

CAMP CREEK ES

HANDBOOK FOR PARENTS & STUDENTS

2021-2022



Camp Creek Elementary School

958 Cole Drive SW Lilburn, GA 30047

Valerie W. Rebinett, Principal

CAMP CREEK ES

HANDBOOK FOR PARENTS & STUDENTS

2021-2022

CAMP CREEK ELEMENTARY SCHOOL

958 Cole Drive SW
Lilburn, Georgia 30047

CAFETERIA	(770) 806-3779
CLINIC	(770) 806-3780
FAX	(770) 806-3784
MEDIA CENTER	(770) 806-3778
SCHOOL OFFICE	(770) 921-1626

Valerie W. Robinett
Principal

Dr. Karen Casanova
Assistant Principal

Shavaun Mincey
Assistant Principal

Mary Tharp
Assistant Principal

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**Camp Creek Elementary School
wishes to meet the needs of all
our students and families.**

**If any member of your family needs
assistance or has any questions
regarding mobility impaired issues
or handicapped access, please contact:**

Mrs. Valerie Robinett

Principal, Camp Creek ES

**958 Cole Drive SW
Lilburn, GA 30047**

(770) 921-1626

valerie.robinett@gcpsk12.org

CAMP CREEK ELEMENTARY

FACULTY ROSTER 2021-2022

KINDERGARTEN

Anna Bouchelle
Courtney Brown
Teaneal Brown
Claire Carter
Mallory Mathis
Kenia Palacios
Jami Rechtman
Becky Will

K PARAPROFESSIONALS

Ann Barkett Jane Dillard
Elizabeth Montano Alison Turner
Jane Wilson

FIRST GRADE

Sara Brand
Karen Detar
Beth Jahns
Anna Machado
Emily Meskimen
Olivia Rivas-Naranjo
Catherine Wiley
Ana Wydeven

SECOND GRADE

Kim Britt
Adria Daniels
Krissy Eriksson
Kerry Kennedy
Casey Lowe
Teresa Meehan
Jenna Pope
Ashley Romero
Bonnie Wetherington

THIRD GRADE

Robyn Bold
Laura Cannizzaro
Miriam Castro
Morgan Davidson
Angie Estes
Jocelyn Fedyk
Kaye Hall
Jennie Packard
Heidi Taylor
Emma Thomason

FOURTH GRADE

Paige Davis
Javier Garcia Ramos
Ginger Jory
Lori Reeves
Vim Russo
Chris Sapp
Robbie Thompson
Zaila Villarreal
Debi Zajac

FIFTH GRADE

Jenny Chancey Susan Coffee
Natalia DuTeau Candy Norcini
Lee Olson Tina Roark
Amy Tucker Jessica Zoeller

GCPS DIGITAL TEACHER

Sandra Mullins

READING RECOVERY.EIP

Traci Gast

STELLAR SUB

Kathy Bennett

ICE CREAM

ADMINISTRATION

Valerie Robinett Principal
Dr. Karen Casanova AP
Shavaun Mincey AP
Mary Tharp AP

SPECIAL AREAS

Felicia Cathey SCIENCE
Jennifer Gebczyk MUSIC
Jennifer Haynes SPANISH
Carol Frihart COMP SCI
Matt Mathews PHYS ED
Shawn Mazzatta ART
Luanne Murphy MATH
Joel Tarpley PHYS ED

COUNSELORS

Whitney Molette

Pamela Petrillo

MEDIA CENTER

Samantha Johnson
Meri Smith MC CLERK PT
Jill Youngblood MC CLERK PT

TECHNOLOGY

Lara Sauers LSTC
Francis Jeffries TST

EIP

Debra Coffey
Julie McClellan

ESOL

Jessica Maston
Sarah Sauls

INSTRUCTIONAL SUPPORT

Lynn Tiller

GIFTED.EIP

Annette Santana

OFFICE

Rita Bowers, Clinic
Kelly Jowers, Office Clerk
Crystal Knox, Student Data Mgmt Clerk
Lisa Lippert, Office Clerk
Sabrina Morris-Trice, AA/Bookkeeper

CUSTODIAL

Peggy Arnold* Roy Dawson
Nathan Jordan Elvira Lejilic
Sanela Rizvic

LUNCHROOM

Julie Perrin*
Ayanna Crawford Qing Huang
Amy Jones May Liaw
Janice Lucas Rupal Patel
Ruta Solomon

eCLASS SPECIALIST

Laura Girard

LUNCHROOM MONITOR

TBD

MILD AUTISM

Michele Kruger Teacher
Jasmine Alsobrook Parapro
Paige Royster Parapro
Lynette Woodson Parapro

MOID – VI (K-5)

Aimee Lowery Teacher
Tonya Bates Parapro
Celeste Brenner Parapro

PRE-K

Lisa Dierdorff Teacher
Tanya Griffith Parapro
Laraine Mayhan Teacher
Dana Gilleland Parapro
Anna Grimes Teacher
Krystal Beneke Parapro
Kim Kilts Parapro

RESOURCE

Julie Carter Part-Time
PJ Griffith

Felicia Hunter Part-Time

Sara Hyatt

Madeline James

Merry Marbet

Amy Pearson

Devon Weyher

Anita Young

SDD-K

Peggy Newton Teacher
Rachel Stanton Parapro

SDD-1

Mindy Ruiz Teacher
Nyiesha Smalls Parapro

SDD-Non-Aligned

Monika Turner Teacher
Parapro

SPEECH AND LANGUAGE

Michelle Blackmon SLP
Pamela Newberry SLP
Mary Beth Newstreet SLP
Brooke Barber PreK SLP PT
Teresa McNeill PreK SLP

VISUALLY IMPAIRED

Sue Ellen Lampros Teacher
Donna Liska-Johnson Teacher PT
Lori Weitzel Teacher PT
Diane Altonen Parapro
Kelley Sue Hardin Parapro
Becky Mueller Parapro
Ann Post Parapro

GCPS SOCIAL WORKER

Christa Kirksey

GCPS O&M SPECIALIST

Wendy James

Theresa Martin

GCPS OCCUPATIONAL THERAPIST

Courtney Dawson

Carrie Lunsford

GCPS PHYSICAL THERAPIST

Braxton Cosby

GCPS SCHOOL PSYCHOLOGIST

Kara Kennedy Taylor

CAMP CREEK Elementary MISSION STATEMENT

To provide opportunities for all students to develop the academic knowledge, skills and behaviors necessary for continued academic success and responsible citizenship.

Our Beliefs

- 🐾 Student learning is the chief priority of our school.
- 🐾 All students can learn.
- 🐾 Mastery of basic skills is the foundation of future academic success.
- 🐾 Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- 🐾 A physically safe, comfortable environment promotes student learning and achievement.
- 🐾 An environment that promotes risk taking, problem solving, critical thinking, and creativity, increases student achievement.
- 🐾 Self-discipline is vital to responsible behavior and academic achievement and critical to the development of confident, self-directed lifelong learners.
- 🐾 Education is a cooperative effort among educators, staff members, parents and learners.
- 🐾 The commitment to excellence through continuous improvement is imperative for a world-class school.

CAMP CREEK PHILOSOPHY

Camp Creek Elementary exists for the purpose of educating the whole child by making provisions for meeting the academic, physical, social, and emotional needs of each child. By meeting these needs, students are better prepared to function effectively in a changing society.

Instruction in the basic skills, fine arts, technology, and physical education is delivered in large groups, small groups, and individually. Students are provided opportunities to have engaging instructions as they learn.

The calm, orderly school environment facilitates the learning process by maintaining behavior conducive to learning. This is best accomplished in an atmosphere which is flexible enough to allow creative expression, yet structured enough to promote individual responsibility.

CAMP CREEK EDUCATIONAL PROGRAM

The purpose of education at the elementary level is to develop knowledge and skills in the areas of academics, social awareness and personal growth. Therefore, we strive to provide a curriculum which allows a student to develop skills commensurate with his or her abilities in the following academic areas: mathematics, reading, science, spelling, grammar, composition, social studies, art, music, physical education, and health. Another important feature of our educational program is the continuous development of library skills, technology skills, and study habits.

Concern for others, responsibility, and cooperation are the major social principles we try to foster at Camp Creek. These principles encompass such behaviors as doing assignments, being prepared for school each day, and respecting the life space and property of self and others.

We also try to provide an atmosphere in which children will be able to form such positive characteristics as a healthy self-image and a strong sense of worth.

In addition, services through special education programs are provided to Camp Creek students.

We have the gifted program, the interrelated program - which includes students with learning disabilities and students with behavior disorders, and the speech program.

We have two classrooms for students with mild autism, one resource program for students who are visually impaired, three programs for primary students who are Significantly Developmentally Delayed (SDD), two programs for Pre-K students with special needs, and two classes that serve students with visual impairments and/or intellectual disabilities.

The media center is also a special feature of our educational program. Our open media center encourages students to visit to check out books, participate in learning center activities, and to receive special library skills instruction from our trained media specialist.

MASCOT: Camp Creek **Cubs**

SCHOOL COLORS: **ORANGE** and **BLUE**

Gwinnett County Board of Education Core Beliefs and Commitments

Believing, as we do, that public education is an integral part of the seamless fabric of the American experience, we, the Gwinnett County Board of Education, derive our core beliefs and commitments for public education in Gwinnett County from the foundational principles of the United States of America, specifically those espoused in the Declaration of Independence. “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness,” and “That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed...”.

America’s public schools exist to undergird and advance these principles. They are the one place where all children and youth in our great, diverse country are provided a common, free education. They must educate every child for success in life and for the responsibilities of American citizenship.

Thus, we commit ourselves to a world-class education that meets the needs of individual students, to a sharp focus on the traditions and values at the heart of our constitutional democracy and the rule of law, and to the civic virtues that bind together communities of many cultures, faiths, viewpoints, interests, and histories into a unified nation. E pluribus unum. Out of many, one.

Therefore, the Gwinnett County Board of Education will:

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



<https://www.gcpsk12.org/Page/23789>

ACCELERATION POLICY

Each student will be considered for acceleration on a case-by-case basis. As per GCPS policy, the student being considered should be demonstrating high achievement on or above the grade level AKS in the grade being considered for acceleration. The expectation is students will be achieving at the same level in their new grade as in their old one. Extremely high achievement should be evident in the student's work, classroom assessments, curriculum-based assessments and normative-based assessments. Social and emotional factors, as well as placement of older siblings, will be considered.

ART AND MUSIC

Students in kindergarten through fifth grade have classes with art and music specialists. The art department teaches a curriculum which promotes art both as an enjoyable leisure activity and as a means of developing critical thinking. The music specialist emphasizes the enjoyment and fun of music participation while teaching a variety of musical concepts. The music specialist also instructs in basic keyboarding skills.

ATTENDANCE

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. In addition, good attendance helps students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents and students. Good attendance includes timeliness to school and staying at school through the end of the day. The state of Georgia mandates appropriate school attendance. Students with 8 or more unexcused absences will be notified with a state letter.

Attendance Definitions

Truant	Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.
Tardy	Students are considered tardy to school or class if the student arrives in the classroom after the 8:50 AM bell. Tardies do impact criteria for "good attendance."
Early Checkout	When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the school before the end of the day. All early checkouts must occur BEFORE 2:30 PM . Early checkouts do impact good attendance criteria.

Excused Absences – State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school that endangers a student's health or the health of others. The local board of education may require students to present appropriate medical documentation upon the return of school for the purpose of validating an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a government agency.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety (to be determined only by School Superintendent).

Attendance Procedures

1. Parents are encouraged to call the school on the day of the student absence to indicate the reason for the absence. Parents or guardians should also send a signed, written note when the student returns to school explaining the reason for the absence, the date of absence, and a daytime phone number.
2. **If the student fails to bring a note, the absence will be regarded as unexcused until such a time that the parent provides a written explanation for the absence.**
3. If a student has five unexcused absences, the school will make contact with the parent, guardian or person having control of the student to notify them of these absences and possible consequences via a written notice via certified mail with return receipt requested.
4. It is imperative that the parent or guardians notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.
5. **Possible consequences and interventions for unexcused absences, tardies or excessive early checkouts may include but are not limited to the following:** afternoon detention, counseling group participation, in-school suspension, isolated lunch, morning detention, out-of-school suspension, referral to social worker, referral to juvenile court, referral to social service agencies, referral to disciplinary panel, revocation of school transfer, Saturday School, student/parent conferences.

Student Check-in

If a student is tardy to school, a parent or guardian **MUST** sign the student into school in the front office.

Student Check-outs

If a student must be checked out early from school, a parent or guardian (who is listed on the locator card) must present identification before the child will be allowed to check out. The parent should come to the office and sign the student out on the checkout form. The time of checkout must be recorded. No parent will be allowed to go to the student's classroom to pick them up. **For the safety of your child, we will allow no exceptions to these checkout rules! All student checkouts must occur before 2:30 PM.**

Tardies

A student will be considered tardy if he/she is not in his/her classroom by 8:50 AM.

- *Excessive tardies will not be tolerated.*
- The school will provide consequences or interventions to students who are continually late to school. Possible consequences may include but are not limited to: detention, in-school suspension, loss of privileges, referral to social worker, and/or revocation of school transfer.
- Many of our car rider students are tardy due to traffic on Cole Road. The best way to solve a tardy problem is to allow your child/children to ride the bus. All of our buses are here at school by 8:30 AM.

SCHOOL HOURS: **8:50 AM until 3:20 PM**

SCHOOL NUMBERS: **Main Office** (770) 921-1626
 FAX (770) 806-3784
 CLINIC (770) 806-3780
 CAFETERIA (770) 806-3779
 MEDIA CENTER (770) 806-3778

SCHEDULE: **8:00 AM** Teachers Arrive
 8:20 AM Students Arrive/Report to Classrooms
 8:50 AM School Begins
 3:20 PM Bus & Car Rider Dismissal
 3:30 PM Day Care Dismissal

Please see that students do not arrive before 8:20 AM.

This is necessary since teachers will be planning for the day and attending meetings prior to this time. Your cooperation in this matter will be greatly appreciated.

DISMISSAL

When it is necessary for parents to change a child's plans during the day for transport at the end of the school day - ex: from school to home, a friend's home, daycare, etc. - you may fax the permission to the school office. Upon receiving the fax transmission, we will be certain to notify your child of the change in plans.

If access to a fax machine is unavailable, please phone the school office (770-921-1626) to notify us of a change in plans.

When students are picked up from school in private vehicles, we ask that those vehicles form a single line in our parking lot so that students may be picked up beginning at 3:20 PM.

- **If adults wish to park and pick up students using the early checkout process, they must do so prior to 2:30 PM - NO student checkout will be allowed after 2:30 PM.**
- Parents checking out students in the office must provide a current picture I.D.
- Students will not be allowed to walk between cars during dismissal time.

School personnel will maintain a log of students who are returned to the school on the bus because a parent is not at home to meet the student **and** of students not picked up in a timely manner from the car rider lane.

Parents/guardians will be contacted by a School Resource Officer after the second late incident and the Department of Family and Children's Services (DFCS) will be notified.

Please do not park your car and wave your child to your car to bypass the car rider line.
This is unsafe and bypasses our school procedures.

BIRTHDAYS

We always look forward to recognizing and celebrating our students' birthdays during the year. If you like, you may send in cookies or cupcakes and napkins for the class to share on or near your child's birthday. Summer birthdays and birthdays that occur during holidays may be celebrated at a time of your convenience. We ask that you make prior arrangements with the teacher before treats are brought to school. Because these events cannot be school parties, no beverages or party favors can be sent to school. Birthday celebrations should be a small treat, not a meal (ex. pizza).

Great care is taken here to be sensitive to the needs and feelings of our children. With that in mind, we ask that invitations to private birthday parties be mailed to students' homes or that parents are contacted by telephone. We cannot distribute invitations at school. Your understanding is appreciated.

BUSES

A child will ride only the bus that is normally ridden unless a note is presented from the parent and approved by the front office staff before boarding another bus.

A bus pass must be provided to the student to be able to ride a different bus.

If your child misses the bus in the afternoon, make certain he/she knows not to leave the school, but tells the teacher or comes to the office.

- If a child boards the wrong bus, the bus driver will return the student to the school.
- The office staff will call the parent to notify them of the situation and anticipated time of arrival.

If a student needs to ride the bus home with another student, a permission note must be provided by the parents.

- The note should be taken to the teacher for school authorization by 9:00 AM.
- School authorization will be granted only if a note has been brought from home.
- If a student has forgotten the note, or has decided to go home with another student on the spur of the moment, school policy does not permit him/her to use the phone for this purpose.

Please remind your child not to put any part of his/her body out of the window. The school constantly stresses bus safety; however, your support is also needed.

The Gwinnett County Public Schools Transportation Department Behavior Management Plan consists of two major components:

1. Negotiating Solutions Form
2. Transportation Disciplinary Action Referral Form

The NEGOTIATING SOLUTIONS form is a tool designed for the driver to work through minor offenses with the student. The student and the driver will negotiate the type of solution that will correct the behavior and work on a timeline for the student to reach his/her commitment.

If, after reasonable time has been given to correct the minor offense and the problem still has not been resolved, the driver and/or transportation supervisor will complete the Parental Notification section of the Negotiating Solutions form to be sent home with the student. The parental notification will give the parent notice of the inappropriate behavior as well as ask the parent for assistance with this inappropriate behavior.

If the inappropriate behavior still exists and the driver and/or transportation supervisor needs local school assistance, the driver supervisor will submit, under her/his signature, the Transportation Disciplinary Action Referral form to the school administrator for further action.

If the inappropriate behavior warrants immediate action (major offense), the Negotiating Solutions is bypassed and the Transportation Disciplinary Action Referral form is submitted immediately to the school administrator for action.

CLINIC

Our clinic worker administers first aid to children who require it. Both the teacher and the clinic worker try to determine when a child needs to go home by observation of the child's behavior and by a temperature check.

ALL CHILDREN WITH A TEMPERATURE OF 100 DEGREES, PINK EYE, OR HEAD LICE ARE REQUIRED TO GO HOME.

The clinic worker is responsible for assisting the children in taking all medications.

If your child requires medications occasionally, please request and return the appropriate medication form to the clinic listing the following information:

- Permission to administer the medication
- Child's name
- Teacher's name
- Name of medication
- Time medication is to be taken
- Permission for medication to be sent home with the student.

Should your child require daily medication throughout the school year, please request a special form used for this purpose which will need to be signed by your physician. A new form must be signed every year. If your child has an allergy to bee or insect bites that requires an injection, a different form must be completed so that your child is protected while at school.

All medications (including Ritalin, Adderol, Concerta, or other prescription or OTC medications) must be brought into school by parents. This eliminates the possibility of other children accidentally taking medications not intended for them. Other medications, such as cold medications, may be brought in by students and kept in the clinic. No medications, including Tylenol, will be provided by the school. If you wish your child to have Tylenol, you must supply it.

Clinic cards are an extremely important tool.

Please be sure to list any medical problems your child has.

If a new medical condition occurs, notify the front office staff so that they can update your child's records.

Please make certain you have emergency numbers listed in the event you cannot be located.

If your number changes at work or at home, please notify the school by contacting Rita Bowers.

Rita.Bowers@gcpsk12.org

(770) 806-3780

When students stay healthy throughout the year, absence due to illness is significantly reduced.

Healthy students are ready to learn, and regular attendance supports teaching and learning in the classroom.

The following resources offer helpful tips and reminders about practicing good health and hygiene habits:

<https://www.gcpsk12.org/Page/24294>

CLOSING OF SCHOOL

GCPS schools and facilities may close in the event of hazardous weather or other emergencies which present threats to the safety of students, staff, or school property.

The superintendent makes the decision about school closing based on a cross-divisional and cross-agency effort, with information from public safety officials, the Georgia Emergency Management Agency, Gwinnett County officials, and the state Department of Transportation. In addition, when inclement weather is an issue, members of the GCPS Facilities and Operations team head out as early as 3:30 or 4 AM to drive roads around the county and assess road conditions. The school system's transportation staff ensures that buses are operable. (Extreme cold can cause operational problems for diesel buses.) Facilities are checked in the early hours, and GCPS works with power providers, as needed. Local school principals gather information for the leadership team about specific school conditions.

It is more likely for school to be cancelled in the early morning - due to dangerous road conditions that formed overnight - than for school to let out early because bad weather is moving in.

As a rule, the decision to cancel school is made before 6 AM,

The school system immediately notifies all **major radio and television stations** in metro Atlanta.

In addition, the information is announced on **GCPS TV** and posted on the **school system's web site**.

GCPS TV can be found on the following Gwinnett County cable channels:

- Charter - Channel 180
- Comcast - Channel 24 or 26 (depending on location)
- Visit us on our GCPS TV app on Apple, Android, Amazon Fire and Roku devices or view the live stream at GCPSTV.org

Should severe weather move into the area during the day, plans to cancel classes will be announced on metro-Atlanta radio and TV stations and on the school system's web site before school is dismissed.

Important items to note in instances of early dismissal due to hazardous weather:

- An announcement will always be made before any schools are dismissed early.
- We will work to notify all parents of updates through numerous channels of communication (phone, email, website, etc) to keep you informed.
- No child will be released to a parent if inclement weather poses imminent danger.
- Please do not call the school directly so that we can keep lines open to send out information to all parents via SchoolMessenger.
- Do not count on being able to contact the school to make last minute arrangements.
- Make a family plan for early dismissal due to bad weather or an emergency and discuss with all parties involved, including students.
- Keep your child's school information card up-to-date with your phone numbers and at least one other person who will be responsible for your child if you cannot be reached.

The key factor in all decisions about whether or not to hold school is the safety of students and staff.

<https://www.gcpsk12.org/domain/12086>

COUNSELOR

Our school counselors, Whitney Molette and Pam Petrillo, serve as a resource for all students, faculty, and staff. The school counselors are responsible for the orientation of new students, transition between grade levels and schools, programs for special needs, referrals to community agencies, curriculum enrichment activities, and parent education.

Our school counselors have contact with students through classroom guidance, small group meetings, and individual counseling.

Parents, as well as faculty, are encouraged to consult with Ms. Molette (Grades K, 2, 4) and Ms. Petrillo (Grades 1, 3, 5) regarding student concerns.

Whitney.Molette@gcpsk12.org
(678) 245-3950

Pam.Petrillo@gcpsk12.org
(770) 806-3777

CAMP CREEK DISCIPLINE PROGRAM

PHILOSOPHY: *Students learn best in a safe, positive, and orderly environment.*

- In this environment students are capable, with support and encouragement, of being responsible for their own behavior.
- Parents and educators must work together as partners in teaching students to make decisions about behavior and to understand the consequences of that behavior.



SCHOOL-WIDE BEHAVIOR EXPECTATIONS

AM Arrival

- Single File, Right Side
- Quiet, Polite Greetings

During the Day

- Single File, Right Side
- NO student talking
- Silent Transitions

PM Dismissal

- Single File, Right Side
- Quiet Classroom
- Silent Hallways

Cafeteria Expectations

- Silent Entry
- Silent Line-Up and Dismissal

- We, the camp creek Faculty and Staff, believe in a positive discipline approach.
- We believe that teachers seek to understand the motivation behind behavior. In addition to looking for the causes of the behavior, teachers include students in problem solving and encouragement is the foundation.
- We believe that developing a positive discipline approach means creating a school environment that embraces an atmosphere where students know they count.
- The School-Wide Behavioral Matrix explains the expectations throughout the school building.



Camp Creek Elementary School

School-Wide Behavioral Matrix



Expectations		Cafeteria	Restroom	Playground	Hallways	Classrooms
P	PRACTICE GOOD MANNERS	<u>I will</u> clean up after myself. <u>I will</u> use kind words.	<u>I will</u> keep walls/stalls free of markings. <u>I will</u> flush and wash my hands. <u>I will</u> respect the privacy of others.	<u>I will</u> keep the playground clean. <u>I will</u> use kind words and include others in games.	<u>I will</u> respect the hard work of others by keeping my hands off the hall displays. <u>I will</u> walk in a single, straight, silent line.	<u>I will</u> cover coughs and sneezes. <u>I will</u> treat others with respect.
A	ACTIVELY PARTICIPATE	<u>I will</u> use time wisely and eat my own food. <u>I will</u> use the proper utensils.	<u>I will</u> use toilets, sinks, dryers, and fountains the right way.	<u>I will</u> learn the playground rules and play safely.	<u>I will</u> use time wisely and go straight to my destination.	<u>I will</u> come to class prepared to learn. <u>I will</u> look, listen, and complete my work.
W	WORK TOGETHER	<u>I will</u> follow adult directions.	<u>I will</u> take turns. (1 person per stall)	<u>I will</u> follow adult directions. <u>I will</u> take turns and share the equipment.	<u>I will</u> follow directions. (adults and safety patrol)	<u>I will</u> follow adult directions. <u>I will</u> cooperate with my classmates.
S	SHOW SELF CONTROL	<u>I will</u> talk quietly. <u>I will</u> keep my hands, feet, and objects to myself.	<u>I will</u> keep my hands, feet, and objects to myself.	<u>I will</u> keep my hands, feet, and objects to myself.	<u>I will</u> keep my hands, feet, and objects to myself.	<u>I will</u> work quietly. <u>I will</u> keep my hands, feet, and objects to myself.

Camp Creek Elementary School uses the adopted Gwinnett County Student Conduct Behavior Code.

<https://www.gcpsk12.org/Page/23856>

Policy Statement

Gwinnett County Public Schools ("GCPS" or "District") is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. GCPS will work to assure that all students and staff are well-motivated, fully aware of their potential and dedicated to pursue excellence in academic knowledge, skills and behavior. GCPS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school and district levels. In addition to this Student Conduct Behavior Code ("Code"), GCPS has various policies that govern conduct in the District. A copy of those policies can be obtained at www.gwinnett.k12.ga.us (click on the quick link for Board of Education) or the Office of the Executive Assistant for Administration at 678-301-6005.

Scope of the Code

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work.

The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- a. On school grounds at any time;
- b. Off school grounds at a school bus stop or on a school bus, or other GCPS provided transportation vehicle,
- c. Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony; or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. § 20-2-751.5(c)).
- d. Off school grounds at a school related function. School related functions include any activity sponsored by or associated with an individual GCPS school or the GCPS system. School related functions include, but are not limited to, virtual meetings, virtual classes, athletic and extracurricular events, athletic and extracurricular practices, athletic and extracurricular meetings, athletic and extracurricular conferences, field trips, camps, foreign language trips, booster club meetings and events, parent teacher organization meetings and events, and any activity designed to enhance the school curriculum.

- e. Off school grounds when the misconduct constitutes bullying by use of data or software that is accessed through Gwinnett County Public Schools computer(s), computer system(s), computer network(s), or electronic technology. (O.C.G.A. § 20-2-751.4)
- f. Off school grounds when the misconduct constitutes cyberbullying (O.C.G.A. § 20-2-751.64).
- g. Off school grounds when the misconduct constitutes an act of physical violence against a teacher, school bus driver, or other school official or employee. (O.C.G.A. § 20-2-751.6 and
- h. Off school grounds during school hours and when a student leaves without permission (AWOL) of a school official or any time Rule 10 would apply.

The rules of this Code do not apply to:

- i. Student speech that occurs off campus if the speech is at a non-school sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

Equal Opportunity Statement

The District complies with all federal, state and local laws, and provides an equal opportunity for all students. GCPS prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality or citizenship. All decisions of GCPS will be administered without regard to any of the categories listed above.

Statement of Student Misconduct

The rules in this Code are designed to notify students (grades K-12) as to the types of behaviors that are unacceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

RULE 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with school by any means including but not limited to any of the following behaviors:

RULE 2 - DAMAGE, DESTRUCTION OR MISUSE OF SCHOOL PROPERTY OR EQUIPMENT

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not access/alter school/teacher records. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

RULE 3 - DAMAGE, DESTRUCTION OR MISUSE OF PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy or transmit stolen private property on school grounds. Further, off schools grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is because of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds.

RULE 4 - ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE

SECTION A

Regardless of intent, a student shall not: Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list", "people to kill", "people to shoot", or a statement about bringing a weapon to school and injuring people.

SECTION B

A student shall not: Cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee.

RULE 5 - ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON NOT EMPLOYED BY THE SCHOOL

SECTION A

Regardless of intent, a student shall not: Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student.

SECTION B

A student shall not: Cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

RULE 6 - WEAPONS, DANGEROUS INSTRUMENTS AND EXPLOSIVE, OR IMPLOSIVE DEVICES

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fireworks; lighters, tear gas, mace, explosives, pepper spray; bats (other than for athletics); clubs, sticks or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like.

A student shall be excluded from school for one year (exceptions limited on a case-by-case basis) for possessing on school grounds or at a school function a firearm including a starter gun, any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such a weapon; any firearm muffler or silence; or any destructive device. (O.C.G.A. 20-2-750; 20-2-751.1)

RULE 7 - DRUGS, ALCOHOL AND TOBACCO

A student shall not be involved in any substance, drug, alcohol or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind.

RULE 8 - DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

RULE 9 - SEXUAL MISCONDUCT/INDECENCY

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not allow another student/person to commit a lewd or indecent act to the body of oneself. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks. A student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials.

RULE 10 - UNEXCUSED ABSENCES

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the school day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

RULE 11 - OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules; violation of state and federal law; involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A. 16-15-3 and 16-15-4; providing false information to school personnel; unauthorized possession or inappropriate use of laser pointers, and electronic communications devices (including tape recorders, radios, CD Players, MP3 players, video games, and televisions); loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community. A student shall not hold oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by one's mode of dress, means and method of communication including the use of hand signs, or the possession or publication of gang writings/symbols. Subject to the rules listed below, the Gwinnett County BOE permits students to possess electronic pagers or communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

RULE 12 - REPEATED VIOLATIONS/MISBEHAVIOR/CHRONIC DISCIPLINARY PROBLEM STUDENTS

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including the development and implementation of a student disciplinary and behavioral correction plan.

RULE 13 - SCHOOL BUS INFRACTIONS

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.

GWINNETT COUNTY BOARD OF EDUCATION ELEMENTARY MODIFIED VERSION OF STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when an elementary student in grades K-5 is:

- a. on the school grounds;
 - b. off the school grounds at a school activity, function, or event;
 - c. en route to and from school; or
 - d. off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
 4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc).
 5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
 6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns, knives, firecrackers, etc.), whether toy, operational or not operational, if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
 7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
 8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
 9. Each student will not expose or touch himself, herself, or others inappropriately including private areas of the body.
 10. Each student will not miss school or class without an excused absence.
 11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
 12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

STUDENT REMOVAL FROM CLASS

A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class. (O.C.G.A. 20-2-738 (a- h)). The superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2-738.

Where a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. 20-2-738. Each school will have a placement review committee. The placement review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student's return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. (O.C.G.A. 20-2-738(d))

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

The following interventions/consequences may be used for minor behavior offenses:

Verbal Reprimand

Time Out

- Time Out is used to isolate the student and provide an opportunity for reflections.
- Students are encouraged to come up with several alternative ways to handle the situation.
- Timeouts can be given in the classroom, in a buddy classroom, on the playground, and at lunch.

Parent/Teacher Communication

- Teachers will send a written note, email, or make a phone call to address behaviors observed with parent.

Written Action Plan

- Students will complete a written action plan in their classroom or in their buddy classroom.
- Students draw a picture and/or write the inappropriate behavior or action that took place.
- Students are asked, *How could I handle the same situation in a more appropriate manner?*
- Parents are asked to sign the written action plan and return a copy to the school.

Any student committing a major offense will be immediately referred to the Administration.

Repeated violations of the classroom and school rules will also be referred to the administrators.

Please refer to the Gwinnett County Discipline Handbook for a more detailed description of the rules and regulations.

DRESS CODE

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

- 🐾 The wearing of tank tops, tube tops, and halters is not permitted.
- 🐾 Clothing that advertises weapons, drugs, alcoholic beverages, or contains profanity or other demeaning language is not considered appropriate for school.
- 🐾 No wheeled shoes are allowed.
- 🐾 Tennis shoes are the best choice for footwear because there are little rocks on the playground and they will eliminate exposed toes from being hurt if stepped on.

EMERGENCY PROCEDURES

Fire drills, lockdowns, and tornado drills serve to inform students of evacuation or precautionary procedures to be followed should the situation arise. Such drills are serious business and require the prompt, quiet response of everyone in the building.

Tornado warnings are always a concern and we have taken every precaution to protect the students from any harm. However, our biggest problem is when parents panic and rush to pick up their child. If such a case arises, we will only release the child to his or her legal guardian if the principal deems that the conditions are safe. The child will need to be checked out in the office. Thanks for your cooperation in this important matter.

Students who have a need to travel to areas outside the main building will always walk in groups. In most cases students will be escorted by an adult.

We have an emergency call system in operation. If there is ever an emergency at Camp Creek, office personnel, as well as police and fire departments will be notified immediately.

We sincerely hope there is never an emergency at our school, but we feel we are fully prepared if an emergency situation should arise.

HOMEWORK

The Purpose for Homework

- 1) Homework is assigned to reinforce classroom instructional objectives.
- 2) Homework is used to evaluate and monitor student progress.
It is a component of the grading policy in Grades 2-5.

Camp Creek's Homework Expectations

- 1) Homework should include reading independently or to a family member every night, approximately 10-20 minutes per night.
- 2) Homework should include practicing math facts every night, approximately 5 minutes per night.

These two homework practices, done on a daily basis, are two of the most important "homework assignments" that a child can complete to improve student achievement.

These assignments are above and beyond the daily assignments.

Teacher Guidelines for Assigning Homework

- Lengthy/repetitious assignments will not be assigned.
- Appropriate materials will be used (i.e., no materials above readability level).
- Student progress will be monitored by teachers and parents so that no student is having to spend hours at home completing class work along with homework.
- Schedules for upcoming tests will be announced at least 2 days in advance so that preparation can occur over several homework periods.
- Homework will not be assigned on holidays. Teachers will try to avoid assigning homework on weekends and on evenings when special events are occurring; however, weekend work may be needed to review for upcoming tests.
- Homework will not be assigned during standardized testing.
- Homework should be assigned to be completed within the following time frame (this includes daily reading and math fact drill): Kindergarten (5-10 minutes per night), FIRST GRADE (15 minutes per night), SECOND GRADE (20-30 minutes per night), THIRD GRADE (30-40 minutes per night), FOURTH GRADE (40-50 minutes per night), FIFTH GRADE (50-60 minutes per night).

GRADING

The uniform procedures for evaluating and communicating student progress in learning the AKS are as follows:

1. The teacher(s) of each student is responsible for evaluating the individual student's progress toward the achievement of the AKS.
2. Teachers are accountable for grade calculations and reporting that is clear, complete and conducted according to the approved standard system of weights and measures. Teachers will use district gradebook software for grade reporting and for parent portal communication.
3. Principals are responsible for implementing a local process for monitoring grading procedures. The number of individual grades for each category (percent of spread) should be monitored at the school level to ensure percentages are fair and equitable. A principal, in consultation with the assistant superintendent, may correct a teacher assigned grade if it is determined that the grading procedures were not followed.
4. Final grades should represent the learning of the AKS over the entire grading period.
5. Grades should reflect academic achievement only and should not evaluate effort and participation. Students are not to be penalized in grading because of fees owed.
6. No minimum grade should be established. Teachers are responsible for providing intervention strategies for students not progressing satisfactorily and for allowing additional opportunities for reassessment and/or completing assignments.
7. The teacher's evaluation of student progress toward the AKS should be made continuously available through the parent portal. Schools should ensure that progress reports are sent home to parents a minimum of two times during an 18 week semester.
8. Teachers who need to change a student's grade after a final grade is posted for the report card must secure the approval of the supervising principal and/or his/her designee.
9. The grade is a report of the individual student's progress (as defined by the AKS) to the student, to his or her parents, and to others who are concerned with the student's progress in education. Student academic progress shall be graded by means of a numerical average according to the following scale for grades 2 - 12:

90% and above	A	shall indicate excellent progress
80%-89%	B	shall indicate above average progress
74%-79%	C	shall indicate average progress
70%-73%	D	shall indicate below average progress
0%-69%	U/F	shall indicate unsatisfactory progress/failure of acceptable progress

The following guidelines for grading reflect individual needs within the elementary school level.

ELEMENTARY SCHOOL

1. The Progress Report is designed to be used to assist teachers in informing parents about the on-going growth and development of their students, as defined by the AKS.
2. The student will be given an academic grade at the end of each eighteen (18) weeks or two (2) times each school year.
3. Early release days, two days in the fall and two days in the spring, are provided to conduct parent conferences for the purpose of discussing student progress.
4. Grades K-5 Reading and Writing Communication Reports will be used by all elementary schools to help report student progress in reading and writing at the Fall and Spring Early Release Conferences and at any other time as needed.

CAMP CREEK

ELEMENTARY SCHOOL GRADING POLICY

- **Grades will be divided among benchmarks, formative, and summative.**
- **Work is first and foremost about mastery of essential skills and performances - writing, speaking, summarizing, inferring, etc.**
 - It is not primarily about the grade.
- **Students will be allowed, with the exception of culminating activities (i.e. projects), to reattempt at mastery for two summative assessments per semester per core subject content area.**
 - The higher grade will be entered in the gradebook.
- **Teachers reserve the right to change the format of any assessment that is being redone for mastery.**
- **Any student is eligible to request another attempt at mastery.**
 - The request must be made by parent or student upon receipt of the test.
 - The teacher is not responsible for initiating a reattempt.
 - The student must complete the reattempt of the assessment by the assigned date.
 - The window of opportunity to reattempt mastery closes after 5 school days.
- **All requests for a reattempt must be accompanied by a Summative Mastery Ticket, which outlines what a student has done to prepare for the reassessment.**
- **No student shall be allowed to redo work during the last week of the grading period – i.e. the 18th week of each semester.**
 - Reassessment must be completed during the first 17 weeks of the grading period.
- **In the case of absences, the student will be given time equal to the amount of school days missed to make up work with no penalty.**
 - After that time, no work will be accepted and NTI will be entered into the gradebook.
 - NTI means “not turned in” and is equal to a zero.
- **After communication from the teacher, graded assignments will be given a window of opportunity of three days.**
 - Students may turn in any assignments at any point within the three-day window.
 - After that window closes, a NTI will be entered into the gradebook and no work will be accepted.

GIFTED EDUCATION

Gifted education programs provide academic challenges by extending GCPS' AKS.

The gifted program is called FOCUS at the elementary school level, PROBE at the middle school level, and is referred to as gifted education and QUEST in high school.

Students participating in the program in grades K-5 may receive instruction in resource, cluster and/or advanced content classes. Middle and high school students receive instruction in advance-content classes.

Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia Board of Education.

Students who transfer from gifted education programs within the state will be placed into the Gwinnett program, providing the original placement was completed correctly.

Students who transfer from out of state must meet Georgia requirements.

Parents should notify the school of their interest in the gifted education program at the time of registration.

The gifted program teacher at the local school will review the student's educational records and discuss the records with the parents.

For more information, contact the local school or call the Gifted Program office at (678) 301-7020.

Ms. Annette Santana serves as the Camp Creek Elementary School Gifted Program Teacher.

Annette.Santana@gcpsk12.org

The gifted education program stresses five areas:

1. AKS extensions
2. advanced content
3. research and reference skills
4. communication skills
5. metacognition/cognitive strategy development

Fundamental to GCPS' curriculum for gifted students are learning experiences that develop the use of thinking strategies and processes. Instruction that develops thinking strategies enables students to make informed decisions, to understand and apply concepts, to make reasonable judgments and to define, create and implement problem solving skills.

ASSESSMENT

Rules and regulations dealing with assessment are approved by the State Board of Education and the State Department of Education. These rules and regulations, called "due process," have been established for the protection and privacy of individuals. There are three steps in the process of identifying and placing gifted students: referral, evaluation and eligibility.

REFERRAL

The referral process is the first step for entrance into the gifted program. A referral may come from teachers, parents, peers, or as the result of system-wide testing scores. Referrals are reviewed by each school's local gifted referral team. This team determines which students will be evaluated for gifted education placement.

EVALUATION

Following parental consent, the local school evaluates the student's mental ability, achievement, creativity and motivation through the use of nationally normed group tests, performance assessments, and survey checklists.

ELIGIBILITY

An eligibility team composed of at least three people (a local school administrator, a teacher, a counselor and/or the gifted program teacher) reviews the evaluation information about the referred student. The team follows guidelines set by the State Department of Education when making a decision about the student's placement in the gifted program. The local school notifies parents as to the team's decision.

A student must qualify in the following areas to be placed in the gifted program:

- Mental Ability 96th %ile
- Achievement 90th %ile
- Creativity 90th %ile or 90%
- Motivation 90% (K-5) / 92% (6-12)

Gifted education students are responsible for mastery of GCPS' Academic Knowledge and Skills. However, due to the unique nature of the elementary gifted resource program and the additional workload the students are expected to carry, they will, in most cases, be excused from daily and related homework assignments given while attending classes.

Delivery of Program Elementary School (FOCUS)

At the elementary school level, the gifted program offers extensions of the AKS through academic expansion in a variety of settings. The leadership team at the local school determines which setting is appropriate for the school's student population. Elementary gifted education program settings include resource, magnetism, advanced content, and/or cluster classes. A complete listing of curriculum topics is available through local school gifted education programs.

<https://www.gcpsk12.org/Page/23539>

LOCAL SCHOOL COUNCIL

Our Gwinnett County Board of Education and Superintendent has directed each school to create a committee that would like to serve in a decision-making capacity to assist with improvement efforts at the school.

Camp Creek's Local School Council is composed of teachers and parents.

- ❖ Members serve on the School Council for two years, with new members joining the team each year.
- ❖ The School Council meets monthly and all meetings are open to the public.
- ❖ The primary responsibility of the School Council is to assist the school in making decisions that will improve student achievement, increase parent participation, and help maintain a safe and secure school for teaching and learning.

<https://www.gcpsk12.org/domain/11963>

LOST AND FOUND

- 🐾 Students may come to Lost and Found to look for lost and found items.
- 🐾 Periodically, these items are displayed in the cafeteria for students to check.
- 🐾 Unclaimed articles are donated to charity at the end of each month.
- 🐾 Please write your child's name on all personal property for easy identification.

LUNCHROOM

The Camp Creek Elementary Cafeteria staff provides well-balanced meals that support a healthy learning environment.

- **During the 2021-2022 school year, all students will receive breakfast and lunch at no charge pursuant to USDA waivers.**

Lunch Visitation

Lunch visitors are not allowed as we begin the 2021-2022 school year. We will provide additional information as conditions allow.

MAKE-UP WORK POLICY

RATIONALE

In order to protect valuable instructional time in the classroom, the following procedures will be used:

There are two types of absences, EXCUSED ABSENCES and UNEXCUSED ABSENCES.

Both are described below with make-up work guidelines for each.

1. EXCUSED ABSENCES (illness, death in family)

For each day of an excused absence, the student will be given one day to complete missed assignments. For example - if a student is absent for two days, a total of two days will be provided to complete the work.

Make-up work can be provided for students in GRADES 1-5 under the following conditions:

- a. The parent should phone the school office on the morning of the absence between 8:00 and 12:00. The secretary will give the teacher the message to have work ready the **next day** (24 hours later).
- b. During the day of the absence, the teacher will accumulate the day's assignments for the student.
- c. The make-up work can be returned to the classroom teacher when the student returns to school following the absence or it can be returned with another student as the work is completed during the absence.

2. UNEXCUSED ABSENCES (vacations, sports events, etc.)

In the event of an unexcused absence, the student will be allowed to complete missed work when he/she returns to school following the absence.

PHYSICAL EDUCATION

In addition to regular teacher directed physical education, students in Kindergarten through Fifth Grade participate in classes with the physical education specialist. Although no special clothing is required, it is recommended that all students wear athletic shoes on their P.E. days. Girls may wish to wear pants or wear shorts under their dresses.

REPORTING SYSTEM

The Camp Creek staff continually checks each student's progress so that activities can be planned that lead to improvement.

- ❖ Every nine weeks student progress is communicated to the parents.
- ❖ A parent-teacher conference is scheduled by the teacher twice a year. Elementary students will be released early during the time conferences are being held.

Because we regard parents as partners, this reporting system emphasizes the need for a close working relationship between home and school. If there are any questions or concerns about your child's progress, please request an additional parent-teacher conference at once.

The grade is a report of the individual student's progress (as defined by the AKS) to the student, to his or her parents, and to others who are concerned with the student's progress in education. Student academic progress shall be graded by means of a numerical average according to the following scale for GRADES 2-12:

90% and above	A	shall indicate excellent progress
80%-89%	B	shall indicate above average progress
74%-79%	C	shall indicate average progress
70%-73%	D	shall indicate below average progress
0%-69%	U/F	shall indicate unsatisfactory progress/failure of acceptable progress

SAFETY AND SECURITY PROCEDURES

One of our goals at Camp Creek is to provide a safe and secure environment for students and staff members.

In order to achieve that goal, we ask your cooperation with the following:

- 🐾 **ALWAYS enter the front door of the school to register and receive a visitor badge to wear while you visit with us.** Visitors not wearing a badge will be challenged by a member of the school staff. We encourage you to visit with us as often as your time permits. We hope that you will always feel welcome at Camp Creek. **If you would like to observe in your child's classroom, you are asked to phone for an appointment as a courtesy to the teacher and the class.**
- 🐾 Most entrance/exit doors will be locked at all times during the day. Students and staff members will not open these doors for anyone to enter during the school day. Again, please use the front doors of the school.
- 🐾 The area immediately in front of the school is designated as a bus lane. Therefore, **NO PARKING** of any other vehicle is allowed while students are unloading and loading buses each day. Please park in the side parking lot to the right of the school. That parking lot must also be used when dropping students off and picking them up at school. No student will be released to walk through traffic to meet a vehicle that is picking him/her up after school. Students will remain on the sidewalk adjacent to the parking lot until the vehicle drives up to collect them.
- 🐾 In the event children are checked out from school during the day, a picture ID will be required in the school office from the adult who is taking the child. Only persons authorized by the parent/guardian will be allowed to check out students out of school.
- 🐾 Teachers are not permitted to check students out of the classroom during the school day.

INDIVIDUALS WITH DISABILITIES SERVICE

It is the practice of 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.

STUDENT RECORDS

Gwinnett County Public Schools provide the student and his or her parent(s) with important rights pertaining to student records through policy "JR".

These rights include:

- the right to receive this information in a format understandable to the student and parent;
- the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained;
- the right to copies of student records;
- the right to challenge the content of student records and the procedures for doing so including the availability of formal proceedings to resolve these disputes;
- the right to request that material be removed from student records and the procedures for doing so;
- the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- the rights of separated or divorced parents and legal guardians pertaining to student records;
- the schedule of destruction of particular student records;
- the content, location and particulars concerning permanent records, official records and supplemental records;

The student or parent may contact the local school for more information about the above list of rights.

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

Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of records, the records transfer to the enrolling school or school system will occur without further notice.

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School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school.

STUDENT COMPLAINTS AND GRIEVANCES

The Gwinnett County Board of Education ("Board") is committed to providing an environment free of all forms of discrimination on the basis of race, color, religion, sex, national origin or disability status .

Students and/or parents are entitled to file a formal complaint of discrimination alleging unfair treatment due to a student's membership in any of these protected classes. Any student or parent who believes that conduct, either by an individual or by a group, creates a hostile environment that limits a student's ability to participate in or benefit from the educational program is encouraged to file a formal complaint of harassment.

The purpose of this procedure is to describe a process to be used to resolve such complaints.

Gwinnett County Public Schools ("GCPS") will act to investigate all complaints of discrimination and harassment and to discipline any student or employee who violates the rights of a student of our school system. As appropriate, GCPS will take steps to prevent further acts of discrimination and/or harassment and correct any effects of mistreatment.

Sexual harassment is distinct from the forms of discrimination and harassment described above and addressed under this procedure. Students and/or parents seeking to file a formal complaint of sexual harassment should contact the local school's Title IX Coordinator and follow the guidelines set forth in Policy JCAC and corresponding Procedure JCAC.

I. LOCAL SCHOOL REPORTING, INVESTIGATION, AND RESOLUTION OF A COMPLAINT

If a student or parent seeks to file a complaint of discrimination or harassment, he/she should report concerns and describe the incident(s) giving rise to the complaint to the local school's Title IX Coordinator in person, by telephone, or in writing.

Upon receiving a complaint, the local Title IX Coordinator shall confer with the person making the complaint ("complainant") to obtain an understanding of the underlying facts supporting the discrimination and/or harassment allegations. The Title IX Coordinator will conduct a full investigation of the allegation(s), including a review of records and interviews with witnesses and other individuals likely to contribute information relevant to the investigation. The complainant and the person against whom the complaint is made ("respondent") will be notified of the investigation and provided an opportunity to provide and/or identify relevant evidence, witnesses, and other pertinent information. Throughout its investigation, the local school will make available appropriate supportive measures designed to restore or preserve a student's access to its educational programs and activities. Information from the investigation will be kept confidential to the extent that limited disclosure may be necessary in order to conduct a full and fair investigation, allow the respondent an opportunity to respond, or answer a governmental or court inquiry.

Upon completion of the investigation, the local Title IX Coordinator shall provide a written letter of findings to the complainant and respondent explaining the basis for his/her determination. Depending on the Title IX Coordinator's findings, the resolution may include the offering or continuation of supportive measures and/or remedial action.

II. APPEAL PROCESS

If either the complainant or respondent is satisfied with the local school's decision, either party may submit an appeal of the matter in writing to Dr. Michele Smith, Executive Director of Internal Resolutions and Compliance, Title IX Coordinator. Contact information for Dr. Smith is provided below.

Dr. Michele Smith, Executive Director of Internal Resolutions and Compliance, Title IX
Gwinnett County Public Schools
437 Old Peachtree Road N.W. Suwanee, GA 30024
Michele.Smith@gcpsk12.org
(678)-301-6811

The written appeal shall be limited to the matter under review and must include the specific ground(s) for reconsideration, stating the precise reasons for dissatisfaction with the local school's decision. Written appeals should be made within ten (10) business days of receipt of the decision at the school level. Upon receipt of an appeal, Dr. Smith or her designee shall promptly review the matter, provide an opportunity for explanation of the basis of the appeal, and inform both parties of his/her decision in writing. Every effort will be made to respond to the appeal within ten (10) business days of its receipt. Time limits may be extended upon mutual consent of both parties or due to extenuating circumstances. The decision of the Department of Internal Resolutions and Compliance shall be final.

Be advised that the federal Office for Civil Rights of the U. S. Department of Education requires that a complaint to its office be filed within 180 days of the alleged incident.

III. NON-RETALIATION STATEMENT

Reprisal or retaliation against any individual filing a complaint of discrimination or harassment or participating in the investigation or resolution of a complaint, on any level of the complaint process, is prohibited. Any employee or student who retaliates against such individual(s) because of his/her participation in the complaint process shall be subject to disciplinary action.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

**Gwinnett County Public Schools
Special Education and Psychological Services
Attention: District 504 Coordinator
437 Old Peachtree Road, NW
Suwanee, GA 30024-2978**

Family Educational Rights and Privacy Act (FERPA)

Parents have certain rights with respect to student educational records pursuant to the Federal Education Rights and Privacy Act.

These rights transfer to the student when the student reaches the age of eighteen (18) or attend a school beyond the high school level.

These rights are summarized as follows:

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

PRIVACY

The Board's policy is to provide parents, guardians, and/or eligible students with an electronic copy of the education record which they are entitled to, unless the education record is not maintained in electronic format and reproducing the record in an electronic format would be unduly burdensome.

Parents and students are notified that they have a right to expect privacy in educational records.

Accordingly, only school system staff, their agents, representatives, and/or consultants have access to student records on a discernible need to know basis.

If educational records are requested or subpoenaed by others, parents or adult students will be notified.

TECHNOLOGY

Gwinnett County Public Schools recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage and motivate student learning and collaborate with colleagues. These technologies must meet GCPS standards and expectations for communication with students, staff and community members. The same laws, professional standards, expectations, and guidelines for interacting with students, parents, community members, and colleagues apply online as they do in the real world. The Board has adopted and will enforce the code of ethics adopted by the Professional Standards Commission. Students are expected to comply with the Student Conduct Behavior Code.

It shall be the policy of the Board that the school system shall have in continuous operation, with respect to any electronic devices belonging to the school and/or belonging to individuals accessing the GCPS network, the following:

1. A qualifying "technology protection measure," as that term is defined in Section 1703 (b)(1) of the Children's Internet Protection Act of 2000; and
2. Responsible User Agreements signed by all users of the district-wide area network and/or other electronic information services; and
3. Procedures or guidelines developed by the Superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using instruction-related electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - d. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
 - e. Establish consequences for students and employees who willfully violate the acceptable-use-procedures.
 - f. Provide for an expedited review and resolution of a claim that the policy is denying a student or school employee access to material that is appropriate for instructional, administrative, and/or business purposes.
4. Students will also be educated about appropriate online behavior, including safe interactions with other individuals on social networking websites, electronic chat room safety, and cyberbullying awareness and prevention.

<https://www.gcpsk12.org/Page/23577>

TELEPHONE POLICY

Due to the fact that the school phones are extremely busy at all times, students are allowed to use them only in case of emergency.

- If the student feels he/she has a valid reason for using the phone, the teacher should be consulted.
- A student will not be called out of class unless it is an emergency call from the parents.
- Students may be given messages from parents through the school secretaries.
- When a student has been given sufficient notice to bring requested articles to school, he/she will not be allowed to call home because something has been forgotten.

Cell phones are not permitted for non-instructional purposes during the school day.