **Collection of Money from Students**

Throughout the year, teachers will need to collect money for various reasons. Money is collected for lunch, lost or damaged books, field trips, school pictures, fundraisers, and other items. Cash and checks that are received are turned in directly to the person responsible for completing and processing the monies collected form. My Payments Plus is the preferred method of payment. **PARENTS ARE STRONGLY ENCOURAGED TO OPEN A FREE MYPAYMENTSPLUS ACCOUNT IN AN EFFORT TO ENSURE WE ARE PAPERLESS DURING THIS PANDEMIC.** If you must send cash, please send the exact amount as we cannot make change. Please include your child's name and teacher's name on any payments.

### **Communication With Parents**

Communicating effectively with our parents is a staff priority. There are a number of ways we communicate with parents throughout the year:

Classroom Communication: Each teacher establishes a **weekly** communication system for students' academic and/or behavioral progress. In addition, they develop ways to share information about classroom activities and events. Teachers review these communication systems with parents during our fall Curriculum Night.

Our school newsletters, *The Fort Report* will be shared with parents on a **bi-weekly** basis this year via e-mail and our school's web page. *The Fort Report* contains school wide news and information. The classroom newsletter is a **weekly** communication and contains specific grade level/classroom news and information.

Curriculum and Instruction Communication: At the beginning of the year, parents receive a copy of the Gwinnett County Public Schools AKS booklet for their child's/children's grade levels. This booklet outlines teaching and learning expectations. In addition, the school and teachers will provide more specific curriculum information. Parents may access Gwinnett County Public Schools curriculum and instruction information through the school system's website at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us).

Communication: Teachers may be contacted via e-mail, by visiting our school website [www.fortdanieles.org](http://www.fortdanieles.org). To minimize disruptions, teachers will only access e-mail before and after school. Teachers will respond within twenty four hours.

Parent Portal: Gwinnett County Public Schools is pleased to offer the **go2.gwinnett** Parent Portal, a tool designed to enhance communication and involvement of parents in their child's education. The Parent Portal will allow online, timely, and secure access to monitor your child's academic progress, standardized test scores, and current attendance. Photo ID is required for registration. For more information visit <https://go2.gwinnett.k12.ga.us/>

Parent-Teacher Conferences: Early release conferences are scheduled twice during the year. Additional conferences may be scheduled as needed.

Progress Reports: Please see the "Grading" section for more specific information regarding progress reports and report cards.

School-wide Communication: There are many options available for you to stay informed about events, activities, weather, etc. at Fort Daniel. Be sure to sign up for the emails and text blast.





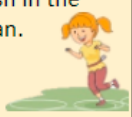






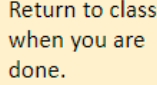

- Fort Daniel Announcements (email)
- [Fort Daniel Website](http://fortdanieles.org): [fortdanieles.org](http://fortdanieles.org)
- [Fort Daniel Face Book Page](https://www.facebook.com/FortDanieLES/): <https://www.facebook.com/FortDanieLES/>
- [Fort Daniel PTA Face Book Page](https://www.facebook.com/FortDanielPTA/?fref=ts): <https://www.facebook.com/FortDanielPTA/?fref=ts>

Mill Creek Cluster Connection App: Available in Google Play and Apple App Store

## **Discipline: Student Behavior and Management**

In accordance with adopted Gwinnett County Board of Education Student Code of Ethics (available in the Elementary Student/Parent Discipline Handbook sent home with every student), Fort Daniel Elementary faculty and staff have developed a discipline plan which allows students to know the type of behavior expected of them, to take personal responsibility for their own actions, and to understand the consequences of their actions. Make certain to read the Student/Parent Handbook provided by Gwinnett County Public Schools.

Fort Daniel Elementary is a Positive Behavioral and Interventions Supports (PBIS) School. This supports a positive school climate that enhances learning and is necessary to maintain the safety of all staff and students. PBIS focuses on promoting positive behavior through the use of a school-wide reward system. All students will spend time with their teacher discussing and learning the school-wide expectations: Be Respectful, Be Responsible and Be Engaged. Below you will see the matrix that explains how students fulfill these expectations throughout the school at different locations and times of the day.

|                              | Playground  | Hallway   | Restroom  | Cafeteria   | Bus  |
|------------------------------|---|---|---|---|--|
| P<br>Practice<br>Kindness    | Use kind words.<br>Share.<br>                                | Keep hands and feet to yourself.<br> | Wait your turn.<br>  | Use kind words.<br>Wait patiently.<br>           | Be polite to the driver and all students.<br>       |
| A<br>Act<br>Responsibly      | Play in designated areas.<br>Put trash in the trash can.<br> | Go directly to your destination.<br> | Keep bathroom clean.<br>Use soap and water<br>                  | Clean up your own area.<br>Use good manners.<br> | Keep hands, feet and other objects to yourself.<br> |
| W<br>Work and<br>Play Safely | Line up on time.<br>Play safely.<br>                         | Eyes forward.<br>Hands to self.<br>  | Stay safe and private.<br>Return to class when you are done.<br> | Walk.<br>Remain seated.<br>                      | Remain seated.<br>Face forward.<br>                 |

Goal of Student Management and Discipline: The goal of student management is to provide the best learning environment and instructional program possible for every Fort Daniel student. We hope to achieve this goal by helping each child learn to take responsibility for his or her behavior choices and by expecting each student to demonstrate consistently appropriate school behaviors.

The consequences of minor violations include a hierarchy of steps. They begin with providing the student the opportunity to discuss his/her own actions and to develop a plan to solve his/her own problem. The hierarchy of steps may lead to intervention by an administrator, depending on the frequency and severity of violations. Major violations, which include fighting with malice, destroying school or private property, and defying authority, receive immediate attention by the administration. More information is available in the Elementary Student/Parent Discipline Handbook sent home with every student. Each teacher will share the rules for the classroom with the student and parents.

School-wide Expectations: The Gwinnett County Public Schools Student Code of Ethics and Guidelines for Student Behavior serve as a foundation for our school-wide expectations. <https://www.gcpsk12.org/Page/23856> The following rules apply on school grounds; at school activities, functions or events held off school grounds, any place where students are under the jurisdiction of school authorities; and on the way to or from school:

- Students will not interrupt teaching and learning.
- Students will not damage or attempt to damage or take or attempt to take the property of the school.
- Students will not damage or attempt to damage or take or attempt to take the personal property of others.
- Students will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
- Students 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.

- Students 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.
- Students will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
- Students will not disobey directions or commands of teachers, principals, bus drivers, etc.
- Students will not expose or touch themselves or others inappropriately including private areas of the body.
- Students will not miss school or class without an excused absence.
- Students will not exhibit unsafe and/or inappropriate conduct at any time.
- Severe or repeated violations of school rules may result in a parent conference and/or discipline review committee meeting.

Fort Daniel's school wide expectations for behavior are as follows:

- **Be Respectful**
- **Be Responsible**
- **Be Engaged**

## **Dress Code**

The wearing of clothing that will distract from the learning process of other students or with offensive words and/or the advertising of drugs and alcoholic beverages will not be tolerated. The appearance of a student is primarily the responsibility of the student and parents. Students are expected to dress in a manner appropriate for school, weather conditions, and in good taste. When a student's appearance is felt to be detrimental to the learning environment and is in violation of any of the stated rules, he/she will be asked to change into clothing kept in the clinic or call his/her parents to bring something more acceptable.

Shirts/Blouses/Tops – No halter-tops or spaghetti straps are allowed. Tops that expose any portion of the midriff, waist or hips are not allowed. (If you raise your arms and the stomach shows your top is unacceptable.) Undergarments should not be a visible part of this clothing. Boys should only wear sleeveless shirts with a t-shirt underneath them.

Shorts/Skirts/Pants – All shorts and skirts should be fingertip length when the students stand. All pants, shorts and skirts must be worn securely at the waist. In addition, size appropriate pants/clothing must be worn for safety reasons since fitness laps on our track occur often. All belts should be fastened appropriately around the waist. Undergarments should not be visible above waistbands. No denim should be worn with cuts or holes in the material.

Shoes – Health regulations dictate that shoes must be worn at all times for the safety of our students. All shoes should have a heel strap or back to them. Flip flops and platform shoes should not be worn. They present a safety hazard at recess, PE and in our hallways. Shoes with rollers are not permitted.

PE Classes – Only athletic type shoes and appropriate clothing is to be worn to PE. Athletic type shoes can be defined as: a shoe designed to be worn during running or exercise. It is important to wear this type of shoe for safety reasons as well as support. Dresses/skirts will not be allowed during gymnastics for safety reasons. For other PE activities, dresses/skirts are only allowed with shorts underneath them. Students who come unprepared will have an alternative activity and their effort grade will be affected. Their AKS grade is based on mastery of the AKS.

Hats – Students are permitted to wear appropriate hats to school on Fridays. Appropriate hats have been defined as Fort Daniel spirit wear hats and Mill Creek spirit wear hats. In addition Braves, Georgia, Georgia Tech or college hats may also be worn these days. There may be special event days where certain types of hats will be allowed. Students will not wear hats in the cafeteria.

Book Bags – Students need to use over the shoulder book bags at school. Due to the danger of tripping others and the danger involved in rolling book bags up and down hallways we are asking that students not bring a rolling book bag to school.

## **Educational Records**

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include:

- the right to inspect and review educational records of their child
- the right to challenge the content of these records
- the right to control the release of the educational records of their child
- the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and
- the right to be informed of these rights just listed

To obtain a copy of Gwinnett County's policies on their compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact your child's school.

Under Gwinnett County Schools Policy JR, students and parents have rights pertaining to school records. The policy is as follows:

It shall be the policy of the Board to protect the confidentiality or personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws. The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records. The Superintendent, or designee, shall develop and maintain procedures for the granting of a request by parents for access to the educational records of their children and for the conduct of a hearing challenging the content of any student's records alleged to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment. Student records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.

Directory Information constitutes information contained in student records whose disclosure would not generally be considered harmful or an invasion of privacy. The Superintendent, or designee, shall develop and maintain procedures for the disclosure of Directory Information in appropriate circumstances. The procedures shall include a list of the types of information designated as Directory Information. The Superintendent, or designee, shall notify parents, guardians and eligible

students of the types of information designated as Directory Information on an annual basis and provide parents, guardians and eligible students with a specified period of time to opt out of the disclosure of any type of directory information by submitting appropriate documentation.

### **Family Educational Rights and Privacy Act (“FERPA”)**

Parents have certain rights with respect to student educational records pursuant to the Federal Education Rights and Privacy Act. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. These rights are summarized as follows:

- The right to inspect and review student educational records maintained by the school;
- An opportunity to challenge the content of the student educational records;
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;
- The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purposes; (D) in connection with the student’s application for financial aid; (E) state and local officials pursuant to State law; (F) organizations conducting studies on behalf of the school; (G) accrediting organizations; (H) parents of a dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

**Family Changes** If the status of a student’s custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify Fort Daniel Elementary School of new address and contact phone numbers. Parents/guardians may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

### **Grade Reporting to Parents**

***“The Board believes that the most important assessment of student learning is conducted by the teachers as they observe and evaluate students in the context of ongoing classroom activities. The teacher has the responsibility for evaluating student progress and providing grades that represent the student’s academic achievement. Grading is not to be used for discipline purposes.”***

Elementary report cards are sent to parents and/or guardians at the end of each semester.

Essential Question – What is ASSESSMENT and EVALUATION?

- Grading will follow instruction.
- The academic grade will reflect mastery of the AKS taught.

- Grades will be distributed across the semester.
- The teacher’s evaluation of student progress will be made continuously available to students and parents. Any major change or trend toward change will be communicated to the parents. Grades will be entered on the Parent Portal at least every week. Parents will be sent a print-out of grades for students at the middle of the semester (at week 9 and 27 in the semester). Parents should sign the print-out and return it to the teacher.
- The student’s academic grade will not be influenced by the conduct grade.
- A special project will have a rubric to determine the grade. The rubric will be discussed with students when the project is assigned. The Grading Rubric will also be sent home to parents with the project criteria.
- Kindergarten and First Grade will use E, S, N and U to inform parents of the AKS students have learned each nine weeks.
- Grade levels Second through Five will use numerical grades to inform parents of the AKS students have learned each nine weeks.

| <b>Elementary (K – 1)</b>  |  |
|--|--|
| <b>Academic Achievement</b>  | <b>Special Areas, Health, and Conduct</b>  |
| <b>E = Excellent</b><br><b>S= Satisfactory</b><br><b>N = Need Improvement</b><br><b>U = Unsatisfactory</b> | <b>E = Excellent</b><br><b>S= Satisfactory</b><br><b>N = Need Improvement</b><br><b>U = Unsatisfactory</b> |

| <b>Elementary (2-5)</b> |            |  |
|-------------------------|------------|--|
| <b>90% and above</b>    | <b>A</b>   | <b>shall indicate excellent progress</b>                                     |
| <b>80%-89%</b>          | <b>B</b>   | <b>shall indicate above average progress</b>                                 |
| <b>74%-79%</b>          | <b>C</b>   | <b>shall indicate average progress</b>                                       |
| <b>70%-73%</b>          | <b>D</b>   | <b>shall indicate below average progress</b>                                 |
| <b>0%-69%</b>           | <b>U/F</b> | <b>shall indicate unsatisfactory progress/failure of acceptable progress</b> |

- Conduct and Effort - An overall grade is recorded across from the “Conduct” heading in the box corresponding to the grading period. Effort is graded by subject. Special Areas, etc. Conduct and Effort are graded using the E, S, N, U scale.

**Report Card Grades are based on a combination of grading categories.**

|            |  |
|------------|--|
| <b>50%</b> | <b>Formative Assessments</b>                   |
| <b>40%</b> | <b>Summative Assessments</b>                   |
| <b>10%</b> | <b>Interims/Post Tests (GCAAS Assessments)</b> |

- Formative Assessments will equal 50% of the total grade.
  - o Formative assessments - is everything else that is graded, in all content areas, after instruction, practice and/or modeling (some examples: labs, observations, graphic organizer, summary, quiz, weekly grade, etc) has been provided. It is the expectation that

students will complete all of their assignments. If not, opportunity will be provided to assist them in completing their assignments (for example, opportunity to attend study hall).

- Summative Assessments will equal 40% of the total grade.
  - Tests given in reading, word study (spelling), writing, grammar, math, science, and social studies. Purpose: given at the end of learning to determine acquisition of knowledge, these assessments cannot be retaken to improve a grade.
- **Teachers are responsible for students not progressing satisfactorily and for allowing additional opportunities for reassessment.**
  - **Reassessment opportunities are only for students who score 69% or below...**the district views a U/F as an indication of unsatisfactory progress/failure of acceptable progress. Students will only be provided one additional opportunity for reassessment and the manner in which they are reassessed can be by correcting the summative test, retesting and averaging the grades, retesting and taking the higher grade, or doing an extra assignment or report. Students and parents will need to complete a retest ticket prior to reassessing. **The student may still end up with a grade lower than a 70 after the intervention and reassessment.** Grade levels will determine which manner/way to reassess.
- STUDY HALL will be used for Grades 2-5 only. Study Hall will only be used for students needing to complete unfinished or late work and needing some teacher support. Grade levels will work together to set up Study Hall criteria that provides additional learning opportunities for students to complete missing/late work during each nine weeks. Students can NOT be assigned to Study Hall multiple days in a row. Study Hall is NOT to be used for discipline purposes - students can walk the track during TDPE as a consequence to disciplinary issues.
- Extra credit work will NOT be offered to adjust a student's grades at ANY time.
- Test/Project grades should be completed during class time and not assigned as homework.
- ALL LATE student work will be due 1 week prior to the end of the nine weeks grading deadline.
- Formative Assessment deserves more teacher support, extra time for learning, and use of peer support. Summative Assessments will be the culminating activity for this learning and students will not be retested unless a high percent of students fail the assessment in that class period.
- Homework will NOT be used for grades.

Students' grades in subject areas reflect their grade level achievement of the essential Gwinnett County Public Schools' AKS. In addition, parents will receive feedback at conferences regarding their child's progress in all core subjects.

Music, Art, and STEM/Technology: Grades for music, art, and STEM/Technology are based on classroom participation, assessments, and student's understanding of the AKS covered in class. Students who master content will receive an "S" grade. Students who do not will receive an "N" or "U" grade.

Physical Education: Grades for PE are based on classroom participation, assessments, and student performance of the PE/Health AKS covered in class. A rubric is used for each grading period containing the skills identified in the AKS.

Please see the Gwinnett County Home Page for Other Important Information for Students & Families: <https://www.gcpsk12.org/domain/11600>

## Homework/Effective Study Habits



Home study is a necessary part of each pupil's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. As a rule, count on 10 minutes of homework per grade level: 1st grade – 10 minutes, 5th grade – 50 minutes. Please understand that it is also an expectation at Fort Daniel Elementary that students read a minimum of 20 minutes every school night.

If the student has an excused absence, the teacher will assign missed work upon their return. Parents should not call the school for these assignments. Teachers may not give assignments for unexcused absences.

Agenda books are provided free of charge for students in Grades 2 – 5. However, if lost, the student can purchase an additional one for \$2.50.

### **Impaired/Handicapped Access/Mobility**

Gwinnett County Public Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.

### **Individuals with Disabilities Service**

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

### **Internet Use by Students**

Students may only use the Internet at school to access eClass if the teacher has on file a signed internet permission slip. Then the teacher will take all appropriate steps to ensure appropriate internet usage for his/her students. The students should have adult supervision in the classroom, labs, and Media Center.

### **Lost and Found**

Articles are located outside the cafeteria. Articles left for a period of time will be donated to children of need within our county.

### **Media Center**

The Media Center is open daily. Students have opportunities for checkout during whole-class media center visits. Additionally students may visit the media center for checkout during non-instructional times of the day. Students will begin to check out books as soon as their class attends an orientation at the beginning of each year. All students may check out two books at a time. Books are due 2 weeks from the date of checkout. Students are encouraged to keep their books in their book bag when they are not using them to prevent loss. If a book is lost, a payment is requested to replace the book.

### **Pictures**

Individual school pictures will be taken in the Fall. Class pictures will be taken in the Spring. All of these pictures will be available for purchase. Purchasing these pictures is not required, they are offered as a service to students and parents.

## **Procedures for Students at School After School Hours**

With the focus on safety and security for each child in the Gwinnett County Public Schools, the following procedures are implemented county-wide concerning students who are at school after hours for the following reasons:

1. Students who refuse to go home due to fear of punishment.
  - The principal or designee will speak with the student, develop a safety plan, and put the student on the bus;
  - The principal or designee will call the parents(s) or guardian to share concerns and make the adult aware the child is emotional;
  - The principal or designee will follow up with the child the next day.
  
2. Students who are not picked up from car riders or who are returned to school on the bus because there is no one home to meet them.
  - During the first week of school parents, guardians, emergency contacts will be called to pick up the child.

### After the second week of school:

- **First incident:** The school will contact the parent(s), guardian, or emergency contacts for pick up.
- **Second incident:** The school will contact the parents(s), guardian, or emergency contacts for pick up and may contact the Gwinnett County Public Schools Department of Safety and Security. A Gwinnett County Public School Resource Officer may contact the parent(s) and explain. The Department of Family and Children Services (DFACS) may be contacted the next time the student is left or returned to school;
- **Third incident:** The principal or designee will call DFACS and make a referral.

***Students attending Fort Daniel Elementary School on a permissive transfer will need to attend their homeschool if a pattern of late pick ups develop.***

## **Reading Incentive Program**

The purpose of this program is to make reading fun and promote the habit of reading on a daily basis. Research shows that reading every day improves students' overall reading and writing skills. The program will run August through May. Details and more information about the reading program will be shared by our Media Specialist in August.

## **Registration & Records**

Registration: School officials require the parent/guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in school. A copy of the birth certificate, Georgia Immunization form, Vision, Hearing, and Dental form and two proofs of residency are required for initial registration. A copy of the student's social security number (or waiver form) is requested. Students will not be placed on a class list until all registration requirements have been completed.

Records Release: To request copies of active student records, including but not limited to immunization certificates, birth certificates, VHD, requestors must complete and submit a Records Release Request form. When requesting active or inactive records, requestors must present a photo ID. Fort Daniel Elementary School will charge \$.10 per page for copies of records. If records are requested from another school, there will be no charge.

### Student Transfers/Residency Affidavits:

Parents may apply for a student transfer/residency affidavit. These documents are valid for one school year only. Students will not be placed on a class list until student transfers and/or residency affidavits are resubmitted for approval for the next school year. The receiving principal has sole authority to approve or disapprove all transfers except those for medical/legal reasons and special education placement. Medical/legal transfers are approved by the Office of Health and Social Services. Special education placements are made through the Department of Special Education.

The receiving school principal, with written notice, may revoke any student transfer if a student fails to attend school regularly, acquires excessive tardies, becomes a discipline problem, or if a parent fails to cooperate and support the school. Student transfers will be revoked immediately if discovered it contains false information. Student transfers should be requested as early as possible and in no case be made later than seven (7) days after each semester begins. Student transfer requests must meet the criteria listed below.

- Building Capacity Transfers: Only approved to schools where enrollment is below building capacity. Receiving school principals have sole authority for approving and revoking building capacity transfers. Students must be in good standing in his/her home school. Building capacity transfers must be renewed yearly.
- Child Care Hardship Transfers: Only considered for grades K-5. Type A requests (single parent **and** proven economic hardship that precludes commercial child care and the parent has access to free or significantly reduced child care cost in district where applying) can be approved to schools over capacity. Type B (parent(s) work schedule is such they leave home too early or arrive home too late for the operating hours of commercial child care facilities in their home district) requests can be approved **only** to schools under capacity. Documentation must be provided from at least two providers in home district indicating hours of operation, and parent(s) must provide a statement from employer(s) certifying work hours. Receiving school principals approve, disapprove, and revoke child care hardship transfers.
- Medical/Legal Transfers: Only submitted to, evaluated and approved through the Office of Health and Social Services. These transfers, when approved, are made to a school selected by the Coordinator of Health and Social Services.

Under no circumstances will a transfer student be transported on a Gwinnett County Public School bus. Transfer of a student does not guarantee transfer of a sibling. A student may receive only one transfer during a school year. Student transfers are approved for one school year only. Students must return to their home school the following year, or reapply under applicable criteria each year.

Visit the Fort Daniel Home Page for more Registration Information:

<https://www.gcpsk12.org/domain/3105>

### **Safety/Security**

Fort Daniel Elementary is dedicated to providing a safe and secure environment for every child. We have developed a comprehensive security plan for possible disaster or emergency situations. Safety plans are reviewed regularly with staff and students and practice drills are performed monthly.

Fire, tornado and lock down safety drills are held at regular intervals throughout the school year. Instructions are posted in each classroom indicating how to exit the building in case of a fire and where to go in case of a tornado. During a lock down, no one may enter or leave the school

building. A sign will be posted on the front doors of the school. Teachers are well versed in the school's emergency plans and review them with students regularly. Student behavior which interferes with any safety drill will not be tolerated.

### **School Parties**

There is a limit of two school-wide parties per year. Our first school party will be held before Winter Break. The other will be at the end of the year. Our PTA Room Representative will work closely with the administration to plan wisely and reasonably for these special events. The parties will not exceed one hour in length. The fifth grade end of year celebration will not exceed two hours in length. Plans for all parties will be approved by the assistant principal in charge. No peanut products, fish products or colored beverages will be permitted. Plan to use clear beverages only.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is an Act which prohibits discrimination against persons with handicaps in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such an impairment; or (3) is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination of any person with a handicap will knowingly be permitted in any of the programs and practices of the school system. School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services. If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, the Director of Legal and Policy Issues, at 678-301-7104.

### **Student Code of Ethics**

I will be honest in my statements and my actions.

I will respect myself, the school staff, and fellow students.

I will respect the beliefs of others.

I will display good conduct and sportsmanship at school, on the bus, and at all school activities.

I will respect the property of others.

I will work to the best of my ability.

I will use criticism in a helpful manner.

I will promote school cleanliness and the upkeep of school property.

I will make substitute teachers and visitors feel welcome.

I will support school activities.

### **Spirit Day**

Spirit days are every Friday. Students and staff members are encouraged to wear Fort Daniel spirit wear.

### **Student Insurance**

Student insurance for accidents which occur at school or on the way to and from school is available during the first week of school. School insurance is voluntary and is not handled by the school.

## **Student Grievance Procedure**

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or handicap. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three step procedure outlined in Procedure P.JCE which is summarized as follows:

### **Step I**

If a student has a complaint of discrimination or unfair treatment, he/she should report concerns to the principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his/her parent may request a meeting with the principal following which the principal will inform the parent in writing of his/her decision on the complaint.

### **Step II**

If after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the School Improvement Team member for that school within ten working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review.

### **Step III**

A complaint may be reviewed by the district Title IX coordinator. To file a complaint with the district Title IX coordinator, send a signed letter detailing the complaint to the Office of Title IX Coordinator, Gwinnett County Public Schools, 52 Gwinnett Drive, Lawrenceville, GA 30045.

## **Student Support Team**

The Gwinnett County Board of Education believes the Student Support Team (SST) is an effective method of meeting the instructional needs of students who are experiencing problems in school and assisting teachers in addressing these problems. Implementation of SST procedures should occur for any student experiencing problems in school before a referral is made to other supplemental or support services. The Student Support Team is an interdisciplinary group that shall engage in a six-step process: 1) identification of needs; 2) necessary assessment; 3) education plan; 4) implementation; 5) follow up and support; 6) continuous monitoring and evaluation.

## **Technology**

As part of our efforts to provide high quality educational experiences at Fort Daniel Elementary School, our students have access to many instructional technology tools such as computers, video and audio equipment, and the Internet. With the privilege of use comes the obligation to use the equipment responsibly. The following expectations constitute our school's **Acceptable Use Policy**:

- Students' use of instructional media must be in support of mastery of grade appropriate Gwinnett County Public Schools' AKS and Elementary Instructional Technology Competencies (EITC).
- Students are expected to use all instructional media in a manner which does not harm equipment or endanger people. Student safety is of paramount concern to staff at Fort Daniel Elementary. Students are not allowed to move carts of equipment or large

audiovisual equipment. Students are expected to treat all equipment well and report any misuse to school personnel.

- Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students are expected to respect the work and ownership rights of students and staff as well as people outside the school. This includes abiding by copyright laws.

Students will be asked to sign an "Acceptable Use Policy" indicating understanding of these guidelines. Consequences for a student's failure to comply with this policy will reside with the teacher, technology coordinator, and administrative staff.

## **Telephone Calls**

Parents should limit calls to give messages for students in emergencies only. Children will be called to the phone to speak with parents only in an emergency. You should inform the secretary of the nature of the emergency when asking to speak with your child.

## **Textbooks**

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his books the best of care. These are to be used and not abused. Textbooks must be paid for if lost or damaged. Textbooks will not be issued as additional copies to be kept at home except where this request is noted in a Special Education IEP. Most textbooks can also be accessed online. The classroom teacher will share instructions on accessing online textbooks. No textbooks for the next grade level will be issued to pre-introduce students to content. This is the role of the certified teacher.

## **Transportation (Cars/Buses)**

**Bus Riders:** Riding a bus to school is a privilege. Improper conduct on the bus will result in suspension from the bus. Each bus driver has complete charge of students riding the bus. Students who refuse to obey the school bus safety guidelines will forfeit their privilege to ride the bus.

Students riding a bus must ride their designated Gwinnett County Public School bus. **Transportation changes cannot be accepted via phone/email.** Notes indicating changes in your child's transportation should be given to your child's teacher in writing and include the first and last name of your child, a phone number where you can be reached, the first and last name of the student your child will be going home with, and the address where they will be getting off the bus. Parents will be called to verify if these instructions are unclear. Adult supervision is expected at the bus stop!

Students annually receive instruction in safe riding procedures. Bus drivers share guidelines and safety procedures beginning the first day of school, with monthly reviews to enhance the safety of children being transported. The Gwinnett County Public School Transportation Office may be reached at 678-765-4953.

**Alternate Bus Stops:** Transportation Supervisor approval is required for any alternate bus stop. Approval will be granted in the following situations.

1. The morning and/or afternoon address is for all five days.
2. The morning and/or afternoon address is within your assigned school

- zone, or the sitter/daycare provides all transportation.
3. Your child goes to a daycare/sitter/relative before and/or after school.
  4. You agree to submit to the school a new **alternate bus stop registration** form for any change to your child's permanent transportation. Alternate address forms with requests need to be faxed or e-mailed to the Fort Daniel Transportation Supervisor. Fort Daniel's office staff can assist you in reaching the transportation supervisor.

***Please review the following bus rules with your child:***

1. Students will follow directions of the driver.
2. Students should be at the bus stop five minutes before the bus arrives, waiting in a safe place, clear of traffic and ten 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 and after the students 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 has dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to assigned seat when entering the bus. Aisles and exits should be kept clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
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 on 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 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 their bus seat.
14. Students must provide a written note, signed by a parent or guardian and a school official giving permission to ride a different bus or to get on or off at a different bus stop location.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus including, but not limited to, cell phones, pagers, radios, 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.
17. 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.

\*Vehicle traffic is not permitted in the bus entrance during the following hours 7:45-8:15am and 2:25- 3:15pm.

Please note that school buses have first priority in the school's driveway/parking lot, followed by day care vans and buses that serve students at Fort Daniel Elementary. Any vehicle entering the front parking lot during loading/unloading times must yield to all buses and vans.

School Bus Emergency Evacuation

Students shall receive instruction annually in emergency evacuation procedures. Bus drivers shall read the emergency evacuation procedures beginning the first day of school with monthly simulated evacuation drills to reinforce the safety of students being transported. Students will be evacuated from a bus ONLY when they are in more danger on the bus than they would be outside the bus. Parents are encouraged to help instill in the children the importance of participating in the simulated bus evacuation drills and taking the drills seriously.

Emergency Evacuation Procedures:

1. Students should leave all personal items on the bus seat.
2. Students should unload one seat at a time.
3. If possible, students exit through the front and rear doors at the same time. Use the red line in the ceiling of the bus as a guide.
4. Students seated in front of the red line will exit through the front door. All students should follow helper #1, who will open the front door and lead the students at a 45-degree angle away from the door side of the bus.
5. Students seated behind the red line will exit from the rear or side emergency door. Helper #2 will open the emergency door, exit and hold the door open.
6. Helpers #3 and #4 will exit the bus, hold one arm upward, making a fist for the other students to hold onto for balance as they bend their knees and jump to the ground.
7. Kindergarten and first grade students should sit down, hold helpers' fists, and scoot down to the ground. Students in other grade levels may choose to sit down to exit the bus.
8. If students cannot exit through the rear or side door, everyone should exit through the front door of the bus.
9. If students cannot exit through the front bus door, everyone should exit through the rear or side door. The side emergency door should be used only if all other doors are blocked.
10. After evacuating the bus, students should move 100 feet away and stay together until permission to leave has been given by a police officer or a person from the Gwinnett County School System.

Additional Emergency Exits Are:

- \* Roof hatches
- \* Side push-out windows
- \* Side emergency door (caution should be taken when exiting)
- \* Windshields and other windows encased in black rubber gaskets

Car Rider Line Procedures: Drop off/pickup is routed to the back entrance of the school. **The front entrance is not to be used to drop students off during regular arrival times (7:45-8:15).** The car rider line will be open in the morning from 7:45 a.m. to 8:15 a.m. The entrance to the car rider line will close promptly at 8:15 a.m. to allow staff to report to classrooms. **If you arrive at 8:15 a.m. or later, please drive to the front parking lot and escort your child(ren) to the front office for check-in.** We strongly suggest that you allow your child to ride the bus to prevent late arrivals, as our buses are almost always on time.

For safety reasons, new car rider numbers are issued at the beginning of each school year. Parents driving children should obtain a car rider tag at fall orientation. We encourage all parents to get a car rider tag in case of an emergency, or for after school club participation. Each family with car rider students will receive one tag. This number identifies the student to the vehicle. Parents without a tag must check their child(ren) out through the front office. Picture ID is required.

- Parents are asked to follow all directions from car rider personnel
- Please obtain a car rider number during student registration.



- Students should be dropped off in the designated car rider area behind the school. No cars will be permitted in the front driveway for student drop off until after 8:15 a.m. The front driveway is for buses only and is closed to car traffic from 7:45 a.m. until 8:15 a.m. and 2:15 p.m. until 3:15 p.m. However, if you have the need to walk your child into the building, we ask that you drive to the front parking lot, park in the upper level, and enter through the lobby.
- For safety reasons, drivers must follow the set traffic pattern through the parking lot to the drop-off/pick-up zone indicated by yellow lines. Drivers may not cut across the parking lot. Absolutely NO PASSING is allowed in the drop-off zone.
- Car rider drop-off begins at 7:45 a.m. No students may be dropped off prior to this time, as there is no adult supervision available until 7:45 a.m.
- Students should remain in their cars until the cars reach the unloading area. School personnel will be there to supervise unloading students (unless weather conditions are unsafe for our staff). For safety, car rider helpers may not open vehicle doors for students. PreK staff members may assist and remove their students from their vehicles. Parents are to remain in their cars and students are to exit their vehicle on the sidewalk side. Morning drop-off closes at 8:10 a.m. Staff members are needed at this time to begin their regular morning classroom duties. Please note: Classes begin at 8:15 a.m. If students are not in class by 8:15 a.m. by the school clock, they are considered tardy. At this time students should be escorted to the front lobby by a parent to sign the child in for the day. The car rider line can be lengthy as the 8:15 start time nears; you may wish to plan your morning accordingly so your children are on time and ready to begin instruction at 8:15 a.m.
- PreK students will be dismissed at the front of the school every day at 2:00 p.m.
- Students in kindergarten through 5th grade will be dismissed at 2:45 p.m.
- IF YOU NEED TO CHECK YOUR CHILD OUT OF SCHOOL EARLY, PLEASE DO SO PRIOR TO 2:15 P.M. IN THE FRONT LOBBY.
- Students will not be released to adults who “walk up” during car rider dismissal. This is done to ensure children are safely released to the proper adults via car rider numbers assigned.
- Please be reminded, for the safety of all, **no left turns are permitted when exiting our back parking lot following student drop-off and pickup. Tickets may be issued by the Gwinnett County Police.**
- As part of our school safety program, security cameras are located in both the front and back parking lots.
- Adherence to these guidelines may require some advanced planning on your part. Please keep in mind we operate under a thirty minute arrival/dismissal time frame in order to allow you plenty of time to access the car rider line.

Safety of all students is an ongoing concern for Fort Daniel staff members. **We cannot assume responsibility for students picked up or dropped off in unsupervised areas.** Parents are required to follow car rider policies and procedures as linked here:

Day Care: If your child normally takes day care transportation and you need to change those arrangements at any time, please be sure to contact your day care provider.

## **Visitors**

The safety and security of our students continues to be a top priority for the staff at Fort Daniel Elementary. For this reason, all parents and visitors will be asked to show a government issued

photo ID when signing in to visit the school or when checking out a student. Visitors to Fort Daniel will continue to receive a visitor pass and are asked to wear the pass in a location that is easily identified (upper torso). We are grateful for your support and understanding as we strive to ensure a safe environment for everyone at Fort Daniel.

### **Volunteers**

We welcome all volunteers to our school. The teachers do need to limit the number of volunteers and must schedule them at appropriate times. Please look for announcements regarding times for a volunteer training session. You are also welcome to volunteer to assist with special projects in and around the school.

Other ways to volunteer include Art Parents, Media Center Volunteers, Science Lab and PTA Committees.

### **Walkers**

Transportation is provided for all students. Walkers may ONLY walk if given written permission to do so by their parents at their own risk. Please send written permission to your child's teacher. The school will not be responsible for supervision except at the crosswalk on school property. For student safety, bikes are not permitted.

### **Withdrawal from School**

When it becomes necessary for a student to withdraw from school, the teacher and school office should be notified of the withdrawal date. All textbooks, library books, or other school material should be returned, and all lunch charges paid. The parent's signature is necessary before records can be forwarded to a new school.

## Get Connected to Fort Daniel Elementary!



### **Fort Daniel Elementary School**

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