

## Norcross Elementary Student Handbook

### Soaring to Excellence

#### SCHOOL OPENING AND CLOSING TIMES

The designated school hours for Norcross Elementary School are 8:50 A.M. to 3:20 P.M. For safety concerns, parents need to abide by these hours. Students may arrive beginning at 8:20 A.M., but will be marked tardy after 8:45 A.M.

There is NO supervision of students provided before 8:20 A.M.

#### ATTENDANCE

Attending school regularly and being on time makes a difference in a child's education. Research has shown that a good attendance record has a direct effect on a student's grades. State law requires that children attend school every day of the school year. The attendance policy of Gwinnett County is in keeping with this mandate. It is the parents' responsibility to make sure their children attend school every day and stay for the full six and one-half hours that is required by state law, unless the child is ill or for other legally accepted reasons. Please remember to schedule your personal vacations to coincide with school vacation days noted on the school calendar.

Georgia law states that all absences are classified as "unexcused" except for those caused by:

- personal illness
- death in the immediate family
- religious holidays
- court ordered
- instances where attendance would be hazardous

After five absences, a referral will be made to the school counselor. After ten absences, you will be contacted by the grade level administrator to develop a plan to address the situation. At Norcross Elementary, we consider more than ten absences excessive. All excessive absenteeism will be referred to the school social worker, and may possibly result in a court referral if unexcused absences continue to occur. **Send a parent or doctor's note upon your child's return.** Without this information, we will automatically code your child's absence as unexcused (see above for excused absences).

For additional information, please refer to the Gwinnett County Public Schools Student Handbook for the current school year.

#### CHILD CHECK OUT PROCEDURES

A student who leaves school before the official ending time must be signed out in the office by his/her parent or guardian. Parents must report to the receptionist, not the classroom. The receptionist will call the room for the child after a photo ID (government issued) has been shown. Please remember that each time a child checks out early, we must call the classroom and disrupt instruction for everyone. Children will not be released from school at any unscheduled time without written explanation of the reason from parents. A parent wanting to sign out his/her child from school may do so by signing the

"student check out card" in the reception area. For the safety of your child, you must produce a photo identification, such as a driver's license. Children are released from the office ONLY. Your child may NOT be checked out from the classroom or bus ramp. Children will be called to the Front Office where they will be released to the parent/guardian. The office will not check out students after 2:30 P.M. (12:30-12:50 P.M. on early release days). Please do not ask school personnel to make exceptions. Only Norcross Elementary faculty and staff are permitted to be on the bus ramp during dismissal.

A child will not be permitted to leave the school in the custody of any person other than the child's parent unless that person has written verified authorization from one of the child's parents. The name of the person picking up the child must be on the clinic card. As telephone numbers and situations change, please make sure you report this information to the school.

Perfect Attendance Recognition will not be given to any student whose late arrivals and/or early check-outs total more than five times for the school year.

Check out Procedures for Special Activities/Programs – In order to check your child out after a special event/program, you must send in a note to request a check out prior to the event.

### **Telephone and Emergency Messages**

The primary purpose of the school telephone is communication between parents and school personnel. It is not for student use. Students will not be allowed to call home for homework assignments, permission for field trips, parties, or after-school activities, etc. Classroom instruction cannot be interrupted to call students to the office to talk on the telephone or to pick up forgotten items. Emergency messages will be delivered to the student via the teacher. Students are not permitted to use telephones in teacher work rooms.

### **ILLNESSES/ACCIDENTS**

If your child becomes sick or injured while at school, the school will contact you immediately and all efforts will be made to keep your child comfortable for a short period until you arrive. Accurate and current telephone numbers, and clinic information is critical in case of an emergency. It is imperative that work, home and emergency information be on file in the clinic and updated when changes occur. This includes people and telephone numbers listed on the clinic card as emergency contacts. In the event of an accident, the school will attempt to notify the parent/guardian immediately. Every effort will be made to render emergency treatment. If parents and/or emergency contacts cannot be located, 911 emergency personnel/services will be called by the school to check or render emergency treatment. It is important for you to have medical coverage for your child. In the event that your child is not covered under any health plan, you may want to consider applying for Peach Care, the accident plan offered from the school, or the accident insurance plan of your choice. Norcross Elementary cannot assume responsibility for medical bills resulting from student accidents.

## **MEDICATION**

All medication must be brought to the clinic in the original container. Medication will not be administered unless a medication form is completed. Should it be necessary for a student to take a prescribed medication for any duration of time, please contact the clinic for specific instructions.

Remember all medications must be housed and dispensed in the clinic except for asthma inhalers.

Medications include any prescription or over-the-counter drug, including Tylenol and cough drops.

It is a violation of school policy for any student to keep medication with him/her during the school day (except asthma inhalers), or give medication to any other student.

Please do not send your child to school sick, with a fever, or with a note requesting that the teacher send him or her to the clinic. Be considerate of other students by caring for your child at home.

## **Progress Reports**

Progress reports are given to students at the end of each semester. These progress reports will be sent home via the student in an envelope. The progress report envelope should be signed by the parent(s) and returned to the child's teacher. You are to keep the progress report itself. The Parent Portal is a great way to monitor your child's progress.

For additional information, please refer to the Gwinnett County Public Schools Student Handbook for the current school year.

## **Textbooks**

Norcross Elementary furnishes textbooks to all students. Each student is assigned books and is responsible for the care of the books issued. Loss or destruction of these books will result in payment to the school. Failure to pay for damaged or lost library and/or textbooks will result in the holding of your child's final report card.

## **Parent Conferences**

Parents are encouraged to arrange a conference with teachers, counselors, or the administrators by telephoning the school office (770-448-2188) between 8:00 A.M. and 4:00 P.M. Your call will be returned within 36 hours to schedule the conference. Special parent-teacher conference days are provided on early release days: See the GCPS Schedule online.

## **Class Visitation**

We encourage parents to visit their child's classes. For the protection of your child, all parents and visitors must check in through the office. During your visit the regular school program must continue, so please do not expect the teacher to talk with you at this time. As a courtesy to the teacher, please make a prior appointment for visitation. If the sole purpose of your visit is to observe your child working in class, please do not bring other children. ALL VISITORS MUST SIGN IN AND WEAR A VISITOR'S BADGE. An administrator may accompany you on your visit.

### **BIRTHDAY CELEBRATIONS**

Student learning and achievement are the primary focus of Norcross Elementary. Therefore, no birthday celebrations will be able to take place by the teacher and do not leave items at the front office. Please do not send party items to school for distribution.

### **Closing of School**

In the event of severe weather or mechanical breakdown, school may be delayed or closed. Public announcements will be made on GCPS Television, on the school system's website ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)), and via metro-Atlanta radio and television stations. Reports in the morning will be made between 6:00 A.M. and 6:30 A.M. If no report is heard, school will be in session. The same conditions may also necessitate early release. Please do not call the school. Lines must be kept open for emergencies.

### **Lost and Found**

The lost and found is located in the covered courtyard. Articles left at the end of each nine weeks will be donated to charity. All textbooks found will be returned to the grade level manager or office. Library books will be returned to the Media Center.

### **Personal Property**

Students are asked not to bring large sums of money, expensive jewelry or expensive articles of clothing to school. For students who bring such items to school, the risk is assumed by the student and his/her parents. The school will not pay for lost or stolen items. Students are not permitted to sell items to other students.

### **Student Dress**

We encourage our students to dress in a school uniform which includes our three school colors- white, yellow, and blue (Mondays-Thursdays). This is optional, but encouraged. A sample bulletin board is displayed in our main front office.

Our students take pride in their personal cleanliness, neatness, and appropriate standards of dress. Students' and visitors' clothing should not distract from the learning process; therefore, students and visitors are to abide by the following rules:

Shoes are to be worn at all times. Cleated, cleat like shoes, and tennis/skate shoes will not be worn at Norcross Elementary School . These shoes are potentially dangerous to the wearer and to others in the class. These shoes also damage finished and carpeted floors. Flip-flops are also discouraged.

No bare midriffs, halter tops, tube tops, tank tops, or fishnet jerseys. No sheer blouses or low-cut tops that are inappropriate for the classroom.

All shorts and skirts should be of appropriate length and no shorter than fingertip length.

No clothing with offensive language or pictures referring to violence or death including slogans mentioning alcohol, tobacco, or drugs.

Bandannas, hats, sweatbands, or "do rags" cannot be worn in the building.

No pants or jeans with holes/rips either at the knee or above, or unhemmed bottoms.

No tight fitting clothes including stretch, elastic or spandex pants.

"Sagging" pants are considered inappropriate dress. Students will be referred to the clinic to receive a belt.

No trading or swapping clothing at school is permitted.

No drawings or gang symbols are permitted on clothing, bodies, books, or personal items.

Action to be taken: If a student comes to school in clothing which is considered inappropriate by the school staff, he/she will be asked to call his/her parents to bring something acceptable or provided clothing from the clinic clothes bank.

### **Nutrition Program Guidelines**

The daily menu can be viewed on the GCPS Nutrition web site [www.gcsnp@gwinnett.k12.ga.us](http://www.gcsnp@gwinnett.k12.ga.us) or Please visit <http://www.norcrosselementaryschool.org/cafe.html> for information on Free and Reduced-Price Meals and lunch prices.

Please contact the Cafeteria Manager if you have any questions or concerns by calling 770-417-2496. If your child has a food allergy, please notify your child's teacher, the cafeteria manager, and the grade level administrator.

Snacks: Parents who provide their students with snacks should make certain that these are nutritious and contain no chocolate. We recommend fruits or vegetables. No glass bottles, cans, or soft drinks are permitted to be brought from home. To preserve and protect our carpets, only water is permitted in the classroom. In addition, students will not be able to bring into the cafeteria large bags of chips, or other unhealthy snacks.

Lunch with your child: Limitations have been made for only specific occasions due to space. Parents are welcome to have lunch on the following occasions:

Grandparents Day Luncheon (Sep.)

Thanksgiving Luncheon (Nov.)

Luncheon (Feb.)

## **SPECIAL PROGRAMS**

### **Counseling**

Norcross is fortunate to have two counselors. The purpose of the counseling program is to help each individual student achieve his highest growth mentally, intellectually, emotionally, and socially. This is done through individual counseling, small groups, and classroom guidance. The counselors are also available for parent and student conferences.

### **Care Team**

The Care Team is a support program for students and their families to provide for the social, emotional, and economic well-being of the Norcross community.

### **Extra Curricular Activities**

Math, Chorus, Robotics and Art clubs meet on a weekly basis for designated grade levels. Student Council, Safety Patrols, and other clubs are held on a regular basis.

### **Student Support Team (SST)**

The purpose of the student support team is to assist classroom teachers in developing and implementing a variety of teaching strategies that encourage and help identified students perform successfully in the classroom. Classroom teachers, administrators, or parents identify students with academic or behavior concerns. Parents are invited to all SST meetings.

Student Support Team (SST) can be comprised of any three or more of the following: a teacher, school counselor, administrator, school psychologist, and the parent. Others who are able to bring pertinent information, may also be present at these meetings.

If needed, further evaluation and possible testing can result. For more information about SST, please contact your child's teacher or grade level administrator.

## NORCROSS ELEMENTARY SCHOOL RULES

Norcross Elementary is a PBIS (Positive Behavior Interventions and Supports) School.

Norcross Elementary School-wide Expectations and Consequences

Norcross Elementary provides a safe, orderly environment that allows students to learn. Dedicated administrators, teachers, staff, eager students, and involved parents work together to create classrooms with few disruptions where learning can thrive.

In order to pursue excellence in academic knowledge, skills, and behavior for each student, the following expectations are in effect every day of the school year:

<b>Norcross Elementary Eagle Expectations</b>						
	<b>Classroom</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Recess/Gym</b>	<b>Restrooms</b>	<b>Bus</b>
<b>Safety</b>	walk	walk	walk	hands to yourself	keep floors clean	seat to seat
	keep floors clean	stay seated	single file	use equipment properly	wash hands	keep aisle clear
	keep hands and feet to self	no sharing food	one stair at a time	report problems immediately	report problems immediately	back to back
<b>Organization</b>	be on time	use manners	have hall pass	keep area clean	flush toilet	feet on the floor
	bring all materials	keep food on tray	walk on the right	return equipment	be timely	backpack in front and zipped
	remain in seat	keep area clean	keep halls clean	follow rules	no crowds	walk to bus
<b>Achievement</b>	be an active learner	inside voices	be a role model	be positive	be a role model	be an example
	do your best	face forward	don't waste time	be active	be quiet	quiet voices
	complete all work	keep food in lunchroom	report problems	help others	get in and get out	pay attention
<b>Respect</b>	raise hand	positive comments only	silent	be a good sport	give privacy	kind words
	listen to others	hands to yourself	hands and feet off walls	take turns	hands to yourself	listen to driver
	think before you speak	listen to adults	hands to yourself	include others	respect property	hands to yourself

If a student does not abide by these expectations, the following school-wide discipline plan is in place:

1st – Verbal Warning

2nd – Note to Parent in the Assignment Planner

3rd – Time Out in the Classroom

4th – Time Out in Another Classroom

5th – Telephone Conference with Parent

6th – Parent Teacher Conference

7th – Administrative Referral

Please refer to the Gwinnett County Public Schools Student Handbook for additional information.