

2020-2021

**W. C. Britt Elementary School
In Person School Handbook**



**2503 Skyland Drive
Snellville, Georgia 30078**

**★ 770.972.4500 – Main ★ 770.736.4426 – Fax ★ 770.736.4423 – Clinic ★
★ 770.736.4428 – Cafeteria ★ 770.736.4433 – Media Center ★
★ 678.639.3884 – Parent Center ★**

Melissa Madsen
Principal

Sophia Barton
Assistant Principal

Heather Washington
Assistant Principal

Mary Lynn McCarthy
Parent Instructional Coordinator

Monica Mance
Counselor

Dear Britt Comet Families,

Welcome to the 2020-2021 school year at Britt Elementary School. This will be our 52nd year of teaching and learning and we are anticipating continued academic and behavioral excellence. This year will be like no other. We will be navigating uncharted waters as we reinvent teaching and learning during this pandemic. As we work together to build your child's academic and behavioral skills to enable him or her to discover his/her talents, I challenge each of you to continue your support and involvement in our school. Here are some ways that you can help your child at home to be successful at school:

- Join PTA and get involved. PTA supports teaching and learning at Britt Elementary. It is a great way to make a difference.
- Please support us by reading this handbook and following our policies and procedures. This handbook is on our website if you need to refer to it again.
- Our school calendar is on our website. Find the dates for Curriculum Night, Early Release Conference, grade level testing, student holidays and inclement weather days. This way you can plan doctor visits and other appointments around those times.
- Set up a MyPaymentsPlus account to review school policies and pay for school activities.
- Check your child's work folder daily. Read daily with your child and help your child with homework by reviewing it when completed. If your child has a lot of trouble with understanding the work, please help your child create questions to ask at school and let your child's teacher know.
- Check your child's Friday Folder weekly. Celebrate your child's great work and behavior. If there are concerns, help your child develop a plan to do better next week. Sign the folder and return it to your child's teacher the next week on time.
- Review your child's eCLASS page weekly. Here you can find information from your child's teacher about upcoming instruction, activities, online homework, and classroom progress. Your child can help you log on to this page.
- Make sure your child is getting adequate sleep. Most elementary age students need 9-10 hours of sleep each night.
- Contact your child's teacher with an email, note, or phone call if you have questions or concerns. During the school day, our teachers are very busy teaching, but they will try very hard to get back to you.

Thank you for giving us the privilege of teaching your child. Your support as a parent makes a huge difference in our success. We appreciate your support. I look forward to working with you this school year.

Sincerely,


Melissa Madsen

Mission Statement

The mission of W. C. Britt Elementary is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards. In order to achieve our mission, students, educators, and families of W. C. Britt Elementary will work together to establish a positive, nurturing, and safe learning environment.

Belief Statement

We believe that the school environment should encourage an inquisitive mind, foster critical thinking and creativity, help develop a disciplined approach to all subject areas, and encourage responsible decision making.

We believe teachers, staff, administrators, parents, students, and community members share the responsibility for providing a safe, supportive environment.

We believe clear goals and high expectations for student achievement should guide the development of the curriculum instructional strategies and learning activities.

We believe that because every student has the right to a superior education, teachers should be enthusiastic and expect excellence from their students.

We believe in preparing students to participate in a society with democratic ideals so that students realize they have a place in that society and can contribute to our intellectual, ethical, multicultural, and aesthetic heritage.

We believe that each individual student is of value and that all students possess unique intellectual, physical, social, and emotional needs.

We believe the commitment to continuous improvement is imperative if our school is going to enable students to become dynamic members of the global community.

We believe that all members of the W. C. Britt Elementary School community should be treated with respect and dignity.

School Facts

Mascot:	Comets
Colors:	Blue & Silver
Spirit Day:	Fridays
School Opens:	8:20 a.m.
Breakfast:	8:20-8:50 a.m.
School Starts:	8:50 a.m.
School Dismisses:	3:20 p.m.
Early Release Dismissal:	12:50 p.m.
Web Page:	www.wcbritt.org
Cluster:	South Gwinnett
Other Cluster Schools:	

Magill Elementary
3900 Brushy Fork Road
Loganville, GA 30052
770-554-1030

Norton Elementary
3050 Xavier Ray Court
Snellville, GA 30039
770-985-1933

Rosebud Elementary
4151 Rosebud Road
Loganville, GA 30052
678-639-3800

Grace Snell Middle School
3800 Brushy Fork Road
Loganville, GA 30052
770-554-7750

Snellville Middle School
3155 Pate Road
Snellville, GA 30078
770-972-4500

South Gwinnett High School
2288 E. Main Street
Snellville, GA 30078
770-972-4840

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School Policies and Procedures

Attendance

Regular attendance in school helps develop good habits that will carry over in life. Attendance has a direct effect on a student's grades and attitude toward school. Attendance is the responsibility of parents and students and is extremely important to a successful school experience for your child.

Arrival

Students may enter the building between 8:20 a.m. and 8:50 a.m. Breakfast, morning work, and some clubs take place between 8:20 and 8:50, so arriving as close to 8:20 a.m. as possible allows students to maximize their instructional time. Students are considered tardy if they are not in the building before 8:50 a.m. Breakfast service stops at 8:50 so students who arrive after that time will not be able to get breakfast. Prior to 8:20 a.m. our staff is busy planning and are unable to supervise early arrivals. No student should be dropped off prior to 8:20 a.m. unless they are participating in a morning activity or club and have a signed permission slip on file or an arrangement with their child's teacher. Students arriving after 8:50 a.m. must be checked in by a parent. Tardies will be considered unexcused unless accompanied by a note from a doctor, dentist, or specialist and must be on an official form that reflects the service provided. If a student has circumstances that would cause him/her to be consistently tardy, please contact your grade level administrator.

Dismissal

Students are dismissed at 3:20 p.m. and are expected to ride their usual method of transportation (bus, car, day care van, or walker) unless a written note is provided that day detailing that change. Notes will be verified prior to changing a student's transportation plan.

Checking In/Check Out

Students arriving at school after 8:50 a.m. must be checked in by a parent at the check-in station prior to going to their classroom. Please park your car and accompany your child to the reception desk to check in your child. Early check-outs are discouraged. To be counted present for the entire day, a student must be at school for at least the equivalent of half the school day. For safety reasons, and to ensure a smooth, safe, afternoon dismissal, students checked out after 3pm may experience delays. If you arrive to check out your child after 3:00, you will need to wait until we have completed our dismissal procedures. To protect instructional time, students will not be called out of the classroom until the parent or designee arrives for check out. People checking out students will be required to show a photo ID. No one will be allowed to check out a child unless an authorization from the enrolling parent is on file. If you need to add or remove someone from your child's authorization, you will need to make the changes in the Parent Portal by 2:30 p.m. We do not accept changes over the phone, via fax, or by written note.

Excused and Unexcused Absences

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. It teaches students responsibility and helps them develop a work ethic. Regular attendance in school helps develop good habits that will carry over in life. Good attendance strongly correlates with high grades in school. School attendance is the responsibility of families. Georgia Law (O.C.G.A. Section 20-2-690.2) and Georgia Law (O.C.G.A. Section 20-2-690.1) define mandatory attendance and truancy. ***Please refer to the Gwinnett County Public Schools website for more information on the state laws.***

In order for an absence to be excused, a student ***must give his/her teacher within 5 days of the absence a written note signed by a parent/guardian or other documentation, like a doctor's note, giving the reason for the absence.*** While we appreciate a phone call or email telling us when a child will need to be absent, this does not take the place of a signed note. State Attendance Rule 160-5-1.10 states that students will be excused from school for the following reasons:

- 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.
- 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).

If a child misses school for any reason other than those listed above, including family vacations, the absence will be considered unexcused. **All excused absences must be supported with a written note regarding the absence.**

Georgia School Board Policy 160-5-1-.10 defines a child as being truant from school when he/she has more than 5 days of unexcused absences. Once a student has accumulated more than five unexcused absences, the school will contact the family. If excessive absences, which including excessive late check ins, early check outs, excused absences, and unexcused absences, occur, the school will begin interventions which include but are not limited to referrals to the Student Support Team, the Student Attendance Review Committee, the school social worker, or other social services agencies.

Attendance policies regarding absences due to COVID-19 exposure are being developed at the publication of this handbook. Please see any addendums regarding those absences.

Make-up Work

Make-up work will be available through your child's eCLASS page. Please refer to it if your child has been absent.

Withdrawal

Due to changes, families may need to withdraw their children from Britt. Parents should contact the front office to complete withdrawal paperwork, ensure the return of textbooks and library books, and to settle any accounts. Students transferring with GCPS will need a withdrawal form and a change of status form to enroll at their new school.

Cafeteria

The school cafeteria is a vital part of the health and wellness program of the school. A well balanced breakfast and lunch are offered daily to promote good nutritional habits. Please do not send fast food to the school. Breakfast is served from 8:20-8:50, and lunch is at a scheduled time for each class. Parents are welcome to eat breakfast and/or lunch with their children, but must say goodbye in the cafeteria so instructional time can be maximized.

Charging Lunch

If a student does not have lunch money, he/she may charge lunch that day. Elementary school students will be allowed to charge up to \$11.25. Charges are not allowed for supplementary or ala carte items. Once the charge limit has been met, the student may receive a designated alternate meal as defined by the School Nutrition Program at no charge. A charge notice will be completed for each occurrence and notification will be sent home to you through your child. Additionally, once the charge limit has been met, you will be notified by phone call, letter or email. April 30 is the last day a student can charge meals during the school year. Our lunchroom is self-supporting with money made through the breakfast and lunch programs used for all cafeteria purchases of supplies, utensils, and foods. Payment for breakfast and lunch can be made on-line, by check or charge, at www.MyPaymentsPlus.com or at the school by cash or check only.

The meal prices for full pay are available on the following website:

<http://www.gwinnett.k12.ga.us/gcsnp.nsf>

Free and Reduced Lunch Applications

Free or Reduced lunch applications are available on-line at <https://publish.gwinnett.k12.ga.us/gcps/home/public/about/business-and-finance/snp/content/free-reduced>, or paper applications may be obtained at the local school or on the district website at the above address. We highly encourage you to go on-line to complete the application as this reduces the processing time from 10 days (paper application) to 24-48 hours. However, if you do complete the paper application, it is very important that the application is given to the lunchroom manager for processing.

Food Allergies

If your child has a food allergy or intolerance, the cafeteria is required by the state to have a signed doctor's note. The document must be on the doctor's letterhead and include the following information: child's name, the food allergy/intolerance, list of replacement food the child **may have** like soy milk, juice, chocolate milk, cheese, yogurt, ice cream, etc., and the doctor's signature. This document must only come from the doctor.

Classroom

Bring Your Own Device (BYOD) Policy

Students are encouraged to bring their own technology devices to use for instruction. Students may use their personal laptops, tablets, and other mobile digital devices on our wireless network for learning activities. Cell phone use is on a case-by-case basis. Britt Elementary and Gwinnett County Public Schools are not responsible for loss or damage of personal devices. Because every device is different and teachers don't know how to troubleshoot every device, a student must know how to independently do the following in order to use personal technology in the classroom:

- How to join a WIFI network.
- How to connect to the internet.
- How to download an app.
- How to go to a website.
- How to use the camera if available.
- How to unlock the device and apps (including the passwords).
- How to make sure it is charged before bringing it to school.

Students should follow the following guidelines when possessing a personal device including a cell phone at school.

- Devices including cell phones should be turned off and kept in the student's book bag and may not be used on the bus or in the classroom until the teacher allows it.
- Devices are to only be used for teaching and learning. Students will not be allowed to play downloaded games without permission.
- Devices should not interrupt the school day including the ringing of alarms or calls or texts on a cell phone.
- Students are responsible for choosing appropriate reading material when using their device.
- Students are responsible for the maintenance of the device. Britt Elementary is not responsible for damage, loss, or theft of a student's personal device.
- If a student engages in unauthorized use including not following the above guidelines or the district's acceptable use policy, confiscation of the device and/or disciplinary action could result.

Dress Code

The dress of a student is primarily the responsibility of the student and the parents. **We expect students to dress in such a way that is safe for themselves and their peers, not distracting to teachers or other students, and does not disrupt the instructional program of the school.** Students are encouraged to dress appropriately for school in clothes that are suitable to weather conditions and for safety. When a student's dress is felt to be detrimental to the learning environment and is in violation of any of the guidelines, he/she will be asked to change into clothing kept in the clinic or call his/her parents to bring something more appropriate. Please use the following guidelines to help your child select school appropriate clothing:

1. Clothing should fit properly so that students can move with ease and be comfortable throughout the day.
2. Clothing should cover the body and should not show midriffs or underwear, be see-through, have thin straps, be torn or have revealing holes, or be excessively short. Tank tops and dresses must have straps at least three finger-lengths wide on each side and shorts, dresses, or skirts should extend to the length that that finger-tips can touch the bottom of the hem when standing.
3. Clothing should depict kind, positive images and encouraging words. Clothing should not depict or symbolize offensive words or designs, such as violence (blood, death, weapons), sex, hate groups, negative or disrespectful attitudes, and drugs (including alcohol and tobacco). This is in accordance with School Board policy JCD – Student Conduct Behavior Code.
4. Clothing should not present a safety hazard for your child. Examples include sagging pants that won't stay up without holding them, wheeled shoes which are unsafe on the recess field or at PE, or jewelry worn in pierced areas other than the ears.
5. Only athletic type shoes and appropriate clothing are to be worn to PE for safety reasons. Students who come unprepared cannot participate, and their grade will be affected.
6. Hair coloring and styles should not be a distraction or keep any child from being able to see.
7. Hats and hoods are to be worn in the building only on designated hat days. Hats may be worn outside as long as they do not cause disruption.

We reserve the right to determine if an article of clothing could be considered too dangerous or inappropriate. You will be contacted and asked to bring a change of clothes to school. If you have a question about the appropriateness of an article of clothing, send a change of clothing with your child just in case.

Field Trips

Grade levels may plan field trips during the school year that support grade level AKS. You will receive a permission slip that must be signed and returned before a child may attend the trip. We ask that you include a phone number on the permission slip stating where you can be reached during the field trip in case an emergency arises. Most field trips require a fee to be paid by the student. No student will be denied the opportunity to participate in a field trip due to non-payment of the field trip fee; however, if the funds collected for the field trip are insufficient to cover the cost, the field trip may be cancelled.

On rare occasions, students who fail to complete class work or follow school rules may not be allowed to attend a field trip. Good behavior is part of the criteria for field trip attendance. You will be informed if your child will not be attending the field trip, and all money submitted by the parent/guardian may be returned unless otherwise stated in the original field trip permission request. A written request for a refund, including the parent name, mailing address, and signature of the parent/guardian, must be submitted to the school bookkeeper for a refund within 10 days of the field trip.

Instructional Interruptions

It is important we keep instructional interruptions to a minimum. Students will only be allowed to call home for emergency reasons with the teacher's permission. They will not be allowed to call for materials, assignments, and lunches, which have been left at home. In the case of lunches, the student will not go hungry, but will be given an appropriate meal. Instructional time will not be interrupted for delivery of homework, snacks, technology, or money. Parents should drop these items off in the front for pick up. Please help your child practice responsibility by having them check for these items before leaving in the morning. Children will not be called from the classroom to accept phone calls or visits from parents or others.

Parent Communication and Conferences

We believe that parents are full partners in their child's education. You play an integral role in assisting with your child's learning. Staying informed about your progress enables you to help your child in a timely manner. You can keep up to date with your child's progress through his/her eCLASS page, the Parent Portal, the Friday Folder, Report Cards, and parent conferences. Formal parent conferences are scheduled twice a year during Early Release Weeks held in October and February. Watch for communication to be sent home about scheduling those parent conferences and check the school calendar for when Early Release Days will be held. If you have specific concerns about your child's progress, you are encouraged to schedule a conference with your child's teacher.

If you need to communicate with your child's teacher, you are encouraged to write a note, use email or leave a phone message with our office staff. Remember our teachers are instructing during the school day so they are not able to immediately answer emails or phone calls. Our staff is committed to returning emails and calls within one school day of the parent contact if circumstances allow. Concerns that are specific to your child's classroom or teacher should be addressed with the teacher first. If concerns persist, your child's grade level administrator or our counselor will be happy to assist you.

Elementary report cards describing a student's progress are sent to parents and/or guardians at the end of semester. The Parent Portal is available for student progress information as is your child's eCLASS. For more information about Grading Policies or promotion requirements, see the district's Student/Parent Handbook or website at www.gwinnett.k12.ga.us.

To learn general information about our school and school events, please refer to our school website www.wcbritt.org, review our Family Engagement Calendar, listen to and read messages sent by the school and opt-in for texting from our school texting service.

Parties and Celebrations

Based on Board policy, there are two approved school parties per year. Teachers will communicate party dates and times. Parent participation is voluntary when requests are made for snacks, food, or other items.

Due to concerns about COVID-19 exposure, treats for celebrations will not be distributed this year. Please do not bring cupcakes or other snacks. They will not be distributed. Birthday parties are not allowed at school. Please do not bring or send balloons, flowers, party favors, or other items to students while they are at school. Teachers distribute party invitations if there is one for every child.

Personal Items

Students should not bring personal items to school unless they are needed for instruction. Students should not bring money without a specific school-related purpose. Articles such as cameras, games, decks of cards and toys should not be brought to school unless requested by the teacher for a purpose. Expensive jewelry and expensive clothing should not be worn to school. Please write your child's name on all personal property for easy identification and to help us reunite personal property with students when lost. If your child has lost an item, he/she may visit the lost and found area to locate any lost items during non-instructional time. Unclaimed articles are donated to a charity periodically.

Weapons, toy weapons like Nerf guns, knives and laser pointers are strictly forbidden. Articles brought to school that are inappropriate will be forwarded to the office. Selling items or exchange of money between students is not allowed.

Snacks

Please do not send snacks for your child at school without consulting your child's teacher. Snacks can be a health risk for some students and are a distraction from instruction. We welcome water bottles and encourage you to send those to school. Our water fountains have been shut-off due to COVID-19. Bringing a water bottle allows for hydration all day long. A snack sent to school may be eaten at lunch.

Clinic

Britt Elementary provides a clinic worker to administer prescribed medication and to handle minor emergencies that occur in a school setting. For the safety of your child, it is critical that the school has up-to-date contact and health information for emergency situations. If your contact information changes, please update your information in the parent portal as soon as possible. If your child's health information changes, please contact our clinic worker.

Illness

You will be called if your child has been seriously injured, is vomiting, is running a fever of 100 degrees or more, appears to have other communicable disease or issue, or is otherwise too sick to remain in school. Please make arrangements to pick up your child within 30 minutes of being contacted. If you are not available, we will call your emergency contacts. Please do not send your child to school if your child is running a fever greater than 100, is vomiting, or has an illness that could be contagious so as not to risk infecting others. Certain communicable diseases require a physician's note before students can be readmitted to school. Please call the clinic for more information if needed.

Medication Administration

If a student has a condition that requires administration of medication at school, the following guidelines must be met in order for our clinic worker to administer the medication:

1. Appropriate paperwork from the parent and doctor must be on file with the clinic. This includes an Administration of Medication Request form and may include a Health Management Plan. This includes regularly administered medication, emergency medication, short term administered medication, and on demand administration like Tylenol.
2. Prescription and over the counter medication/treatments must be in the original container with instructions clearly stated.
3. Medication must be brought to school by an adult. This includes over the counter medication/treatments. No child is to carry medication/treatments on his/her person or in his/her book bag unless other requirements have been met. Please see the clinic if you need information about medication carrying permissions.
4. A meeting must be held with the clinic worker and/or county nurse to review guidelines for administering medication.

Health Management Plans

For students with health conditions that need to be managed at school, a Health Management Plan needs to be on file. The county nurse and school clinic worker will work with parents to develop a plan that will address issues that may regularly occur or suddenly arise during the school day. If a child has a condition that prevents them from participating in instruction such as PE or recess, a doctor's note will be required to accompany the Health Management Plan.

Conduct

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that focuses on establishing a climate in which appropriate behavior is the norm. Expectations are taught, modeled, acknowledged, monitored, and celebrated or retaught as necessary. Our students show Comet PRIDE by demonstrating Politeness, Respect, Integrity, Discipline, and Effort. Our school-wide matrix listing student expectations can be found on the next page.

How to Show Comet PRIDE

	Hallway	Restroom	Computer Lab	Lunchroom	Recess	Dismissal	Bus
P Politeness	Be courteous to others.	Keep quiet.	Help classmates when permitted.	Use good table manners.	Use kind words. Share equipment.	Be courteous to others.	Listen to the bus driver's directions.
R Respect	Walk quietly. Keep your hands and feet to yourself.	Respect the privacy of others.	Keep labs clean with no food or drinks. Take all items when you leave.	Clean up after yourself.	Keep hands and feet to yourself.	Follow directions quickly.	Keep hands and feet to yourself.
I Integrity	Keep hallways neat and clean.	Use supplies properly.	Keep eyes on your own screen.	Take only what you need.	Play fairly in your area.	Keep items in your book bag.	Keep items in your book bag.
D Discipline	Face forward.	Go quickly in and out.	Work quietly in your seat. Use equipment appropriately.	Use inside voice on green. Be silent on red.	Use playground equipment appropriately.	Stay seated and quiet.	Be silent in the bus lane.
E Effort	Walk on the right side of hallway.	Clean up after yourself.	Stay on task.	Use time wisely.	Be a problem solver.	Walk silently in the hallways.	Pay attention to surroundings.

In addition, students are expected to abide by the 13 GCPS rules that are outlined in the district's Student Behavior Code. A summary of each of those rules is below:

1. Each student will not interrupt learning and teaching.
2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)
5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
6. Each student will not possess or use weapons, whether assembled or disassembled guns (including toy guns), knives, firecrackers, etc., whether toy, operational or not operational, if a person could reasonable perceive the object to be a weapon or if the object is a destructive device.
7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
9. Each student will not expose or touch himself/herself or others inappropriately including private areas of the body.
10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time including use of any electronic device or mirror, laser, flash camera or any other light or reflective device during the operation of a school bus or during school hours except as permitted.
12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
13. Each student must obey all rules of bus safety.

Violation of these rules could result in an administrative referral and consequences. For more detailed information, please see the district's Student Handbook.

Instruction and Assessment

Expectations

The Gwinnett County Academic Knowledge and Skills (AKS) serves as our essential curriculum. These, along with the Indicators of Achievement, define our accountability. Curriculum guides, instructional planners, the AKS database, and core instructional materials are just some of the tools available to help teach and assess the curriculum. It is up to teachers to determine what methods and strategies are needed to help each student achieve the standard curriculum. Homework is one way to provide students more time and opportunity to practice, extend, and apply skills or to preview new learning. Homework will be used in developmentally appropriate ways to support learning. Some assignments are long-range in nature and require planned study time for their completion. You should plan to supervise a daily study time at home. If your child has no current assignments, the time can be used for reading.

Assessment

Teachers assess student progress in many ways. Progress in reading and writing is assessed using Gwinnett County Public Schools' reading and writing standards. Students in first through fifth grades take District Assessments four times during the school. In addition, teachers assess student progress regularly

in reading, writing, mathematics computation, problem solving, and in science and social studies content knowledge. Teacher-made tests based on the AKS and portfolio assessments help determine students' academic progress. Students at assigned grade levels participate in national and state standardized tests. Student performance on these tests gives you an idea of how your child compare with students of the same age taking the same tests.

Interventions

We provide a number of interventions to assist students when they are having difficulty achieving curriculum and performance standards. Academic contracts are developed for students who are not achieving grade level expectations. These contracts outline interventions for home and school to help the child experience more success. Interventions provided at school include co-teaching support when an additional teacher or support staff works in the classroom with the classroom teacher to provide additional supports or separate class supports where students are pulled out of the classroom for small group instruction. A Student Support Team operates to provide insight and specific suggestions to help classroom teachers best meet individual student needs. The counselor provides social-emotional interventions when needed. A variety of programs such as the gifted program, the English Language Learner program, the Early Intervention Program, and the special education program provides services and specialized instruction to identified students.

Specials

Students participate in art, music, and PE/Health or Specials on a four-day rotation. This means that some weeks a child may have the same special more than once or more than twice in the case of PE/Health. Please make sure that your child dresses appropriately for the special that they have. In the case of art, students work with a variety of media like markers, paint, or clay and can sometime have accidents. For PE/Health, students should dress in clothing that they can move in and wear athletic type shoes.

Parent Involvement

We encourage you to be involved in the life of our school. This includes volunteering, eating lunch with your child, and participating in school events.

School Visitation

For your safety and the safety of our students when you visit Britt Elementary during school hours, you must check in and out at our reception desk. You should be prepared to show a photo ID. You will receive a visitor's sticker and must wear it in an easily seen location on your clothing throughout your visit. Any visitor not wearing a visitor's sticker will be asked to go to the front desk to get a new or replacement sticker.

Gwinnett County School Board Policy limits classroom visitors to parents/guardians of current students, other family member of current students who are approved by the student's parent/guardian, and those persons invited by the school for official business.

Eating Lunch with Your Child

Due to COVID-19, you can no longer eat lunch with your child during the school day.

Classroom Visits

Classroom visits are discouraged due to COVID-19 exposure and transmission risks.

Organizations

We have several organizations that provide governance our school. You are encouraged to participate in these organizations, because without your input we cannot make our school better.

School Council

The School Council serves as an advisory body to the school principal and local board of education by providing advice, recommendations, and assistance.

The purpose of the School Council is to develop and nurture parent participation, bring parents, community, and educators together to better understand and respect each other's concerns, and to share ideas for school improvement. School Councils are comprised of parents, teachers, parents who are also business representatives and the school principal. School Council meets four times during the school year. These meetings are open to the public. See the school calendar for dates.

PTA

The Parent-Teacher Organization (PTA) is a group of volunteers committed to the success of every student through faculty, staff, parent, and community support. PTA funding and volunteer manpower makes a variety of extra programs and activities available for students. The sacrifice and support of our PTA members are powerful in making Britt a great place to be! Please refer to the PTA website to learn about the many PTA activities and volunteer opportunities.

Title I Planning Meetings/Document Reviews

At our Title I planning meetings, parents, teachers, staff, and community members review our strengths and weaknesses in order to provide input on the development of our Local School Plan of Improvement. Watch our calendar, website, and your child's Friday Folder for information of when these meetings are held.

Title I Parent Workshops

Periodically, our Parent Instructional Coordinator offers parent workshops designed to teach you how to help your child at home. These workshops are offered at a variety of times to fit in to your schedule. These workshops either focus on a grade level specific AKS or on content related topics like math or writing. You are encouraged to attend these workshops to learn more about what we are teaching and how we are teaching it.

Volunteering

Our volunteer program has ended due to COVID-19

Transportation

Students arrive and leave Britt through a variety of transportation methods: riding in a bus, a car, a day care van, or by walking. While we don't keep track of how students arrive, we do keep on file a transportation plan which details how a student will go home. In addition, students must have a tag affixed to their book bag which explains their regular transportation method home. These tags are very important. If your child does not have his/her book bag and tag, your child will need to request one at the front office when he/she arrives at school, or you will need to check your child out of school. If you change your child's book bag during the year, please cut the tag off and send it to school to be placed on the new book bag.

Transportation Changes

If your child's transportation method changes temporarily, you must notify the school in writing each day the change is in effect. If a note is not received, then your child will ride home on his/her regular transportation method. ***No changes will be made by fax, email, or over the phone.*** If a permanent change in transportation occurs, the enrolling parent must complete a new transportation form in person authorizing a change in transportation method.

Bus Transportation

Students who live in Britt's attendance zone are eligible to ride school buses. Students are picked up and dropped off at designated bus stops. Students will be expected to ride their designated bus and depart their bus at their designated stop. Throughout the school year, students periodically receive instruction in safe riding procedures. Each bus driver has complete charge of pupils riding the bus. Students who refuse to obey the school bus safety guidelines may forfeit their right to ride the bus. The school bus rules can be found in the district Student Handbook. We encourage all parents to review these rules with their children and help instill in the children the importance of safe and appropriate bus behavior.

If you have questions or need information about school bus transportation, please contact the Transportation Supervisor. Those numbers are available on the school system's website at www.gwinnett.k12.ga.us/web-facilities.nsf/pages/Transportation.

Car Riders

We make every effort for a safe procedure for your child's arrival and departure from school. Your cooperation in following the car rider procedures is greatly appreciated.

- When bringing your child to school or picking up your child after school, you must use the drive off of Church Street. Cars then are routed through our parking lot where school personnel supervise the arrival and dismissal of students.
- When arriving to drop off or pick up your child, please follow the car rider route. Be courteous and DO NOT make a left hand turn into the parking lot when others are waiting to turn right. Please enter the car rider line by using the turnaround at the end of Church Street if the line is backed up.
- The car rider line begins at 8:20 a.m. and school starts at 8:50 a.m. Students should arrive early enough to school to eat breakfast, unpack, and complete morning work. Students arriving after 8:50 are considered tardy.
- Any use of the front drive between 8:00 – 9:00 a.m. and 3:00 – 4:00 p.m. is strictly prohibited. This is a bus only zone during these times for the safety of our children.
- Do not allow children to exit the car if there is no staff supervision. In the mornings, please give our staff a moment to get to their duty location, especially on meeting days.
- Children must exit and enter the car on the side closest to the sidewalk. If this is not possible, please exit your vehicle and walk your child onto the side walk.
- Cars must remain in line and only unload at the designated areas under the supervision of staff. Do not park and send your child through the parking lot. If your child is not dropped off at the designated spot in the car rider lane, then you must walk them into the building.
- Do not pass any other cars unless directed to do so by staff.
- Families who plan to transport home via personal vehicles at any point during the year should request a car rider number and tag from the front office. Cars arriving at dismissal must have a tag in order to pick up. If you do not have the tag, you must come inside and check out your child. Having the tag only constitutes authorization to pick-up a child during car rider time. If checking out from the office, a photo ID must be presented and an authorization must be on file.
- Pick up begins at 3:20 and ends at 3:45 or when all children have been picked up.

Other Transportation

Child Care Providers: Several child care providers, including commercial child development centers and home day-care centers, serve Britt students. A list of the commercial child care providers can be obtained in the front office. Students can be dropped off and picked up by these child care providers or may ride GCPS buses if those buses serve the provider and the student lives in Britt's attendance zone. Students who ride child care vans, must have a transportation authorization on file noting the provider and must have a transportation tag detailing this. For students who ride GCPS transportation, transportation to an alternate address must be approved by the transportation manager. Once a student is approved for transportation to a child care provider, if changes must be made, please make sure that you notify the school and the child care provider. Child care providers do have the right to refuse to transport a student and a parent will need to make other arrangements if this happens. Please make sure you are aware of any school day the provider might be closed and make alternate transportation arrangements in advance.

If your child care provider is chronically late dropping off or picking up your child, then you will be notified that you need to work with the provider to get your child to school or picked-up on time. Using a child care provider does not exempt a student from our late check-in, early check-out, or late pick-up policies.

Walkers: Students may walk to and from school accompanied by a caregiver. For students who walk home, the caregiver must be on the list of people authorized to check-out your child and should be prepared to present a photo ID when picking up your child.

Children left at or brought back to school

District procedure states that school personnel shall take the following steps in the case of children not picked up at the end of the school day either by a parent/caregiver, or child care provider or children returned to school by the bus because no one is home to meet them.

After the second week of school, the first time a child is not picked up by 3:50 p.m. or is brought back to school by the school bus, we will contact you for pick-up. For the second incident, we will contact you for pickup and we will contact our Safety and Security department. A School Resource Office will get in touch with you as well to inform you that the Department of Family and Children's Services (DFACS) will be contacted for subsequent late pick-ups or returns. For the third incident and beyond, a referral to DFACS for neglect will be made.

Other

Before/Afterschool Activities

In order to participate in a before or after-school activity, students must bring a signed permission slip that indicates the date(s) and time of the event. If the student is to be picked up by someone other than the parent, the name of that person must be included on the permission slip and listed on the student's authorized check out list. Students will not be allowed to call for permission on the day of the event. No child may stay for an after school activity without a permission slip/signed note by a parent indicating who will pick up the child. No change will be made to these special arrangements without another note from the parent detailing the change.

Counseling/Guidance Program

The purpose of the counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. Our counseling program:

- Helps new students feel at home in our school with new teachers and friends.

- Provides guidance lessons and experiences to help students navigate relationships and feelings.
- Holds individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
- Provides the opportunity to talk over issues with students, parents, or teachers.
- Provides exposure to career options.

Collection of Money from Students

Some occasions arise which necessitate the collection of money from students. Money is collected for lost or damaged books, field trips, school pictures, fundraisers, lunch charges, and other items. **Parents are strongly encouraged to make payments for lunches and the various fees online through MyPaymentsPlus.com.** Please see the school website or contact the front office for more information on accessing the online payment system. When money is sent to school, ***it must be in a labeled envelope with the purpose of the money, the teacher's name, and your child's name.*** Teachers will only accept collections for local school fees. Students will need to give any collections for PTA to a designated PTA volunteer or drop the money in the PTA locked box.

Individuals with Disabilities

W. C. Britt Elementary School, along with 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 an administrator.

Students with disabilities have the same right to a free and appropriate education as their non-disabled peers. Accommodations and other services are available to students with disabilities through Section 504 of the Rehabilitation Act of 1973 or through an Individualized Education Plan. If you would like more information about either of these, please contact our administration.

Media Center

The Media Center at Britt has a variety of resources including reference books, paperback books, magazines, fiction, non-fiction, and software that support the curriculum and provide appropriate reading materials for enjoyment. Students in kindergarten and first grade are allowed to check out one book at a time and keep it for up to two weeks. Students in second through fifth grades are allowed to check out two books at a time for two weeks. Reference books are available for check out for one day and count as a "book" checked out to that student. Students may only have one reference book at a time checked out in their name. Students may visit the Media Center as a whole class with their teacher or in small groups. When students visit in small groups, they are required to bring a Media Pass with specific tasks to perform.

Overdue and Lost Materials

Students who keep library books beyond the due date will receive an overdue notice. Overdue reports are sent weekly by email to the student's homeroom teacher. The next day, notices are sent to the parents' email address(es) on record for the student. Students without email addresses on record will receive paper notices to take home. Overdue materials should be returned immediately. Students who lose or damage library materials are expected to pay the replacement cost for each item in a timely manner. Gwinnett County Board of Education's Policy states, "Students or their parents/guardians will be responsible for reimbursement to the school for damage to school property, or lost or damaged books. Grades, diplomas, or certificates of progress may be withheld until restitution is made". ***Students who do not pay for replacements, or continue with overdue materials, will not be permitted to check out any additional materials from the Media Center until the item is returned or the payment is complete. Students will have access to materials for use in the Media Center during the school day.***

School Cancellation / Inclement Weather

In the event of severe weather or other issues, the starting time of a school may be delayed, or all schools may be closed. Announcements will be made over radio station AM750 WSB, local television news, and the Gwinnett County Public Schools website, www.gwinnett.k12.ga.us. Reports in the morning will be between 6:00 – 6:30 a.m. If no report is announced, 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.

Student Awards

Britt Elementary students are recognized with a variety of awards for achievement, attendance, conduct, and character. The school honors students with three different awards. Honor Awards are earned by students who have no academic grades lower than an 80 and who have all S's and E's on their report card. Principal's Honor Awards are earned by students who have no academic grades lower than a 90 and who have all S's and E's on their report card. Perfect Attendance Awards are earned by students who have no absences, either excused or unexcused, and no unexcused tardies for the entire grading period. Criteria for other recognitions vary depending on the awards.