

BAGGETT ELEMENTARY PARENT & STUDENT HANDBOOK



**Baggett Elementary School
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VISION Baggett Elementary will be an extraordinary school where students excel in academics and behavior.

MISSION Baggett Elementary will ensure that each student will reach his or her fullest potential through continuous improvement as we partner with our parents and our community.

CORE BELIEFS:

As a school community, we believe:

- In creating **strong, mutually beneficial alliances with the community** that value the partnerships, contributions, and significance of all families and stakeholders.
- In setting **high expectations** for all as a vital component of academic achievement, social and emotional learning, and success as a lifelong learner.
- In designing authentic **learning environments** that prioritize real-world experiences and hands-on, engaging activities to empower students to be positive, impactful members of our global society.
- In providing a **safe and nurturing environment** that encourages students to embrace trusting relationships, develop resilience, and bolster self-worth.
- In **embracing diversity** as a strength that informs our commitment to consistently being respectful and responsive to one another as we build a community where equity and inclusion are the organizing principles.

Academic Knowledge and Skills (AKS)

All parents will receive a grade level booklet containing the AKS their child will be expected to learn during the school year. The AKS reflects the curriculum objectives students learn in each subject area and at each grade level. The AKS guarantees consistency in the curriculum across the district. Although how the students learn may vary from class to class and school to school, what students learn is the same. You will learn more about the AKS at Curriculum Night.

Attendance

In compliance with the Georgia Attendance Law, the following absences will be classified as excused:

- * Personal illness or attendance in school endangering a student's health or the health of others
- * Serious illness or death in a student's immediate family requiring absence from school
- * Court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
- * Observing GCPs recognized religious holidays or military families on leave
- * Conditions making attendance impossible or hazardous to student health or safety
- * Serving as a page in the Georgia General Assembly

For each absentee, a written excuse explaining the absence must be brought to school.

Late arrivals and early checkouts are occasionally necessary; however, when they are done on a regular basis, they have an impact on the instructional time that is missed. GCPs schools have "bell-to-bell" instruction, so even when students are preparing for the school day or dismissal, learning activities are taking place. We want to make sure you are aware that tardies and early checkouts are documented.

Birthday Celebrations

Birthday celebration snacks for the entire class should be left at the front office for the teacher and your child to give to the class. They should be ready to serve, require no refrigeration or cutting, and should not include drinks. **Please be aware of allergies of students in the classroom and plan accordingly. There should be no birthday favors, balloons, invitations to parties, or gifts given out at school.**

Cafeteria Service

The school cafeteria is maintained as a service to students and parents and is a vital part of our health program. To encourage good nutrition, a well-balanced lunch and breakfast are served. Charge limit is \$11.25. Once this is reached, only a cheese sandwich and milk will be served. Charges are not allowed for water or supplemental or ala carte items. There will be no charging as of after April 30th of the school year. Both breakfast and lunch were free to all students during the 2020-21 school year. We are awaiting more information regarding this current school year. Prepandemic prices are listed below:

Student lunch....\$2.25	Reduced Lunch...\$0.40	Student breakfast...\$1.50	Reduced
breakfast\$0.30	Milk.... \$0.40		
Soy milk.... \$0.60	Bottled water.... \$0.40/\$0.60	Adult breakfast....\$1.75	Adult
lunch.....\$3.00			

Applications for free and reduced lunch/breakfast will be made available at registration and for new students during the year. We ask that you please do not bring fast food into the cafeteria. Parents who come to eat lunch with their children should sit in the designated parent area and ***only with their child***. Glass bottles and cans can be a danger and should not be brought in from home. **There will be no lunch visitors during the first 2 weeks of school as we are setting up processes. Due to schedule changes and limited seating, there will be no lunch visitors on standardized testing days.** These dates will be shared in *The Baggett Banner*, which is sent home monthly..

Cell Phones, Games, and Electronic Devices

Overall, students are expected to bring with them to school only those learning tools that are necessary for their success. Cell phones may be brought to school for after-school use as long as they are turned off and

left in the student's book bag at all times during the school day. If a phone is taken out during the school day, it will be taken up by the teacher, and the parent will need to come to the school to retrieve it. Games and toys should not be brought to school. Baggett ES has sufficient Chromebooks for each child to have his/her own device. There is no need for a student to bring a device from home. Students should follow teacher guidelines for device appropriate use. Violations of appropriate use will be addressed by the assistant principal.

Changes in School Records

In order to keep our records current, please go to the parent portal to make changes. If you do not have portal access, please notify the office immediately of a change in any of the following: address, home/business phone number of each parent and person to call in an emergency or when the parent cannot be reached.

Class Parties/Field Day

To celebrate all of the learning that has been accomplished during each semester, there will be a Class Party in December and a Field Day in May. We ask that parents who choose to attend not bring younger siblings/ children to the class parties as it is a special time for our students. We sincerely appreciate your understanding.

Clinic

Our clinic worker is available to provide first aid assistance to students. Parents/guardians will be called if a child is too ill to remain at school. Students with a fever of 100.4 or higher will be sent home and **need to be fever free (without medication) for 24 hours before returning to school.** Parents should go to the office to sign out a child. If a parent wants to administer medication themselves at school to a student, this must take place in the clinic with school personnel present. For student safety we need to be aware of the medication and dosage in case there are any adverse reactions. The clinic worker is authorized to administer medications to students **when proper paperwork is completed.** Medications should always be in the **original containers** when brought to school. Medication should be handed directly to the clinic worker by the student's parent/guardian. These procedures are a safety precaution for your child, both on the bus and when they visit the clinic. Parents should inform the school if their child has a contagious disease. Please do not send your child to school when he/she is feeling ill and there is risk of infecting others.

Closing of School

In the event of severe weather or mechanical failure, the starting time of school may be delayed, a Digital Learning Day may be called, or school may be closed. Announcements will be made over the local television and radio stations. If no report is broadcast, school will be in session. **Please do not call the school** to see if school is in session. We will be focused on keeping your child safe and telephone lines need to be kept open for emergencies. Please make sure you are signed up with School Messenger to receive timely information via email.

Communication - IMPORTANT

The Baggett Banner will be sent home and posted on the school's website monthly. **This is our primary form of school-to-parent communication.** Please make sure you read this communication to ensure you do not miss any important information or deadlines. Please check the website at <https://www.gcpsk12.org/BaggettES> regularly for updated information. School Messenger allows you to be contacted via text and/or email.

If you need to meet with a teacher or administrator, please call or email to schedule an appointment. We will try to set up a time as soon as possible, but cannot accommodate immediate requests as we are focusing on the needs of students during the day.

Homework Guidelines

Meaningful homework can be a way for children to practice what they have learned in school, and in doing so, communicate the curriculum to the parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. Homework is assigned Monday through Thursday for 10 - 50 minutes depending on the age of the child. Reading every night is expected in addition to homework assignments. Assignments will be noted on Google Classroom for grades 1-5 and on eClass for Kindergarten.

Lunchroom Music

During lunch, music is played in the cafeteria. While the music is on, students do not talk and are encouraged to eat. This also helps to keep the noise level to a minimum. The music is on for 5 minutes (followed by 5-10 minutes when students may talk). This rotates throughout the lunch time which allows each class a total of 15-20 minutes to talk with classmates. (Note: Students also have 20 minutes of TDPE each day which gives additional time for them to talk with their classmates as well as opportunities throughout the day to collaborate as they work with their peers.)

Make Up Work Policy

Student work missed due to an excused or unexcused absence will be given to the student upon return to school. Please do not call the school on the day your child is absent and ask to pick up work for them to do that night. We believe if a child is too sick to come to school, they should be resting at home. They will be allowed to make up their missed work over a reasonable amount of time. This will be communicated to the parent by the teacher. Our Make Up Policy also applies to absences due to vacations.

Parent Involvement

We are very fortunate to have many parents willing to help at Baggett. School Council, school events, and volunteering are all ways you can get involved at our school. This school year, we will be working to form a Parent - Teacher Organization (PTO or PTA). We need your involvement to get this effort off the ground! Please contact your child's teacher if you are interested in finding out more information about these opportunities. The role of a Baggett parent is vital to your child and to Baggett Elementary School. Students excel when you, the parent, are supportive in your child's education at home and in the school. We welcome and encourage parents to volunteer; however, we ask that parents who are here as volunteers (to read, cut out things, help with a project or event, etc.) not bring siblings/small children into the classrooms. This also applies to the Class Party. Parents and siblings are most welcome to come to support an event such as Field Day. We only ask that the children be supervised by an adult if the parent is busy volunteering. Siblings are welcome when a parent comes to have lunch with their child or when they are here to view a presentation in the classroom. Baggett loves to see family participation at several evening events throughout the year. These are perfect times for the whole family to come together at school.

Parent Supervision and Bus Transportation:

Important: Please note parents are responsible for their child until they get on the bus and once they get off of the bus. Please make sure there is supervision at the bus stop for morning pick up and afternoon drop off.

School Hours

School hours are 8:15-2:45. Buses are unloaded at 7:35. Supervision of children will not be provided before that time. All students should be in their classrooms when the 8:15 bell rings. (Note: If you are in the Car Rider line at 8:10 and your child has not entered the school, they may be considered tardy if they are not in their room by 8:15. If your child is tardy, we ask that you park and walk him or her in through the front door to check your child in.) Students arriving after 8:15 must be signed in at the front office.

Student instruction begins as soon as your child arrives. Our teachers are looking to maximize their time with students and will gather students into small groups or assign them individual tasks as soon as they arrive. Morning announcements begin at 8:07 AM so that our academic day can begin in earnest at 8:15 AM. Students will be dismissed at 2:45 pm each day. **Students may be checked out prior to but not after 2:00 PM.** Parents must go through the front office when checking students out. Please do not go to the classroom. Students who leave the building for a brief regularly scheduled appointment are encouraged to return to school as soon as they are finished. Students are expected to be at school on time and not leave without being checked out.

School Visits

We encourage parents to visit the school. For the safety of our children, all visitors must check in and out through the office and wear a visitor's badge while in the building. Parents should not visit the classroom in the morning. In order to protect instructional time, please notify the teacher in advance if you would like to make a classroom visit. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment at a time when class is not in session. Staff hours are generally 7:30-3:15.

Student Conduct Behavior Code

Our school is committed to providing a school program that allows all students to achieve; therefore, no student should interfere with the rights of students to learn. At Baggett, we have three school expectations that are the foundation of our PBIS (Positive Behavior Interventions and Supports) program.:

Be respectful

Be responsible

Be a problem solver

Teachers will elaborate on these expectations to help the classroom run smoothly. Our local school discipline plan is based on the Gwinnett County Public Schools Student Conduct Behavior Code. Please read and become familiar with the District. Parents will be notified if their child is exhibiting a pattern of concerning behavior..

Student Dress Code

Student dress should not cause any distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste. **Short skirts, short shorts, or halter tops/crop shirts** are not considered appropriate dress for school. Hats, hoods, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. **Students should wear shoes that allow for safe play at outside time and PE class.**

Student Progress Reports

Parents have access to the Parent Portal. Parents will receive formal reports on student progress at the end of each semester. Midterm reports are sent for grades 2-5. In addition, parent conferences are held in October and February. Additional conferences can be held at parent or teacher request. Promotion, retention, and acceleration will be determined based on AKS progress and passing designated promotion tests.

Student Records

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school.

Support Services

Our school has many programs and services which enhance the learning experience. These include physical education, art, music, science, media, theater, technology, and counseling. Special education teachers work to promote school success for students identified with specific needs. Other programs include ESOL, EIP, and gifted (Focus). Placement in many of these special needs programs is handled through the Student Support Team (SST) in accordance with local, state, and federal guidelines.

Technology and Textbooks

GCPS provides textbooks for all students in the county at no cost. Every student is obligated to give his/her books the best care. Textbooks must be paid for if lost or damaged. We are fortunate at Baggett to be able to provide 1-to-1 devices for students in Grades K-5. Students will be required to review procedures for proper use of technology and sign an agreement. Failure to follow guidelines will be addressed by the assistant principal and may result in loss of use of the Chromebook. Thank you for reinforcing the importance of following the guidelines and Digital Citizenship.

Testing

Testing occurs throughout the school year. These include state and local assessments. Please refer to *The Baggett Banner* and our website to see when upcoming tests are scheduled, and plan ahead so that your child will be present during testing days. Due to changes in lunch schedules and seating limitations, there may be times when there will be no visitors to lunch. This will be communicated through *The Baggett Banner* prior to testing.

Title IX Notice

If you believe you are being mistreated by school employees on the basis of race, color, religion, gender, national origin or handicap, please tell any school employee in whom you have confidence that you have a complaint about the manner in which you were treated and why. Our Title IX coordinators are Colleen Young and Allan Gehrisch.

Transportation Procedures

- **BUS RIDERS** - Riding a school bus is a privilege contingent upon proper conduct. If students choose not to follow the bus rules, then interventions will be put in place. If the interventions do not work, a student will be suspended from the bus. We must maintain safe transportation for all students.
- **CAR RIDERS** - Students should be dropped off and picked up only through the Car Rider/Parent Pick-Up line. There is signage indicating there is no left turn when exiting the Car Rider Parking Lot. This is for safety and to ensure the car rider lane moves quickly.
 - Morning – Morning Drop Off will be from 7:35-8:10. Students should be in the building by 8:10 in order to give them time to make it to their classroom before the bell rings. Staff will be on duty to monitor your child when you drop them off in the morning. They may not exit the car until the 7:35 bell has rung. If your child is tardy, we ask that you park and walk your child in at the front of the building to sign them in. Please do not attempt to drop off your child in front of the school prior to 8:15.
 - Afternoon - Remember to always have your car rider number displayed in your vehicle window. Enter the car rider lane and drive around to the entrance near the gym. Wait for a staff member to signal that it is safe for your child to enter or exit your vehicle from the passenger side only. Please be aware that the space is limited for the car rider line and we do not want to block traffic on Cruse Road. Car riders will be dismissed to the gym where they will wait for their name/car rider number to be called.
- **WALKERS** - Walkers will be dismissed from the Media Center. Written permission is needed if anyone other than the parent/guardian will pick up the child. The parent **must also be listed in the computer**. To be a walker, the parent/guardian must also walk the child off of school grounds. They may not park in our parking lot and leave with their child via a vehicle. If they are going to use a vehicle, they need to pick up the student through the car rider line. All walkers must have written permission on file and must be picked up by an adult.
- **AFTERNOON TRANSPORTATION CHANGES** - All requests for changes in afternoon transportation arrangements must be made in writing. Please do not call the office or email the teacher regarding transportation changes. Substitute teachers do not have access to email, and your request may never be seen to respond in time. Instead, complete an **Afternoon Transportation Change Form** (available through our front office or our school's website) and turn it in to your child's teacher. Bus and Car Rider Passes are only issued when written permission from the parent or guardian has been provided. If you choose to write a note rather than use our form, please be sure it includes the following information: Your child's name, the teacher's name, the start and end date for your requested change in transportation, instructions including destination (for example, "should ride bus 123 to Smith Road," or "should ride bus to Apple Day Care," your phone number, and your signature.

NOTE: There are a finite number of cars that can make it through the car rider line during the thirty minutes. Students who ride the school bus will not be counted tardy if the bus arrives late; however, those who come as car riders (regardless of weather or traffic) are considered tardy after 8:15. Please plan to be in the car rider line no later than 8:00 to ensure your child will not be late.

Withdrawal Procedure

We know that your priority is to maintain consistency in your child's schooling. We also are aware that at times, it is necessary to move out of our attendance zone. When this occurs, it is helpful to have a two-day notice before a student withdraws from school. Contact the front office to initiate the withdrawal procedure. This gives the teacher time to finalize grades and determine the status of all textbooks, the issued Chromebook, library books, and any associated fees.

We are looking forward to a great year of student learning filled with student engagement, meaningful collaboration, and quality relationships.