

Mountain Park Elementary School

Student Handbook 2021-2022



**1500 Pounds Road SW - Lilburn, GA 30047
(770) 921-2224**

**Mountain Park Cougars are SAFE,
RESPECTFUL, & RESPONSIBLE!!**



Staff Roster 2021-2022

Principal

Brian Walker

Assistant Principals

Kelsey Case
Dr. Sharissa Seymour

Front Office

Mary Benist
Amanda Harbin
Jean Limmiatis
Stefanie Reeves-Clinic
Carly Reid-Stellar Sub

Counselors

Lauren Thomas

School Psychologist

Kara Kennedy Taylor

K-5 Support Staff

Elizabeth Adams
Debbie Freeman
Andrea Herman
Charlotte Thomas

Kindergarten

*Lorri Beeney
Traci Morgan
Cali Strauss
Mallory Woods
Regina Mitchell-Para
Cathy Ruffing-Para

First Grade

Katie Bevins
*Andrea Haney
Collissina Pemberton
Katrina Tucker

Second Grade

Tanya Blanchard
Cheryl Miller
*Cheryl Smith
Heather M. Wilson

Third Grade

Dr. Kimberly Harris
*Jillian Hudnall
Tara Sanders
Nadia Wilder

Fourth Grade

Valerie Burns
Jodi Chamberlain
Hallie Marie McErlain
*Emily McGilvray
Melissa Oliver
Shirley Weingarten

Fifth Grade

Karen Sessler
Taylor Katelan
Katie Macdonald
*Kristin McCord
Megan Osber

Special Education

Caroline Rieke-SLP (PT)
Brooke Aquino – SLP (PT)
Angela Leckie-IRR
*Jennifer Matthews-IRR
Darlene Maxineau-IRR
Kristen Metz-Pre-K
Lisa Paul – Para – Pre-K
Casey Shostak – Pre-K
Tammy Thomas - Para-Pre-K
Muhbuba Akter-Para Pre-K
Nadia Savelyeva–Pre-K
Trish Atanda-Para Pre-K
Lasondra Wooding-Para Pre-K

Specials

Amy Brodnax-Art
Brooke Denman-PE
Marialyce Orr-Music

Media & Technology

Diana Freeman-Media
Tina Staples-TST
Jean Rodrigo-Media Clerk
*Casey Weltch-LSTC

Custodial

Jean Lyron
Andriss St. Dic
Fatima Sehic

Food Services

Kimberly Cannon
Lucero Carbajal Adame
Fyan Leow
Deanna Maxwell
Beletu Woldermichael
GiGi Gebremedhin

MOUNTAIN PARK ELEMENTARY SCHOOL

1500 Pounds Road • Lilburn, Georgia 30047 • 770-921-2224

<http://mountainparkes.org/home/>

ADDITIONAL TELEPHONE NUMBERS

Cafeteria:	(678) 245-3109	Clinic:	(678) 245-3112
Counselor:	(678) 245-3113	Media Center	(678) 245-3110

MASCOT

Cougar

SCHOOL COLORS

Blue and Orange

OTHER CLUSTER SCHOOLS

Parkview High • Trickum Middle
Knight Elementary • Arcado Elementary • Camp Creek Elementary

GWINNETT COUNTY BOARD OF EDUCATION

Regular Board meetings are held on the **third Thursday of each month at 7 p.m.** Meetings are held in the Board Room at the Instructional Support Center, located at 437 Old Peachtree Road in Suwanee. Citizens are encouraged to attend so that they can become better acquainted with the operation and programs of the school system.

SUPERINTENDENT OF SCHOOLS:

J. Alvin Wilbanks
437 Old Peachtree Road, NW
Suwanee, GA 30024-2978
(678) 301-6000

GWINNETT COUNTY SCHOOL BOARD – DISTRICT IV:

Everton Blair, Jr.
Phone (404) 491-0423

Everton Blair joined the School Board in January 2019. His electoral district includes all or portions of the Berkmar, Brookwood, Grayson, Meadowcreek, Parkview, Shiloh, and South Gwinnett clusters. Mr. Blair is a graduate of Shiloh HS and an educator with experience in local, state, and federal education policy, is Director of Program Development for UnboundEd. His current term will expire in December 2022.

Schools located in District IV:

Anderson-Livsey ES	Craig ES	Partee ES
Annistown ES	Five Forks MS	Pharr ES
Arcado ES	Gwin Oaks ES	Shiloh ES
Berkmar HS	Head ES	Shiloh MS
Berkmar MS	Knight ES	Shiloh HS
Britt ES	Lilburn ES	Snellville MS
Brookwood ES	Lilburn MS	South Gwinnett HS
Brookwood HS	Mountain Park ES	Trickum MS
Camp Creek ES	Nesbit ES	
Centerville ES	Parkview HS	

MOUNTAIN PARK ELEMENTARY SCHOOL

Core Beliefs of Mountain Park ES

- All students learn best when they are actively involved in meaningful and developmentally appropriate opportunities for success.
- Educators, students, parents, and the community share in the responsibility of enabling students to become confident, self-directed, life-long learners who recognize the relevance of learning.
- Students learn in different ways and should be provided with a variety of instructional approaches and meaningful assessments to support their learning styles and promote success on the Academic Knowledge and Skills.
- Each student is a valued individual with unique physical, social, emotional, intellectual, and cultural needs.
- Challenging, appropriate expectations increase individual student performance.
- The belief that all students can learn is fundamental to all decisions impacting the work of the school.
- Students learn to make appropriate behavioral and academic decisions given a safe, supportive, and challenging environment.
- Students will become effective problem solvers and communicators.
- Students will become proficient users of technology.
- The commitment to continuous improvement and life-long learning is imperative for all members of the organization.
- The faculty and staff are committed to shared decision-making and collaborative leadership and will base all decisions on the collection and analysis of relevant data.

**Mountain Park Cougars
are
SAFE, RESPECTFUL, & RESPONSIBLE!!**

As a student, parent, or teacher in the Mountain Park Community,
we commit to being safe, respectful, and responsible,
so teachers can teach, and students can learn.

2021-22 DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



Proof of Student's Age

Present **one** of the following:

- A certified copy of a birth certificate; or
- A federal, state, county, or school document **with date of birth.**

Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; official immigration documentation; or affidavit of age sworn by parent/guardian or other authorized person accompanied by a certificate of age signed by a licensed, practicing physician which states the physician has examined the child and believes the age, as stated in the affidavit, is substantially correct.

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service.

<http://gta.georgia.gov/rover>

Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal guardian
- Grandparent with a properly executed power of attorney for the care of a minor child
- Kinship caregiver with a properly executed Kinship Caregiver Affidavit
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

The person authorized to enroll should present **one** of the following:

- Driver's license
- State identification card
- Passport
- Other official photo identification

Proof of Residency

(Present one from **Column A** and one from **Column B** to show that a family lives in the attendance zone.)

Column A: Present **one** of the following (must include address): **AND** **Column B:** **One** of the following:

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current paycheck stub
- Current residential property tax statement or bill
- Current warranty or quit claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Current gas bill
- Current water bill
- Current electric bill

Important information about Proof of Residency documents

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

(continued)

Residency Affidavit: *If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:*

1. **Notarized third-person affidavit of residency** (available at school) including:
 - a. Signature of person with whom the family is living,
 - b. Signature of parent/legal guardian of student, and
 - c. Apartment manager's signature, if applicable.
 2. **Two forms of Proof of Residency for person with whom family is living**
(See *Proof of Residency* section. Present **one from each column.**)
 3. **One piece of business mail in the parent/legal guardian's name with the address of the home or apartment in which the student is residing.** (This must be provided within 30 days of enrollment.)
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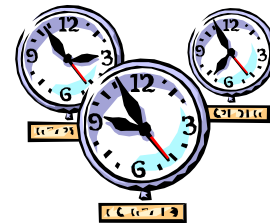
Immunization/ Health Certificates

- **Valid certificate of immunization (Ga. Health Dept. Form #3231), or a notarized Affidavit of Religious Exemption (Department of Health Form #2208 – available from the local school) is required for enrollment.** The certificate of immunization must be completed by the health department or your health care provider. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.
 - **Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form #3300, rev. 2013),** available from the health department or your doctor/dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the last 12 months and stapled to the state form.
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Previous School Records

- Report cards or official school transcript
- Withdrawal form from previous school
- Discipline records for students enrolling in grades 7-12

Mountain Park ES Policies and Procedures



Arrival Time

For safety and supervision reasons, students may not be dropped off at the school before 7:45 a.m. Students are allowed to enter the building at 7:45 a.m. Prior to that time, teachers are preparing for the school day and are not available to supervise students. Our official school day begins promptly at 8:15 a.m. Your child should arrive at school no later than 8:15 a.m. to be ready for instruction at the beginning of the official school day.

Dismissal Time

Students are dismissed at 2:45 p.m. It is very confusing to young children to alternate between daycare, parent pick-up, and buses. Should you need to change directions for student pick-up, please do so in writing. In the absence of a note from you, your child will be placed on his/her usual transportation. Because of the confusion caused by last-minute changes by phone, we will take transportation changes by telephone only in emergency situations. We will have to return a call to you to verify your request before we can make the transportation change. Please do not check children out or make transportation changes by phone after 2:15 p.m. Because the safety of your child is our primary concern, our office staff will request that you provide identification. Do not sure email to make transportation changes, as we cannot guarantee receipt of email during the instructional day.

Attendance: Absences, Tardy, and Participation in After-school Activities

If a child misses more than half of the school day, they will be marked absent for that day. Any student absent from school will not be allowed to participate in any after-school activities for that day including but not limited to, chorus performances, before/after-school clubs, and PTA events. Example: A student goes home at noon on Tuesday with a high fever and must be fever-free for 24 hours. The student has a chorus performance Wednesday evening and checks in at 1:00 p.m. on Wednesday after a doctor appointment. Because the student did not attend classes the majority of Wednesday, the student will not be able to participate in the chorus performance. Our focus must be on the safety and well-being of all students. Unfortunately, this sometimes excludes students from participation. Any exceptions must be approved by the school principal.

Absence: Georgia School Board Policy 160-5-1-.10 defines a child as being truant from school when he/she misses more than five days of unexcused absences. Excused absences are those in which the child was sick and the parent has provided written documentation indicating the absence was for an illness. In addition, a death in the child's immediate family warrants an excused absence. Observation of religious holidays, conditions rendering attendance impossible or hazardous, and parent on leave from military service also count as excused absences – with proper documentation.

All students should bring a note from their parent following an absence in order to be recorded as an excused absence. Absences without notes will be recorded as unexcused absences. Parents will be called any time a student is absent for three consecutive days. Students must be present for the majority of the day to be counted present.

The consequences for poor attendance in school have become much more severe and require consistent and persistent follow through by school personnel. Your assistance in making certain your child is here, and on time, on a daily basis is critical. In addition, children need to remain the full day. Please avoid checking children out the last 30 minutes of the day when we are preparing for the safe dismissal of our children. Your cooperation and support is greatly appreciated.

State Attendance Rule 160-5-1-.10 states that students will be excused from school under the following circumstances.

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

Tardy: Tardiness is very disruptive to the learning of the entire class. Please be on time. When circumstances delay a student from arriving at school by the 8:15 a.m. starting time, **parents must accompany** their children into the office to sign in. Do not drop students off if it is after 8:15 a.m., as staff members are reporting to classrooms for instruction at that time and are no longer available for supervision of the car rider line.

Cell Phone Use

In an effort to maintain an environment conducive to learning, all visitors are requested to refrain from using cell phones in the building or in the car rider line. Please put phones on silent or turn them off while visiting our school. Student electronic devices, including cell phones, must be turned off unless being used for instructional purposes. Failure to do so will result in consequences. Electronic devices must be kept in the student's book bags. We cannot be responsible for lost or stolen items. Also, electronic devices are not to be used on the bus ride to or from school.

Car Riders

Parents who bring their children to school or pick them up after school must use the drive on the Brownlee Road side of the building. Cars are routed through the driveway and school personnel assist children. Please do not park and get out of your car to get your child. We request that cars not line up before 7:40 a.m. or 2:30 p.m. as it blocks the drive for staff and visitors trying to use the side parking lot. Cars are not allowed in the front drive from 7:30 – 8:15 a.m. (or until all buses have unloaded) or from 2:15-3:15 p.m. Your cooperation with school personnel is greatly appreciated. Do not drop students off in the front parking lot or on the street. It is a safety hazard for them to cross the bus lane to enter the building.

If you will be driving your child to school in the mornings or picking him/her up in the afternoons, please review the following Car Rider Guidelines. All procedures are designed to ensure the safety of your child and all students, teachers, staff members and parents in the car rider area.

- For the health and safety of students and staff, car engines must be turned off in the car rider line if you arrive before 7:45 a.m. or 2:40 p.m.
- **Cell phones must not be used during drop off or pick up.**
- Anyone picking up a child at the car rider area **MUST** have the car rider number (actual tag) issued by the front office. Should you not have your tag or proper transportation documentation, you must park in the side parking lot or lower gravel lot, come to the front office to show ID and pick up your child.
- Students should remain in their cars until an adult arrives to the unloading area. **Supervised Morning drop off closes at 8:15 a.m. At 8:15 a.m. the doors will be locked. Please note that classes begin at 8:15 a.m. Students are considered tardy if they are not in their classrooms at 8:15 a.m.**
- **Load and unload** your child (from the passenger side of the vehicle) only after pulling into the pick up area at a designated cone.
- **Students arriving late** will need to be walked into the front lobby and signed in the computer to get a tardy slip to bring to their teacher. All children must be escorted into the building by an adult.
- **Dismissal will begin at 2:45 p.m. and end at 3:00 p.m.**
- Parents arriving late to pick up students in the afternoon will need to come into the front office to sign students out. Any persons picking up a child will need to provide ID.

Makeup Work

If your child will only miss one day, the work can be made up the next day. If your child will likely be absent 2 or more days, you may arrange with the teacher to have makeup work available for pickup after school. Work can only be made up if the skill has been taught previously. All graded assignments must be completed at school. Students who miss 10 days or more may be eligible for homebound instruction. Contact the school for details concerning homebound instruction.

School and Classroom Visitations

We encourage you to visit the school and participate in our many activities. As part of our security plan, you must check in at the office and get a visitor's badge. **Teachers have been instructed not to release students to any adult without notification from the office.** As a courtesy to teachers, please arrange conferences and conversations about your child's academics and behavior ahead of time. Classroom visitations must be scheduled at least 24 hours in advance with your child's teacher.

*Due to the COVID-19 Pandemic, school, classroom, and lunch visitation will be suspended until further notice.

Lunch Visitation

Parents are welcome to join us for lunch at MPES; however, we ask that you refrain from joining us during the FIRST and LAST week of the school year. In order to model and encourage healthy eating habits, **fast food is NOT allowed in the cafeteria.** Lunch visitation is an activity for you to spend with your child. Friends will not be allowed at the visitors table. Use this time for meaningful conversation on your student's day. Food is not to be shared with anyone other than your own child. Parents and other persons **authorized by the parent** may come for lunch during their student's lunch time. However, plan to meet and leave your student at the cafeteria because visiting the classroom before or after lunch is a disruption to instruction. For the safety of all students, visitors are not allowed on the playground.

*Due to the COVID-19 Pandemic, school, classroom, and lunch visitation will be suspended until further notice.

Student Release



For your child's safety, children will not be released from school at any time to anyone other than parent or guardian, unless that person is on the student's approved emergency information list.

A parent wishing to check out his or her child from school during the school day may do so by signing their child out on the computer in the office. The office staff will ask for identification for the safety of the student. Students are released only from the office. Do not go to your child's classroom to check him/her out.

Parent-Teacher Conferences

Our school system reports student progress to parents in the form of conferences twice a year. In addition to these two planned conference times, parents, the teacher, students, or administrators may initiate additional conferences. For planning purposes, all conferences must be scheduled in advance. Parents can write or call the school to schedule appointments.

Change of Address or Phone Number

For emergency purposes, we must have updated information on each student. Please notify the school, in writing, if any changes in work or residential phone numbers or addresses occur.

Student 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 or paying medical expenses in the case of an accident.

Lost and Found

Items found in hallways, playground, bus, or cafeteria (other than eyeglasses, jewelry, money, or keys) are placed in a bucket in the hallway. Students should check this area to retrieve lost items. Unclaimed items are donated to charity organizations at the end of each nine week grading period.



Avoiding Classroom Interruptions

It is important to keep interruptions to instruction to a minimum. If it is necessary to bring books, lunches, or other supplies to your child during the day, you can leave the items in the school office. There is a procedure in place for getting items to classrooms. Children will not be called from the classroom to accept phone calls, pick up items, or to visit with parents or others. Teachers are not available to confer with parents during the school day.

School Parties

School system policy allows students to enjoy two parties per year. Our teachers have chosen these two times for student parties: Winter Holiday and Spring Picnic.

Celebrating Birthdays at School

Parents are allowed to provide the class with individual snacks for children's birthdays. These snacks will be provided to the students at an appropriate time as designated by the teacher. Please do not send drinks, treat

bags, or balloons for birthdays. Parents should not make arrangements for private parties through the school staff, which includes passing out invitations.

Messages for Teachers

The front office will take phone calls between 7:30 a.m. and 3:30 p.m. The office will take messages for teachers, so instructional time is not interrupted. In most cases, teachers will return phone calls and emails within 24 hours.

School Council

It has been a long-standing tradition of the Gwinnett County Public Schools to encourage parent participation in an advisory capacity through membership on the Local School Advisory Council. As part of the A+ Education Reform Act (HB 1187), all schools in the State of Georgia are now required to implement School Councils. The intent of School Councils is to bring communities and schools closer together in a spirit of cooperation. The focus of the work will be on the school's Local School Plan for Improvement (LSPI) and striving to improve student achievement for all students. Members to the School Council have been elected through a nomination process in May.

Representatives serving in this capacity for the 2021-2022 school year are:

Parent: Will Hardy

Teacher: Cheryl Miller

Parent: Gwen Rice

Teacher: Andrea Herman

Parent:

Parent:

Principal: Mr. Brian Walker

Parent:

Dates for the meetings: Sept 21, 2021, Nov 16, 2021, Jan 11, 2022, and March 15, 2022. All meeting will be held at Mountain Park ES at 8:00 a.m.

Security Plan

Our school has a security plan in an effort to provide a safe environment for our students. Portions of the plan remain confidential and portions are communicated to our public. Each year our school safety plan is reviewed by our faculty, staff, and School Council members. Appropriate adjustments are made based on feedback received. Our plan requires that **all** visitors enter through the front doors and check in at the office. Your cooperation is greatly appreciated.

Fire, Tornado, and Lock-down Drills

Fire, tornado, and lock-down drills are held throughout the school year. Remember these basic rules:

- Check the posted instructions in each classroom that indicate how to leave the building in case of fire or to take cover in case of a tornado warning or lock-down.
- Walk. No talking. Move quickly and quietly to the designated area. Follow the directions of all faculty and/or staff members.

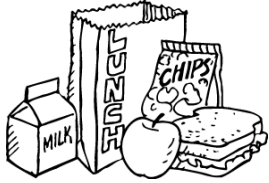
Individuals with Disabilities Service

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

School Pictures

Individual school pictures will be taken on October 4, 2021 Class and individual pictures will be taken on March 1, 2022. Pictures are offered for purchase as an option to our students, however, this is a great fundraiser for our school.

School Lunch Program



Breakfast Prices		Lunch Prices		Extras	
Student	\$1.50	Student	\$2.50	Entrée	\$2.00
Reduced	\$0.30	Reduced	\$0.40	Side item	\$0.40
Adult	\$1.75	Adult	\$3.00	Extra Milk	\$0.40
				8oz water	\$0.40

You can establish a Meal Pay lunch account for your student(s) at:

<https://www.mypaymentsplus.com/default.aspx>.

Children can also give checks/money to their teacher who sends a payment envelope to the cafeteria cashier. Money for lunch accounts should be sent in a sealed envelope with your child's name and student number on the check and the teacher's name indicated. Free and reduced lunch options are available. See the cafeteria manager/cashier for an application form.

An important part of our nutritional program is the modeling of healthy nutrition habits.

Our cafeteria serves a nutritious lunch with various choices of entrees and vegetables daily. Fast Food is not allowed in the cafeteria. Students are not allowed to bring soda cans, glass containers or anything containing red liquid. Student and parents are not allowed to share food with other students. Sometimes we are unaware of allergies and parental opinions regarding outside food.

Breakfast Program

An optional breakfast program for students is available from 7:45 – 8:15 a.m. only. If your child qualifies for free lunch, he/she also qualifies for free or reduced breakfast. Our breakfast consists of simple quick items that will help start your children's day. Students in Grades K-2 who purchase the school breakfast may eat breakfast in the cafeteria. Students in Grades 3-5 who purchase the school breakfast are permitted to eat breakfast in their classroom. If you plan for your child to have breakfast, be sure to deposit enough money in his/her account to cover both meals.

Lunch Charges

We appreciate parental assistance in reminding students to bring lunch money and frequently checking with children about the need for additional payments. It is very upsetting to children to be without lunch money. GCPS has adopted a policy that governs student charges: Only two charges are permitted. After two charges, students will not be permitted additional charges. However, our cafeteria will provide the child with one item from the serving line and milk. Students receive a charge slip indicating the amount due and the need for additional money the following day.

Student charges will not be allowed after April 29, 2021. Starting May 1, you may not have a negative balance on your child's lunch account.

Special Diet/Food Allergies

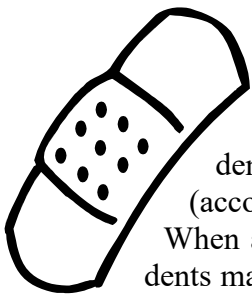
In order to substitute milk with juice or soy milk as part of the regular daily diet, *documentation from your physician indicating an allergy is required in writing to the cafeteria staff.* Special diets should be provided from home.

Clinic

A clinic worker staffs our clinic each day.

Basic first aid services are provided.

The clinic number is (678) 245-3112.



The clinic worker will administer over the counter and prescription drugs, as well as long-term medication when a parental request is furnished in writing for a specific reason and for a specific day. The medication should be brought into school by a parent and a GCPS form filled out with detailed instructions. The clinic worker will contact parents to pick up students who are ill. Ill students are children who have thrown up or have a fever of over 100.2. (according to GCPS policy) Ill children are considered contagious and cannot remain at school.

When a student is sent home with fever or vomiting, the student **MUST** be out the next day. Students may return to school once they have been fever or vomit free for 24 hours **WITHOUT** fever reducing medications.

Should your child's health require a long-term medication (several weeks to indefinite in length), our clinic worker will dispense medication after your doctor has written specific instructions that include the exact dosage to be given. Long-term or emergency type medications will not be administered to students without these required documents. Our clinic worker will administer short-term prescription drugs to students. Medication must be in the original container with the information on the container. Children are not allowed to keep prescription medications in their backpack or transport it on the bus.

Academic Information

Report Cards/Progress Reports

Report cards will be issued twice: January 2021 and May 2022. Parents are encouraged to sign up for the Parent Portal, so they can check grades online anytime. Parents will be invited to participate in parent-teacher conferences twice a year: October 20 & 21, 2021 and March 2 & 3, 2022.

Students will be dismissed at 12:15 p.m. on conference days.

Grade Scale

Report cards and the grade scale will be reviewed during the MPES Open House Curriculum Night on August 20, 2020.

The following scale is used to assess kindergarten and first grade students on progress toward the AKS in the following academic areas, effort, conduct, art, music, health, physical education:

E = Surpasses Standards
S = Satisfactory

N = Needs to Improve
U = Unsatisfactory

For students in Grades 2-5, student performance is graded using the following scale:

90% and above	A	excellent progress
80%-89%	B	above average progress
74%-79%	C	average progress
70%-73%	D	below average progress
Below 70%	U	unsatisfactory progress

Students are promoted to the subsequent grade based on mastery of the Academic Knowledge and Skills (AKS) at the preceding grade level.

Media Services and Instructional Technology

The purpose of media services and instructional technology is to provide access to information and resources. Media services and instructional technology support and enhance teaching and student learning across all areas of the curriculum.

Mountain Park's media center is an open, inviting place filled with a wide variety of materials for students and teachers. The media specialist, clerk, paraprofessionals, and teachers work together to provide information to students and to teach them the skills necessary to find the resources they need. Students are encouraged to visit the media center on a regular basis. Books are checked out for a two-week period, but may be returned early and another book selected. **A student with an overdue, lost, or damaged book loses check out privileges until the book is returned or a \$15.00 replacement fee is paid.** Refunds will be given for returned materials within 30 days of payment.

Our media center network also provides students with access to an online catalog as well as other online resources such as GALILEO, WebPath Express, and many online databases such as WorldBook and PebbleGo. The media center is home to our video production studio which offers students and teachers an opportunity to create and produce curriculum related video projects and presentations, including a daily live morning news show. Additionally, video cameras, satellite programming, and other instructional technology are available for student and teacher use. Instructional technology is available throughout the school through our wide area network and includes media center student stations, classroom computers, and two IBM labs.

The Media and Technology Committee is composed of faculty, staff, parents, and students who work to support media and technology at Mountain Park. If you are interested in serving as a parent representative of this committee, please contact us. We invite you to visit our media center and our computer labs and would love to have you as a volunteer. Media and/or technology expertise is not required. We will train eager volunteers!

Mountain Park Elementary School Instructional Technology Acceptable Use Policy

Mountain Park is pleased to provide faculty, staff, and students with access to a wealth of instructional technology. With all this technology, there is a need for understanding its appropriate and acceptable use. With this in mind, the following guidelines have been established for the use of instructional technology in our school.

1. Students will use equipment with respect to the proper care and function of the equipment. Any student found to be intentionally damaging any technology or media equipment (hardware or software) will be cited for school property abuse.
2. Students will observe copyright laws and fair use guidelines when using any printed, audio, video, or electronic information. Using the words, ideas, images, or data of another person as the student's own is considered plagiarism.
3. Students will not be permitted to copy school software or to bring software from home to copy on school machines or network.
4. Students will only use the Internet and other instructional technology for classroom projects and assignments as directed by the teacher.
5. Students' actions will be monitored and they will be held responsible for information viewed, received, and sent when using telecommunications services outside the school. Students are responsible for reporting any violations of the Acceptable Use Policy by other students. These guidelines are in accordance with the Gwinnett County Student Behavior Policy.
6. Students should respect any computer or video data created by others including students, teachers, and administrators. Students may not change, delete, or otherwise alter anyone else's data unless a teacher has given them permission to do so. Students should not share passwords to their computer files or make any attempt to alter the computer system of any machines in the building.

If any of these policies are violated, a student may lose access to instructional technology at the school or be given another disciplinary action in accordance with the existing Gwinnett County Student Behavior Policy.

Student Conduct

Each student is expected to conduct himself or herself in an appropriate manner at all times when attending school or a school related event. Staff members will use a variety of strategies and techniques to encourage and maintain appropriate behavior to create a positive learning environment for ALL students. Teachers will seek the assistance of parents, counselors, or administrators as needed in handling disciplinary infractions. However, when these strategies are not effective, and student behavior inappropriately interferes with the learning of self or others, students will be removed from the classroom. *House Bill 605* provides for the teacher's removal of any student from his or her classroom in extreme situations in which previously tried intervention strategies and consequences have not been effective.

It is our desire to work collaboratively with parents in assisting students in maintaining appropriate behavior. By carefully reviewing the following information regarding student discipline with your child(ren), you will be setting the stage for this collaboration.

Discipline

It is our belief that discipline is a learning process that should build positive relationships as well as foster a positive self-concept. The driving force of our discipline system is the MPES discipline motto:

As a student, parent, or teacher in the Mountain Park Community, we commit to being safe, respectful, and responsible so teachers can teach and students can learn.

Therefore, we will clearly define expectations, reinforce appropriate choices, and develop the use of natural and logical consequences for inappropriate choices. In an effort to help children make wise decisions and appropriate choices, we will guide them through the process of:

- Identifying inappropriate action/actions
- Developing strategies to solve their problems

- Assuming responsibility for their actions

It is everyone's responsibility to assist with discipline throughout the building. Our priority is to involve children, staff, and parents to create a positive learning environment.

Please refer to the Gwinnett County Public Schools Student-Parent Disciplinary Handbook for a more detailed version of the Student Code of Behavior or visit the GCPS website for additional information.

<http://www.gwinnett.k12.ga.us/polproc.nsf/pages/StudentConductBehaviorCode>

Please note – The administrative staff may assist when major offenses occur. Major offenses include those behaviors considered to be life threatening, severe or illegal, and are specifically defined as **(1) physical assault resulting in bodily harm, (2) racial or sexual harassment, (3) major destruction of school property, (4) stealing, (5) using disrespectful or abusive language and/or gestures, and (6) documented continuous disruptive behavior.**

After problem solving with the student regarding the action involved, an appropriate consequence will be determined. With respect to helping students make more appropriate choices in the future, the following interventions may be suggested when a child commits a major offense: Student Study Team (SST), individual and/or group counseling, and attendance in Parent Education classes.

In addition to the above, be aware that it is the policy of the Gwinnett County Board of Education to refer to a county level discipline committee any student in possession of alcohol, drugs, or weapons on school property or at a school sponsored event. Items that are forbidden on school property include but are not limited to pocket knives, BB, pellet or paint ball guns, bullets or bullet casings, firecrackers, lighters, fireworks, knives, swords, laser pointers, or other items that could potentially cause harm or be perceived by others as a weapon. This includes items that are assembled or disassembled, operational or non-operational, or toy representations of the item. Possession of such items will be dealt with as a major offense and may result in suspension from school and/or a referral to a county disciplinary panel.

Student Dress Code

Students are expected to dress appropriately, suitable to weather conditions and in good taste.

Clothing should NOT be distracting to the learning environment.

- Clothes with logos identified with drugs or gangs, with logos from alcohol or tobacco industries, or with inappropriate language are not permitted.
- Short shorts or skirts, spaghetti-strap or halter tops, tops which expose the mid-drift, spandex pants, biker's pants, or exercise clothing are not permitted.
- Pants/jeans must fit properly so students can move with ease and inappropriate exposure does not occur. Baggy or oversized clothing is prohibited. Nothing may hang from the pants pockets.
- Hats or other head apparel including but not limited to scarves, bandanas, hats, hoods, etc. are not permitted.
- Footwear should be appropriate for playground (closed-toe/fitted) and physical education classes (tennis shoes). Flip-flops are discouraged. Heels are not allowed.

**Due to the COVID-19 Pandemic, all students are required to wear a mask over their mouth and nose.

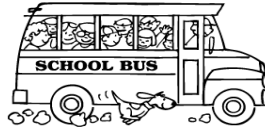
Student Code of Ethics – Guideline for Student Behavior

- I will be honest in my statements and actions.
- I will respect school staff, the fellow students, and myself.
- I will respect the belief 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.

Students at Mountain Park Elementary School are committed to being SAFE, RESPECTFUL, & RESPONSIBLE!

Student Transportation



Bus Discipline

All GCPS rules still apply while on a school bus or at the bus stop. The bus ride to and from school is an extremely important part of our students' instructional day.

Safety is the first priority while transporting students to and from school. While on a school bus, the bus driver/manager is the school official who has supervisory responsibility of students. Drivers must be able to concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death.

If a student does not follow the bus rules, the driver will talk with him/her and explain what rule has been broken. If the driver observes further problems, he/she will write the information down and send a discipline notification to the parent(s) along with a follow up call to explain the bus problem. Once the bus driver has called the home and sent the written discipline referral home to the parent(s), any future problems will be sent to the school office to determine consequences. Consequences may result in 1-5 days of Bus Suspension.

In the event that transportation is suspended, it will be the parent's responsibility to transport the student to and from school during the suspension days.

Children Left or Brought Back to School

County policy states that school personnel shall take the following steps in the case of children not picked up at the end of the school day or returned to school by the bus because no one is home to meet them.

The first week of school parent(s), guardian or emergency contacts will be contacted for pick up.

Second week of school and beyond:

- 1) First incident: The school will contact parent(s), guardian or emergency contact and the contact will be given a form advising you of future consequences.
- 2) Second incident (within 90 days): The school will contact parent(s), guardian or emergency contact and transportation services will be suspended for **three school days**.
- 3) Third incident (within 90 days): The school will contact parent(s), guardian or emergency contact and transportation services will be suspended for **five school days**. Principal or designee will also call DFACS and make a referral for neglect.

In the event that transportation is suspended, it will be the parent's responsibility to transport the student to and from school during the suspension days.

Transportation Emergency Evacuation Procedures

Students will annually receive instruction in emergency evacuation procedures. Bus managers will read bus emergency procedures to students starting the first week of school and conduct a simulated bus evacuation drill, with monthly reviews to enhance the safety of the children being transported. The evacuation process will be held only on school grounds. Students will be evacuated from a bus ONLY when they are in more danger on the bus than they would be outside the bus. All students will be trained on how to safely evacuate a bus. Bus managers will appoint and train bus emergency helpers starting the first week of school. A permission slip will be sent home for parents/guardians to sign and return. We encourage all parents to help instill in their children the importance of participating in the bus evacuation drills and taking drills seriously.

Transportation Questions

For routine transportation questions or information, please contact the Transportation Supervisor for the school your child attends. Those phone numbers are available on the school system's web site at www.gwinnett.k12.ga.us/web-facilities.nsf/pages/Transportation.

Mountain Park Elementary PTA



Hello Mountain Park Families:

As the Parent Teacher Association (PTA) co-presidents, we would like to welcome you to Mountain Park Elementary! The mission of the Mountain Park PTA is to support the faculty, staff, parents, and most importantly, our students.

What the MPES PTA does...

We support our school and teachers through both funding assistance and volunteer time. For the 2020-2021 school year, we:

- Funded the purchase of Chromebooks for student use
- Provided staff with T-shirts
- Provided breakfast for welcome back to school workday
- Provided staff luncheon on half days & last day of school
- Provided breakfast, lunch, and treats to staff on Teacher Appreciation Week
- Provided teacher mini-grants to fund specific classroom activities
- Provided teachers with classroom stipends for educational resources
- Sponsored the Reflections art program
- Provided gifts to the graduating fifth graders
- Provided funds to staff to renew CPR certifications

We need your help...

In order to be successful, Mountain Park needs the support and involvement of our families, faculty, staff, and community leaders. Here is how you can become involved:

- Become a member of the Mountain Park Elementary School PTA. We have different membership tiers available, so choose what is suitable for your family.
- Follow Mountain Park PTA on Facebook. This is a great way to keep informed of PTA events! You can find us at facebook.com/mountainparkpta.
- <https://mpes.memberhub.com/store>
- Attend a PTA meeting. We are here to serve the community and continually seek feedback and new ideas - we want to hear from you!
- Support our fundraising programs such as the Fall Fundraiser, Spirit Wear Sales, Monster Bash, and Bingo Night.
- Volunteer for a PTA event. There are opportunities for whatever level of involvement works for you - whether it's joining the PTA board, co-chairing an event, or just spending an hour volunteering.

Parent involvement is a key factor in a successful and rewarding educational experience. Children take great pride in their parent's involvement, and it gives the entire family a stronger sense of community and school spirit. You can contact us with any questions, concerns, or suggestions at mtnparkpta@gmail.com, via our Mountain Park PTA Facebook page, <https://mpes.memberhub.com/store>, visit our webpage at www.mountainparkpta.org, or contact our board members.

We are looking forward to another great year at Mountain Park Elementary.

Maleeka Glover & Diana Valdez

Co-Presidents, Mountain Park PTA

PTA Volunteer Opportunities

PTA Volunteer Opportunities

Please email us at mtnparkpta@gmail.com if you are interested in volunteering to help coordinate any of these events.

- Open PTA Board positions: Open positions are Parliamentarian. New board members are nominated in the Spring.
- Room parents: Each class has a room representative responsible for communicating information on class and parents' class events. They coordinate treat bags for Halloween and Valentine's Day. Room parents also plan and execute a Holiday Party for the students. Room parents may assist teachers with other functions as needed.
- Fall Fun Run Fundraiser: Boosterthon will collect the money and distribute prizes. The Glow Run is held during the school day, and parents are invited to attend. This fun fundraiser is planned for September.
- Fall Monster Mash Dance: Volunteers are needed to plan, set up, and coordinate the event. This is a family event that includes a dance, costumes, activities, and food sales. It is held in October after school hours.
- Reflections: This National PTA cultural arts competition inspires students to create works in art, music, literature, and photography. Volunteers are needed to help coordinate the program following existing guidelines. In addition, the volunteers will promote participation, coordinate judging of submissions, and plan a reception for participants.
- International Night: This is hosted in collaboration with the faculty. The event date is TBD and will be held after school hours. Volunteers are needed to help plan and coordinate the event.
- Winter Bingo Night: Volunteers are needed to assist in the planning, setup, and coordination of our Bingo night. Bingo night includes food sales and a silent auction. This family fun night is scheduled in February after school hours.
- Basket Fundraiser: Volunteers are needed to create baskets for our silent auction basket fundraiser that occurs on Bingo night. These volunteers will help collect donations and create the baskets.
- Spring Picnic: Volunteers are needed to assist in planning, setting up, and coordinating our spring event held in May. This event is held during the school day, and parents are invited to attend.
- Fifth Grade Celebration: This takes place on the last day of school to celebrate our graduating 5th graders. Volunteers are needed to help plan, set up, and coordinate the event.

2021-2022 PTA Board Members

<p><u>Co-President</u> Maleeka Glover 770-361-3692 maleeka.glover@gmail.com</p>	<p><u>Co-President</u> Diana Valdez 678-520-3547 dianavaldez05@gmail.com</p>	<p><u>Treasurer</u> Judy Baker 248-390-3842 judycadreau@hotmail.com</p>
<p><u>Secretary</u> Megan King 404-558-7971 meganking08@gmail.com</p>	<p><u>VP Membership</u> Levy Mae Birdsey 404-539-5527 plcsp32011@gmail.com</p>	<p><u>VP Volunteers</u> Michelle Hardy 770-789-1904 wmchardy@gmail.com</p>
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