



Patrick Elementary

 2018-2019 

Parent and Student Handbook

Principal
Assistant Principal
Assistant Principal

Stephanie Stewart
Dr. Lisa Noga
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School Contact Information

School Office	678-765-5260
FAX	678-765-5267
Cafeteria	678-765-5268
Clinic	678-765-5265
Media Center	678-765-5279

To stay informed about what's going on at Patrick, please connect with us via:

- The Patrick School Website at <http://patrickelementary.org>
- Signing up for weekly Constant Contact Emails
- Using your student's ID to access your child's my e-class pages to get messages and check your student's grades.
- Follow us on [Facebook](#)
- Check out our teachers' e-class pages and/or websites
- Monthly newsletter from the principal

JOIN OUR PTA

Each year due to your support of the PTA, the PTA is able to improve the educational setting for all of our students. This year the PTA will support our school campaign to provide a technology rich collaborative environment that entices students to read, research and spark their creativity.

PTA Board of Officers 2018-2019

President: Gail Devers
Vice President: Hannah Freyre and Aleks Lifland
Secretary: Erica Galasso
Treasurer: Bunny (McKeva) Livingstone

PTA Board Meetings

Please check our school website calendar for specific dates. Contact PTA representatives to share your input about ways to enhance our school community at PTApups@gmail.com.

General PTA Meetings

General PTA Meetings are held monthly on designated Fridays beginning at 1:00 PM in the Professional Learning Lab at Patrick. These dates are noted on our school calendar located on our school webpage.

August 24th	January 11th
September 21st	February 8th
October 12th	March 19th
November 9th	April 19th
December 7th	May 3rd

Family Fun Nights

September 14th	Bobby Patrick Night 4:00 - 7:30 PM
October 18th	K-2 Dalmatian Derby/Field Day
October 19th	3-5 Dalmatian Derby/Field Day
January 18th	Mother/Son Game Night 6:30 PM - 8:30 PM
January 31st	Bingo Night 6:30 PM - 8:30 PM
February 21st	Father/Daughter Dance 6:30 PM - 8:30 PM

(Dates and events are subject to change. All dates can be found on the school calendar.)

Part 1: General School Information

Arrival

Our morning news program, "Dalmatian Kids News" begins promptly at 8:05 AM. Our student leaders prepare important information to share with the school during this time. This morning show is also an opportunity for the administrative team to reward students publically for their academic achievements and demonstrations of character at school. Attendance is taken at 8:15 AM. Students will be marked tardy if they arrive in their classrooms after 8:15 AM. **Students may not be dropped off in the car rider lane after this time as the downstairs entrance closes at 8:10.** A parent must accompany his/her child to the front office to sign in and get a tardy pass. The best suggestion to avoid tardiness is to allow students to ride the school bus.

A special note: On rainy days, our car riders will increase in number – please plan to arrive earlier than your usual time!

Attendance

Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level. Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in the student's immediate family requiring absence from school
- A court order or an order by a governmental agency mandating absence from school
- Observation of religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to the students' health or safety
- A student, whose parent or legal guardian is in military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave.

Vacations are **NOT** excused absences. Students who are away from school for ten consecutive days (unexcused) will be withdrawn from school. Upon return, parents can re-enroll students, but placement in the previous classroom cannot be guaranteed.

A state truancy law (O.C.G Section 20-2-690.2) defines truant as “any child subject to compulsory school attendance who during the school calendar year has more than 10 days of unexcused absences.”

Please remember that you **must** send a note to the teacher stating the reason for your child’s absences when he/she returns to school. Should the reason be one noted above, your child’s absence will be marked “excused.” Gwinnett County School System has a strict attendance protocol which will be followed in situations in which students have high absentee rates.

Although we permit students to make up work when they are absent, your child will miss out on the full experience created in the classroom when they miss school. Students may be required to miss Teacher Directed PE (recess) to get caught up on missed instructional time.

To be counted for the whole day, students who have doctor/dental appointments or emergencies that necessitate their absence for a portion of the school day must be present for at least the equivalent of half the school day which is 3 ¼ hours.

Students with perfect attendance for 180 days will receive special recognition at the end of the school year. Perfect attendance means in school every day.

Car Riders

The following guidelines have been established to provide the highest level of safety for our students:

Morning Procedures

- Students may enter the school through the lower level each morning, beginning at 7:45 AM. School begins at 8:15 AM.
- Remember – “Dalmatian Kids News” goes on the air at 8:05 AM.
- Staff members will be present until 8:10 to help students enter the school each morning. Car drivers should remain in their vehicle.
- After 8:10 parents are asked to walk their child in to the office to ensure their safety as our staff will have already begun the instructional day and will not be present to provide supervision. Please help us keep your child safe. Please refrain from parking in the fire lanes to while bringing in your child in order to avoid being ticketed.

Afternoon Procedures

- We will begin car riders at 2:45 PM.
- You will need a car tag number to pick up a student in the afternoon. If you know your child will be a car rider for various after school activities during the school year, please secure a car rider tag. Car rider tags are available in the front office.
- Hang your car rider number from the rear view mirror where it is easily visible.
- As you approach the school, the traffic merges into two lanes. Please be courteous and understand the school buses have the right of way. Car riders will go to the right and buses will go to the left.
- A PES staff member will direct the flow of traffic in the car rider lane. To accommodate cars we will double park cars as you enter the car rider area.
- Advance forward slowly as you approach the pick-up area where students are entering cars and pull all the way up in the driveway so approximately 8-9 cars can be loaded at the same time.

- Please stay in line with the other cars. Do not try to go around the other cars.
- Staff members on duty will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. **Children must load and unload from the passenger side of the vehicle only.**
- No child standing in the car rider lane will be released to anyone who walks up to the line and asks for his/her child (ren).
- If a parent is late picking up his/her child, the child will be taken to the front office where the parent can pick up the child upon arrival.

Please be aware that cars without numbers may be asked to leave the car rider line, park and go to the front office to check out the student in order to ensure that your child is being picked up by authorized individuals for their safety.

Chronic tardiness during pick up must be reported to local authorities as mandated by state guidelines. Three consecutive tardies constitutes chronic tardiness and requires a conference with administrators to devise a plan for improvement. Failure to correct the chronic pick up tardiness after a plan is devised will result in notification of local authorities.

If a note has been written to request that a student be a car rider and no tag number is on the vehicle picking up the student, a staff member will ask to see the driver's I.D. in order to make sure the driver is the person listed in the note.

Changes in School Records

In order to keep our records current, please notify the office immediately of a change in any of the following:

- Address
- Telephone number
- Employer and phone number of each parent
- Change of guardianship
- Person to call in case of emergency or when the parent cannot be reached
- Medical information

Changes in Student Transportation

It is very confusing for students as well as teachers to alternate between day care, parent pick-up and buses. Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for our students. Therefore, should there be a need to change transportation, a written note to the teacher from the child's parent or guardian (with a phone number) indicating the change in his/her transportation home **is required** on the morning of the change even if these changes occur weekly.

Please note: Make sure your child knows the change in plans. Changes in transportation, of any kind, will NOT be accepted via email or phone.

Dismissal

The school day ends at 2:45 PM. Parents must indicate their child's usual way of going home (bus, car, daycare van) on the student data verification form. Car riders and daycare riders will be picked up at the right side of the school. Bus riders will exit through the front doors in our main level lobby.

Early Check-Out of Students

If early checkout is necessary, the parent should plan to do so **prior to 2:15 PM**. This is necessary in order to provide a safe and timely dismissal for all students.

A parent wishing to check out his or her child anytime prior to 2:15 PM is encouraged to send a note to the teacher that morning explaining the reason. The parent should then come to the front office to sign out the student. It usually takes 5-10 minutes for a student to arrive after he/she is called for checkout. If the student is on the playground or in a "special class," it may take a little longer. Please plan accordingly. **We do not call students to wait in the office prior to a parent being in the office.**

For safety reasons, we release students **only** to those persons listed on the student's data verification form in our computer. If you wish to have someone not listed check out a student, please send a note to the office staff in advance so that we can verify the note. **Anyone picking up a student is required to show photo identification even if they frequently pick up a child.** Students are released only from the front office and only to parents or adults designated by parents. Please do not go to the classroom to check out a

student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

Remember: As a courtesy to your child's teacher, we ask that an appointment be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Though it may seem convenient or quick to stop by the room before, during or after the school day, our teachers must supervise students at all times.

Please allow your young child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book bags, etc.

Due to student privacy requirements, neither teachers, counselors nor administrators will discuss a student with anyone (including family members) unless a parent or guardian is present.

Inclement Weather

If overnight weather conditions make it necessary to cancel school, the announcement will be made by 6:00 AM on WSB Radio (750 AM. 95.5 FM), GCPS website, or Channel 2 News on TV. If no cancellation is announced, school is in session. (The GCPS website is a great source of information.)

Sometimes severe weather moves in during the day. Listen to WSB Radio for early dismissal information. An announcement will always be made before any schools are dismissed early. **Please do not call the school – we need to keep phone lines open.**

Do not expect the school to contact each school family to make last-minute arrangements during severe weather. Parents are asked to complete an inclement weather form informing the school of the student's plan in case of an unexpected school closing. It is important to make a family plan and discuss the plan with the student.

We make every effort to communicate changes due to inclement weather when it occurs during dismissal via email notices. However, if the power is out the notices may be delayed. Please know that we will always err on the side of caution and refrain from dismissing students if severe weather occurs in close proximity to dismissal.

New Student Placement

New students who meet eligibility guidelines and attended an accredited school will be placed in the appropriate grade that was recommended by the sending school. Placement for students moving from non-accredited schools will be handled on an individual basis.

Parking

Visitors to our school should park in the parking lot in the front of the school or in the main parking level, avoiding reserved spaces. **Please do not park in the fire lanes – they must remain open for emergency vehicles.**

School Contributions

The following contributions enable students to receive materials and programs that are not covered by your tax dollars. Below is an explanation of the various items included in our contribution form.

School Contribution: \$10.00 per child – This contribution is used to purchase consumable supplies such as construction paper, paint, etc., to support the curriculum.

Technology: \$10.00 per child (\$25.00 maximum per family) – This contribution is used to purchase ink cartridges, toner, paper and supplies for our computers.

Clinic: \$10.00 per child (\$10.00 maximum per family) – This contribution defrays the cost of the clinic.

All contributions may be made via the web at www.mypaymentsplus.com.

School Entrance Requirements

Students entering kindergarten must be age five on or before September 1, and grade 1 students must be age six on or before September 1. All students entering kindergarten or grade 1 must present:

1. A copy of the birth certificate
2. An official Georgia Department of Human Resources Certificate of Immunization (form 3231)
3. A Georgia Vision, Hearing and Dental Certificate (form 3300)
4. Proof of residency in the district*

5. Student's Social Security number (A waiver can also be signed if a parent is uncomfortable providing the Social Security number.)

* Proof of residency may be a contract on a home or a lease agreement and one current utility bill.

All students in second – fifth grades must have items 2-5 in the above list in order to enroll.

Approved residence for school attendance purposes occurs when the student lives with the following person(s) who resides within the county school district and Patrick attendance zone:

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the student
- Foster parents appointed by a state agency
- Sponsor for approved International Exchange programs

When residing with other individuals in their home or apartment, the parent must submit a notarized affidavit, signed by the individual with whom the student/guardian is residing, verifying that the enrolling parent/guardian is residing in that home or apartment. The individual with whom the student/guardian is residing must also provide proof of residency documentation and photo identification.

Parents must notify the school immediately in case of any change in residency. If a family moves out of Gwinnett County after the school year begins, the student must be withdrawn **unless** the move occurs after spring holidays.

If a family moves out of the Patrick attendance district after the school year begins but remains within Gwinnett County, the student(s) can complete the school year at Patrick if:

- The student receives a permissive transfer.
- The parent provides transportation.
- The student exhibits good behavior.
- The student is punctual for arrival and dismissal.

School Hours

To optimize instructional time, our bell system will be as follows:

7:45 AM	Students may enter the building and go to class
8:05 AM	Morning news program/School begins
2:45 PM	Students prepare to leave
2:45 PM	Bus and daycare dismissal



Our school hours are 8:15 AM – 2:45 PM. Students may enter the building between 7:45 – 8:15 AM. Students are expected to be at school on time. Children who are driven to school should not arrive before 7:45 AM. This is for their safety. There is no one on duty to supervise students prior to this time. Staff members are involved in planning, conferencing, and meetings prior to 7:45 AM.

School Spirit

Mascot – Patrick Pups
Colors – red, black, and white

We encourage everyone to wear spirit wear and/or school colors every Friday!

Student Records

Under the Family and Educational Rights and Privacy Act of 1974, parents have certain rights:

- The right to inspect and review educational records of their child
- The right to challenge the content of those records
- The right to control the release of education records of their student
- The right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law
- The right to be informed of these rights just listed

To obtain a copy of Gwinnett County's policies of compliance with the law or to request the opportunity to inspect and review your child's records, contact an administrator at Patrick.

Copies of a student's educational record may be transferred to officials of other schools or school systems in which a student seeks to enroll. Unless parents express, at the time of enrollment in Gwinnett County Public Schools, a need for

additional notice of the transfer of student records, the records will be transferred to the enrolling school or school system without further notice.

Visiting for Lunch

Parents are welcome to join their child for lunch. (We do ask parents to refrain from eating with their child the first and last weeks of school and during testing.) It is helpful for parents to notify the teacher if they are joining their child for lunch so the teacher can notify the cafeteria staff to prepare extra food.

After signing in and securing a visitor badge, parents should meet their child at the entrance to the cafeteria. (Only people authorized by the custodial parent and therefore in our database will be allowed to have lunch with our students. Please carefully review your student data with your child's teacher at registration.)

Please allow your child to follow his/her normal routine in the cafeteria line while you visit our adult food bar. Students and their visitors may eat at the designated Visitor Tables but, due to space limitations, may not ask peers to join them. All lunch guests will be verified by the student information in our computer. Visitors not granted access by the parent will not be allowed to join the student for lunch.

Foods and soft drinks purchased from an outside source such as a restaurant, deli, or fast food are strongly discouraged.

Visitor Check-In

For the safety of our students and staff, **ALL** visitors who enter Patrick Elementary must register with the office staff. Parents will designate the adults that may have access to their children. All visitors will be asked for identification as a safety precaution. Visitors must wear a visitor sticker at all times while on school property. Staff members have been instructed to monitor our visitors and to send those without a badge or sticker to the front office. Visitors will not be allowed in the classrooms without a prearranged appointment. When leaving the school, visitors should return to the office and check out. We encourage parents to visit the school, but the safety of students and staff is our first priority. Please be aware that our school is monitored by cameras to ensure safety.

Walkers

Several members of the community have asked about procedures for children walking to school. Unfortunately, at this time, walking to our campus presents many safety concerns. For your child's safety, we highly discourage unsupervised walkers. If you choose to have your child walk to school, we strongly urge you or another responsible adult to escort the student to and from the school building. Here are our safety concerns:

- At this time, continuous sidewalks do not connect Patrick to any subdivision.
- On Kilgore Road, poor visibility on curves and heavy construction could make walking on this road dangerous for unsupervised children.
- We will not have a crossing guard to help students cross the street. Crossing guards can only be provided through the Gwinnett County government and must be trained. Patrick employees, parents, and community members may not act in this capacity. At this time, the county government cannot provide this service. It is unsafe for children to cross this street alone.

We would encourage you to bookmark the web site listed below as a means of monitoring your community's safety. www.familywatchdog.us. We pledge to you that we will always put student safety first— whether it is during arrival and dismissal or during the school day. We care about your children and we care about their safety. Thank you in advance for your support in the very important area of student safety.

Withdrawal Information

Please notify the teacher at least one week before your child is to be withdrawn from school. A Record of Pupil Withdrawal form will be sent home on the last day of attendance, and this form should be given to the new school upon enrollment. Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.

Part II: General School Policies and Procedures

Birthdays

While birthdays are very special occasions and are recognized, birthday parties are not permitted at school. We do not distribute birthday invitations at school. Parents may send in birthday snacks. Please do not send in drinks, balloons, or favors. Teachers appreciate being notified in advance if you are planning to send in a birthday snack. Do not send in snacks that require cutting because knives cannot be used in classrooms. Please leave the snack in the front office; the office staff will notify the teacher.

Please let the teacher know if:

- Your child has a food allergy.
- You prefer that your child **not** be given occasional treats, candy or birthday snacks.
- Birthday snacks must be store bought.

Bringing Food/Drink to School

Students may bring a nutritious snack to school. They may not, however, bring food from “fast food” restaurants for snack or lunch. This includes carbonated soft drinks.

Cafeteria

We are proud of our self-service breakfast and lunch program. This procedure gives students an opportunity to choose foods they like as well as try new ones. Parents are always welcome to have lunch with their children. Remember – no “fast foods” or carbonated beverages in the cafeteria!

Breakfast	Full breakfast	\$1.50
	Reduced Price	\$.30
	Side item	\$.40
	Juice 4 oz.	\$.40
Lunch	Student lunch	\$2.25
	Reduced Price	\$.40
	Adult lunch	\$3.00
	Extra entrée	\$2.00
	Milk	\$.40
	Iced tea (adults)	\$.35
	Water	\$.75
	Soy Milk	\$.75



Breakfast – Served between 7:45 AM – 8:15 AM. Students must have parent permission to participate in the breakfast program. Students are not allowed to be in the cafeteria during the breakfast time unless they are eating breakfast.

Lunch – Special diets should be provided from home. If your child is allergic to certain foods, please notify your child's teacher and our cafeteria manager, Mrs. Regina Coker, at 678-765-5268.

Breakfast and Lunch payment: Students may pay cash on a daily basis, prepay their lunches, or parents may set up an account on-line at mypaymentsplus.com. This is the preferred option as it eliminates the child bringing money or checks to school. You can also request an automated email when your child's account balance is low.

Checks are payable to Patrick Elementary School. Students will learn their student ID number to use when paying for meals. Meals may be paid on line as well using www.mypaymentsplus.com. Students who forget their lunch or money may charge their lunch. This privilege is limited to \$11.25. Parents will be notified of the charges, and payment is expected the following day. If the payment is not received, children will receive an alternate meal. Charges will not be allowed after April 30th.

Free/reduced meal applications are available for students meeting state financial guidelines. Please contact our cafeteria manager, Mrs. Regina Coker, at 678-765-5268 for an application.

Clinic

The clinic is available to students who get hurt at school or feel ill during the day. The clinic worker is not a certified nurse. However, they are required to follow protocols in notifying parents of illnesses as outlined by Gwinnett County Schools. If a child becomes sick during the school day, the clinic worker will attempt to reach the child's parents. If unsuccessful, the other persons listed on the student verification data sheet will be called. It is imperative that we be able to reach a parent at all times.



The clinic worker will call parents if a student is vomiting, has a fever in excess of 99 degrees, has been injured or has head lice. In case of serious medical emergencies, paramedics will be called as deemed necessary. Students in any of these situations cannot be sent home by bus.

The clinic worker dispenses all medications. No medication, including aspirin or Tylenol, can be given unless it is sent in the original container with written instructions from the parent. All medications must be sent to the clinic in the morning. Children are not to have medications in their possession during the school day, including cough drops. For medications given on a long-term basis, a special form must be signed by the child's physician and filed with the clinic worker. The clinic phone number is 678-765-5265.

Reasons to Keep Your Child Home From School

The following are some guidelines to help you decide when your child should stay home from school:

Fever: Children with a fever over 100.4 F should stay home until they are fever free without medicine for 24 hours. If you treat a fever with medicine before school, the fever will often return and your child may still be contagious.

Diarrhea & Vomiting: One event of watery diarrhea or more than one event of vomiting is reason to keep your child home from school.

Persistent coughing: If your child has a severe, persistent cough, or he/she has difficulty breathing, he/she should be kept at home.

Sore Throat: If your child has a sore throat with fever, or a severe sore throat without fever, he/she should be kept home from school.

Pinkeye/Conjunctivitis: If your child's eye is red with cloudy or yellow drainage, he/she needs to be kept at home until the symptoms are gone.

Ear Pain: If your child has persistent ear pain, he/she should be kept home.

Chickenpox: Your child should stay home until all bumps have crusted over into scabs and no new bumps have appeared for two days.

Impetigo: If your child has red, oozing blister areas with yellowish gold scabs on the face or body, he/she should be kept at home for as long as the doctor recommends.

Scabies: If your child has scabies (a contagious disease caused by a mite that appears as an itchy rash), he/she should stay at home for 24 hours following treatment.

Lice: If your child has lice, he/she will need to be treated and nits (eggs) removed, and may return to school once he/she has been cleared through the clinic.

Stomach ache: If your child complains of a stomach ache and is unable to eat, or has pain with movement, he/she should stay home.

***For all of these symptoms, consult your doctor for proper treatment recommendations. ***

Elevator Usage

A doctor's excuse will be necessary in order for a student to use the elevator with an adult.

Emergency Procedures

Fire, tornado and disaster drills are held throughout the school year. While no such events are expected, we want students and staff to be familiar with all appropriate safety plans.

If it is necessary for students to be picked up due to an emergency, parents should park at the front of the building. (left side) Parents should enter through the main doors to the school only. Your identification will be verified and school personnel will be responsible for summoning the student. It is imperative that the student data verification form has up-to-date information with at least one other person who is responsible if you cannot be reached.

In the event that it is necessary for the school to "lock down," please understand that we will not be opening the doors to anyone until we are notified by the school police that we are free to do so. This is for the safety of your children and the staff.

Field Trips

We make every effort to bring individuals and groups such as High Touch, High Tech, etc., to our school in order to minimize/eliminate the cost and travel time for students. Occasionally, we may offer an opportunity for an off-campus field trip which requires a request for funds from parents for admission and transportation. No student will be denied or penalized for failure to contribute. However, if enough funds are not secured, the field trip will be cancelled.

Ice Cream

Patrick Elementary will sell ice cream daily for \$1.00. You will be able to preview the selections and the nutritional information on the school website.

Internet User Agreement

Students are responsible for good behavior on the school computer networks. Access to network services is given to students who agree to act in a considerate and responsible manner. Any member of the staff may suspend specific user access. Use of the Internet must support education and be consistent with the academic expectations of Patrick Elementary School. Students will access approved "safe" sites only.

Lost & Found



Items found in hallways, playground, cafeteria or restrooms will be taken to the Lost & Found, located in hallway outside the gym. Unclaimed articles are donated to charity every nine weeks. Please write your child's name on all personal property for easy identification.

Media Center

The Patrick Media Center has a variety of resources for students. It is open for students from 8:15 a.m. - 2:30 p.m. each school day. We have books available for checkout and reference materials, magazines, and software for use in the Media Center.

Books may be checked out for a two week period, however, they may be returned before the two weeks and more materials checked out. Students in kindergarten and first grade may check out one book at a time; students in grades 2-5 may check out three books at a time. There are no fines for overdue books; however, there is a fee for lost or damaged materials. These fees will be set by the Media Committee, which is made up of Media staff, teachers, staff, and parents. If a student has a book overdue, he or she may not check out another until the overdue item is returned or paid for.

Patrick Elementary will be building its collection for several years. Students are expected to use extreme care when borrowing books from the library. It is STRONGLY recommended that students use caution when putting water bottles and library books in the same book bag. Other book care reminders include: use clean hands when handling/reading the book, no writing or coloring in the book, do not eat or drink while reading, and do not take the book outside. We STRONGLY recommend that books are put back into backpacks or stored in the same place each night to reduce the chance of losing or damaging books.

We also have volunteer opportunities for parents; if you are interested in helping in the library, please contact the Media Specialist. Patrick Elementary will hold two Book Fairs each year. Volunteers will be needed to help with decorations, set up, take down, and during the fair. Look for notices to be sent home as each Book Fair approaches.

Messages to Students

Only messages of emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment, free of interruptions. Use of the telephone by students is permitted only in emergency situations.

Performances and Ceremonies

Parents and visitors are invited to come to classroom performances and ceremonies during the school day. Patrick students, however, may not leave their classrooms to attend a sibling's performance. This disrupts the sibling's classroom learning.

Newsletters/School Menus

You will be able to access the school newsletter, "Pups Press," from our school website and via "School Messenger". It will include a calendar of dates to keep you informed of school events and other information you may need in the upcoming weeks. Additionally, each month you will be able to access a menu noting the meals planned. Upon request, we will provide hard copies to households that do not have internet capability. Let your classroom teacher know if you need a paper copy of these items.

Pictures

Individual school pictures are taken in the early part of the school year. Group pictures will be taken in the spring. These are offered as an option for purchase to students and parents.

School Celebrations

The Gwinnett County Board of Education permits two school parties per school year. Patrick Elementary hosts a winter and a spring party for each class. PTA Room Representatives help classroom teachers plan these events. Individual classroom celebrations that occur as part of the Academic Knowledge and Skills are at the discretion of the classroom teacher.

The Board of Education does not allow any parties for personal reasons, such as baby/wedding showers or surprise birthday parties for teachers. These events may be planned outside the school day.

School Communications

Friday folders are sent home by each classroom teacher to provide timely information regarding classroom progress and conduct. Progress reports are communicated to parents 2 times a semester. Formal parent conferences are scheduled two times during the year. You may also access the parent portal to view your child's grades, attendance and discipline history. Ask your child's teacher for information if you want this access.

If you would like to speak with a teacher regarding your child's progress, please call the school at 678-765-5260. Phone calls will be received by our office staff between 7:30 AM and 4:00 PM. Messages will be taken for teachers to return calls.

We do not interrupt teachers during instructional time. Teachers make every effort to return phone messages within 24 hours of receipt. We invite parents to write a note or send an email as other means of communication. Please be aware, however, that teachers respond to notes and emails outside instructional time. (Prior to 7:45 or after 3:15)

School Dress

Students are expected to dress appropriately, suitable to weather conditions, and in good taste. Since students are involved in some type of movement everyday (recess and/or PE), we recommend that all students wear tennis shoes or other closed-toe shoes. Flip-flops, sandals and platform heels are extremely dangerous. Please be aware that "Heelies" are unsafe for students in the school setting and are not permitted.

All students are to abide by the following rules of dress:

1. Shoes are to worn at all times. Rubber flip-flops, high heels, and shoes with wheels are not appropriate and are not allowed at school
2. No bare midriffs for grades K-5. Halter tops, thin straps or tank tops for grades 3-5 cannot be worn without another shirt over/under. No underwear should be visible.
3. No clothing with offensive language, pictures, or alcohol or drug advertisements will be permitted.
4. Hats, sunglasses, etc. are not to be worn except on special days or unless medically necessary. Rolling book bags are not permitted due to size and storage space needed, as well as safety purposes.
5. Shorts and skirts are of appropriate length when fingertips touch the hem.
6. Only athletic type shoes and appropriate clothing is to be worn to PE. Students who come unprepared cannot participate and their grade will be affected.

If a student comes to school in clothing or hair style/color which creates a disruption in the learning environment and is in violation of any of the above stated rules, he/she will be asked to call his/her parents to bring something more acceptable. If parents are not available, student may be sent to the clinic for a change of clothes or isolated until acceptable clothing is brought to school.

Students are encouraged to wear school spirit wear every Friday. Spirit wear can be purchased from the PTA on Orientation Day or by contacting a member of our office staff.

Costumes – Students are not permitted to wear costumes or dress up for Halloween as it is a distraction to the learning environment.

Part III: Student Academic Information

Academic Knowledge and Skills (AKS)

The Gwinnett County Public Schools Academic Knowledge and Skills (AKS) are the adopted curriculum. The AKS represent the standards for academic excellence for all students in our school system. Parents will receive an AKS booklet for their child's grade level at the beginning of the school year. This allows parents to know what their child is expected to learn.

Curriculum and instruction are designed for mastery of the AKS for all students. Each teacher has his/her own teaching style and each student has his/her own learning style. Teachers will use AKS resources, national standards, textbooks, trade books, and other educational materials as resources for instruction.

Academic Contracts

Anytime a student is not achieving his/her AKS curriculum goals, an academic contract may be written between the teacher, student and parent. Academic contracts target the student's weakness(es) in the AKS and list interventions to be done at school and home to help the student succeed. Progress is noted on the academic contract throughout the year and shared at parent-teacher conferences.

Counseling

The goal of school counseling is to remove barriers to student learning. The school counselor serves as a resource for all students and staff. The counselor offers support for new students and assists students who are affected by grief, anxiety and peer issues. The counselor will also work with students on study skills, homework completion and test taking skills. Parent education is an additional component of the program. The counselor will work with students through classroom guidance lessons. The counselor will also work with students individually and in small groups.

Gifted Education Program

Students who meet state guidelines are served through our school's gifted education program (FOCUS) in an interdisciplinary approach. Referrals to the gifted program may come from teachers, parents, administrators or as a result of system-wide testing. A student may be referred once during Grades K-2, once in Grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluation and testing may not be substituted for test data generated by the local school. Patrick's gifted eligibility

team reviews referrals at the beginning, middle and end of each school year to determine which students qualify for the program.

Grading

Kindergarten: The Kindergarten Progress Report is designed to assist teachers in evaluating the on-going growth and development of their students, as defined by the AKS. Each indicator on the Progress Report is marked at the appropriate level of progress. Indicators are signals of development as well as the level of progress toward specific objectives. The major purpose of the reporting instrument is to inform parents about the growth, development and academic progress of their child every nine weeks as defined by the AKS.

AC – Accomplished

IP – In Progress

N – Not Evident

S – Satisfactory Progress

N – Needs to Improve

U – Unsatisfactory Progress

First Grade: First graders are assessed on progress toward the AKS by the following scale:

E – Exceeds Expectations

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Grades 2 – 5: Each subject grade is a report of the individual student's progress to his/her parents and to others who are concerned with the student's progress in education. The following scale is used:

A = 90 and above

B = 80 – 89

C = 74 – 79

D = 70 – 73

U = Below 70

Excellent Progress

Above Average Progress

Average Progress

Below Average Progress

Unsatisfactory Progress

When reporting progress (positive attitude, participation, completion of tasks) for special areas such as art, music, physical education, and Counseling and Transformational Instruction (CTI) the following scale is used:

E = Excellent Progress

S = Satisfactory

N = Needs to Improve

U = Unsatisfactory

Please understand that students are not being graded solely on their behavior in Special Area classes. However, if behavior interferes with learning and/or teaching, it may affect the student's participation, thus lowering the grade.

Homework

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework also is a way to keep parents informed and involved with their child's schoolwork. Assignments may be brief and are designed to allow students to practice the skills or preview skills they will learn. Assignments may be individualized for remediation or enrichment. Time spent on homework should promote productive and positive experiences.

It is important that students become independent learners. Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their child. It is very helpful for parents to establish set times to work. If your child has no current assignment, he/she should be encouraged to read. Homework is assigned to be done at home; class work is designed to be done at school.

Make-Up Work

Assignments missed during a short term absence (1-2 days) will be given upon the child's return. If the absence is longer than 2 days, the parent should contact the teacher to create a plan for missed work. Students who miss ten days or more due to serious illness may be eligible for homebound instruction.

Please do not call the office to ask that a teacher prepare missed work by the end of the day. Often times, teachers do not have planning time to pull together the work. One day's notice is necessary.

Textbooks

The school district provides textbooks for all students. Every student is obligated to take good care of the materials in his/her care. Textbooks and other school materials must be paid for if lost or damaged.

Special Education

Programs are available at Patrick for students with various special needs and operate on a resource and self-contained basis. These include Speech and Language, Specific Learning Disabilities, Emotional/Behavior Disorders, Other Health Impaired, Mild Intellectual Disabilities, Autism and Developmental Delays.

Student Placement

We are very proud of our outstanding teachers. We have made every effort to place each child with the best teacher for him/her. Parents are given the opportunity to submit in writing any concerns regarding medical, emotional, or social issues affecting placement before class lists are formed. After class lists are published, if a parent has a serious concern regarding placement, he/she should put the concern in writing to the assistant principal. The assistant principal will set up a conference to work with the parent and teacher to resolve whatever issues are involved. All cases are handled on an individual basis.

Student Progress Reports

Elementary progress reports are communicated 2 times per semester. Parent conferences are held in October and February. Teachers will contact parents to schedule these conferences. The dates for issuing the Progress Reports are outlined on our school calendar posted on our school website.

Midterm grade reminders will be sent via email to parents encouraging them to check the student portal for grade information. Dates for reminders to check midterm grades are outlined in our school calendar posted on our school website.

Student Support Services

Our school has programs that enhance the learning experience for all students. Our counseling program provides a support system by working with individual students, small groups, entire classes, and parents. Students in grades 1-5 attend art, music, physical education, technology, media (a combination of these areas is offered as a "special" at different grade levels). The State of Georgia does not fund these programs at the kindergarten level. At Patrick, we will offer our kindergarten students as much exposure to these areas as possible. Our Media Center operates under an open policy to allow students to come individually, in small groups or with their entire class.

SST

The purpose of the Student Support Team (SST) is to allow teachers, parents and other educators to work in a collaborative manner to develop an intervention plan to address the needs of students who are not meeting success. This group provides advice, suggests alternative teaching strategies or interventions, and may recommend writing an academic contract or referral for special testing.

Teacher-Parent Communication

Communication between parents and teachers is an essential component of student success. We encourage you to communicate regularly with your child's teacher. If you have a concern about your child, please do not hesitate to contact your child's classroom teacher. After talking first with the teacher, if you continue to have a concern, please contact the assistant principal for your child's grade level for further assistance in resolving the matter.

Testing Dates

Prior to each testing experience, parents are informed of the testing dates and methods to support their students through the testing session. Testing dates are posted on the school calendar.

Part IV: Student Conduct

Patrick Elementary is a PBIS school (Positive Behavior Intervention and Supports). PBIS is proven to reduce disciplinary incidents and support improved academic outcomes for all students. Parents and educators must work together as partners in teaching students to make good decisions about their behavior and to understand there are consequences for making poor decisions. Patrick Elementary will have 3 main rules for all areas of the building:

- Be respectful
- Be responsible
- Be ready to learn

The following behaviors are expected of all students at Patrick. Please review these expectations at home, and we will review them at school. In addition to the information provided below, parents will also receive a copy of the GCPS Elementary Student/Parent Handbook at the beginning of each school year.

General Expectations

- Listen when adults are speaking
- Follow directions
- Honor all school rules
- Dress in a safe and appropriate manner that allows for physical activity everyday
- Wear hats in the building only on special occasions that are announced
- Do not chew gum in the building
- Solve problems without fighting
- Travel with a buddy when leaving the classroom
- Show respect to each other and to all adults
- Keep the building clean
- Take care of furniture and materials

Hallway Expectations

- Walk in a single file line
- Be quiet

Restroom Expectations

- Use the facilities appropriately (no playing)
- Keep the restroom clean

Playground Expectations

- Wear tennis shoes or other proper footwear
- Use the equipment safely
- Do not jump from the equipment

- Do not play roughly
- Do not throw foreign objects (rocks, dirt, sticks, etc.)
- Be kind and take turns
- Use appropriate language

Cafeteria Expectations

- Enter and leave the cafeteria without talking
- Stay seated and raise hand for assistance
- Use proper table manners and language
- Talk in quiet voices to classmates who are seated next to or across from them
- Do not trade or swap food
- Clean up area before leaving

Each classroom of students, with their teacher, will develop personalized expectations for their classroom.

Discipline Steps

All consequences at Patrick Elementary will be framed around natural and logical consequences including but not limited to: removal from the group; time out; loss of a special activity, writing an apology and making a corrective plan; time out with another teacher; time out with the administrator, study hall and suspension. At Patrick, staff and students will work together to create an environment free of sarcasm and ridicule that allows children to make mistakes and learn from them.

The consequences for major behavior offenses which include fighting, destroying school or private property, or defying authority receive immediate attention from an administrator. More information is available in the Elementary Student/Parent Handbook sent home with every student.

Bus Rider Information

Riding the bus is a privilege – it is not a right. Bus transportation is offered to **all** Gwinnett County elementary students. Improper conduct on the bus will result in the privilege being denied. Bus drivers read the Bus Guidelines and Safety Procedures on the first day of school with monthly reviews to enhance the safety of children being transported. Students will:

- Be at the bus stop ten minutes before pick-up time.
- Stand back 10 feet from where the bus stops.
- Safely wait for, board and exit the bus only at their assigned bus stop.
- Follow the directions of the driver at all times.

- Look for traffic and wait for driver's signal to cross the road in front of the bus.
- Look in both directions for traffic – LEFT, RIGHT, LEFT.
- Look at the driver – if you can't see the driver, the driver can't see you.
- Signal the driver with a waving motion if you drop something. Wait for the driver to give you a signal before picking up what you have dropped.
- Use the handrail to go up or down the bus steps.
- Go directly to assigned seat, keeping aisles and exits clear.
- Sit the safe way – back against the back of the seat, bottom against the bottom of the seat.
- Stay seated until time to get off the bus. The open bus door is your signal to get up from your seat.
- Talk with a quiet voice. Do not distract the driver at any time.
- Be totally silent at railroad crossings.
- Talk quietly. Loud voices, inappropriate language and gestures are not allowed.
- Respect the rights and safety of others.
- Not eat, drink or chew gum on the bus.
- Not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus.
- Not use any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or CD players, or any other electronic device that might interfere with the school bus communication equipment or the driver's operation of the school bus. (The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis and in agreement with an administrator.)
- Not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus.
- Keep their bus clean and in good, safe condition.

Should a student fail to comply with the expectations listed above, disciplinary action will be taken. Materials regarding transportation guidelines will be provided at Open House.

Student Grievance Procedure

If a student believes he/she is being mistreated by school employees on the basis of race, color, religion, gender, national origin or handicap, he/she should report this to any other school employee such as his/her counselor or the principal.