

2023-2024



**STUDENT  
HANDBOOK**

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## School History

C. H. Gullatt Elementary was named after Charles Homer Gullatt, an important advocate for education in the Georgia Legislature and resident of Union City. In August of 1976, C. H. Gullatt Elementary school was opened with 211 students in grades one through seven and a staff of sixteen. During the 1979-80 school year, kindergarten classes were added. In 1987-88, the sixth and seventh grade classes were moved to the middle school. Mrs. Shawanna Arnold is the seventh principal of Gullatt and will continue to challenge and extend the students and staff to reach excellence in all areas. In 2017, the “new” Gullatt Elementary School opened behind the original building on the same property. As enrollment increases, Gullatt remains a community school.

**On this page, we put the names of our front office staff and administrators.**

**After School Care**

APEC Learning Center provides after school care on the campus of Gullatt Elementary each day. For more information call 404-908-7674 or register at [www.APECprep.com](http://www.APECprep.com).

## ABSENCES

Students are required to provide a written excuse from their parents/legal guardians when absent. The excuse is required within 3 days of returning to school. Excessive absences and/or tardies will be referred to the school social worker for follow-up. Students who check in after 11:15 a.m. or leave before 11:15 a.m. are considered absent for the day. Please notify the clinic and your child's teacher if your child has a contagious disease or an extended illness, as these students should remain at home until their doctor provides a letter of clearance to return to school. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special recognized holidays observed by their faith. Parents will receive attendance calls, daily, at 10:45 a.m. when students are absent. District generated emails will be sent to parents after 3 absences.

**Parents Responsibility-1. Notify school in writing, handwritten or email, before & after absences, 2. Note should be directed to Ms. Burgess, Data Clerk, 3. Notification should be presented within 5 days of the absence (include student's name, FCS ID number, guardian's name, email, & phone number, and the reason for absence)**

## ACCIDENTS

When accidents occur, necessary first aid will be administered, and a clinic slip will be sent home to inform you of clinic visits or the parent will be called. Minor scrapes may be treated with first aid in the classroom. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the clinic aide. An accident report is completed and faxed to the Health Services Department for Fulton County. See "CLINIC" for additional information.

## AFFIDAVIT OF RESIDENCY

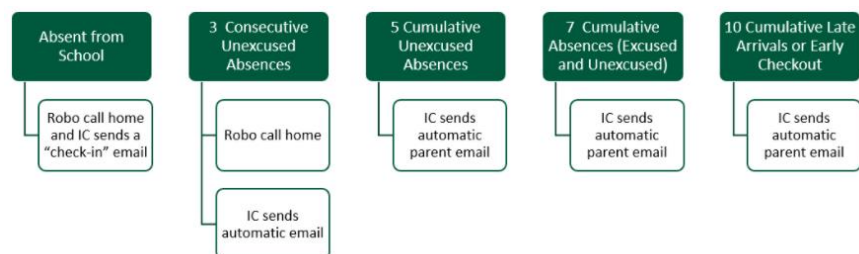
Per Fulton County Board Policy, persons enrolling a student shall submit appropriate proof of residency upon initial enrollment in Fulton County Schools. All questionable residency situations shall be referred to the school system residency verification staff for further investigation. If proof of residency is delayed, the student will be provisionally enrolled for a period of 30 calendar days. At the end of this 30-day period, if proof of residency has not been provided, the student may be withdrawn. The school will notify the enrolling person at least 10 calendar days prior to the withdrawal of the student.

## ATTENDANCE

Attendance is taken within the first hour of the instructional day to record students who are physically present. School hours for students are 7:40 a.m. – 2:20 p.m. Students who are not in their classroom by 7:40 a.m. are considered tardy. When students are tardy, they must be escorted into the building and a tardy slip will need to be completed. When your child arrives after 7:40 a.m., you must **park your car in a parking space and accompany your child into the building,** sign in at the front office, and get a tardy slip from the secretary. **Staff supervision of students begins at 7:10 a.m. Students may not arrive prior to this time.** Starting at 7:10 student may receive enrichment or remediation as needed. All students are encouraged to ride the school bus. Students who ride the school bus are never late. Students who check in after 11:15 a.m. are considered absent for the day.

## ATTENDANCE CALLS & EMAILS

Parents and Guardians will be notified regularly when students are absent. Infinite Campus (IC) will send an email when an absence occurs. In addition, an automatic phone call will be made when your child is absent. Below shows when parent contact will be made. When students miss the 5% or 10% of school, parents will receive additional text messages and letters about student attendance.



## Absences

Regular attendance is essential to the learning process and is required by state law. Excessive absences will result in a contact from the School Social Worker. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. Whenever a student is absent for any reason, a note from the parent must be sent to the homeroom

teacher upon returning to school stating the reason for the absence. Due to the in-depth teaching and learning that occurs within the typical school day, it is critical that students not miss school. If a student is absent from school, it is imperative that he/she meet with the teacher(s) to get all missed assignments. Students are rewarded each month for perfect attendance. For students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school.

To improve student attendance, students need to feel valued, engaged, and safe.

- Valued: Students feel that they are important.
- Safe: Students feel safe.
- Engaged: Students are a part of the learning process

A tiered approach will be utilized to maximize student attendance in school which promotes the organization of academic, behavioral, and health supports and interventions to meet all students based on their individual needs. Attendance interventions will be implemented based on the following categories:

- Satisfactory (0-4% Absence Rate)
- At Risk (5-9% Absence Rate) - Preventative
  - Foundation of the support system and includes universal strategies to encourage good attendance for all students.
- Chronic Absent (10-19% Absence Rate) - Early Intervention
  - For students and families who need more encouragement and support in addition to preventative strategies. Chronic absent strategies will provide early intervention(s) to target students to avoid chronic absences.
- Severe Chronic Absent ( $\geq 20\%$  Absence Rate)- Intensive Supports
  - Offers intensive support for students facing the greatest challenges to getting to school with individual interventions and wrap around supports.

#### **A. Excused absences**

1. The excuse note must state the reason for the absence and be signed by the student's parent or guardian.
2. Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.
  - a. To be marked present, work must be submitted within 2 days of absence.
  - b. Students may not use a remote learning day on a test day.
  - c. Parent/guardian or student must notify teacher in advance to the start of the instructional day to utilize the participation benchmark rule.
  - d. Schools will make their best effort to provide instruction given early notice.
3. A student's absence from school or class will be considered excused when it is due to any of the following circumstances:
  - Personal illness of the student.
  - Attendance at school would be detrimental to the health of the student or others.
  - A serious illness or death in the student's immediate family necessitating absence from school.
  - Compliance with a court order or an order issued by a governmental agency, mandating absence from school.
  - Observance of religious holidays, necessitating absence from school.
  - Conditions rendering attendance impossible or hazardous to the student's health or safety.
4. Absences not exceeding a cumulative total of three (3) days per semester for the following reasons, but only if the absence has been pre-approved by the principal or designee:
  - e. Travel opportunity with educational benefits.
  - f. Graduation or wedding of a close family member.
  - g. Specialized educational experience.
  - h. Other circumstances agreeable to the parent and principal.

5. Up to 10 instructional days (60 instructional hours) per year for school-sponsored non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.

## B. Unexcused Absences

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence.

During the 2004 Georgia State legislative session, House Bill 1190 Section 10 – Minimum Number of Unexcused Absences – 20-2690.1, was passed. This law adds responsibilities for parents and guardians of school-aged children who have five or more days of unexcused absences. Once a student has accumulated five days of unexcused absences, it is considered a misdemeanor offense and all Georgia schools are required, by law, to notify parents in writing of the possible repercussions. The parent of any child who **accumulates five or more days of unexcused absences** could be subject to one or more of the following penalties at the discretion of the court:

- A fine of not less than \$25.00 and not greater than \$100.00
- Imprisonment not to exceed 30 days, or
- Community service

The following non-exhaustive list includes examples of unexcused absences:

- **Bad weather**
- **Missing the school bus**
- **Car trouble**
- **Shopping**
- **Babysitting**
- **Oversleeping**

## C. Make-up Work for Excused and Unexcused Absences

Parent(s)/guardian(s) and student(s) are encouraged to request make-up work for any excused or unexcused absence. Make-up work may be requested before, during or after the student's absence, subject to the following:

*Requesting Make-up Work Before or During an Absence*

1. Parents may request assignments in person, by phone, or by letter. Assignments may be picked up one school day after the request is made.
2. Textbooks and other instructional materials may be sent home for the student's use during the period of absence and must be returned promptly when the student returns to school.

*Requesting Make-up Work after an Absence*

1. Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Make-up work must be completed by the student within the time specified by the teacher.

## D. Tardy

It is the responsibility of the parents and the student for the student to arrive on time. Oversleeping, traffic patterns, and poor weather are not legitimate excuses for tardiness. An excused tardy would be due to illness, medical appointments, and other legal excuses mentioned above. **Parents are required to enter the building and sign in their student at the front office when he/she is tardy.** All medical appointments should be verified with a physician's note. All students who are tardy must report to the office before reporting to class. Chronic tardiness will result in a social worker referral.

## E. Homebound Services

Homebound services are available to students expected to be absent for ten or more school days due to surgery or non-contagious illnesses. A doctor's statement is required, and referral forms are available through the school office.

## F. Early Dismissal

Students may be checked out early by a parent or legal guardian **when necessary**. I.D. is required when checking students out. Students being checked out will be called to the office to meet their parent. Students may not be dismissed with their parents directly from the classroom. Students will be called to the office once the parent arrives. Students will not be called in anticipation of being checked out early. **If you need to check out a student**

**at the end of the day, we ask that you do so before 2:00 p.m. After 2:00 p.m. may interfere with the dismissal process.**

#### **G. Changes in Dismissal**

Parents are to designate a single method for their child's dismissal. To ensure student safety, please limit changes. **No changes to dismissal will be made after 1:30p.m.** All transportation changes must be in writing. Please send in a note, signed and dated by the custodial parent, for all transportation changes. **For child safety purposes, the school cannot accept phone calls, text messages, or email notes.**

Children may only ride the assigned bus or exit at their assigned stop. Bus stop changes can be made for childcare purposes only and must be approved by the administration. Long term changes must be approved by Transportation South. They can be reached at 470-254-6060

#### **BIRTHDAY CELEBRATIONS**

Parents, family members and friends are not allowed to bring in cakes, balloon bouquets, flowers, goodie bags, gifts or any other type of treat in order to celebrate a student birthday. Birthday parties must be planned outside of school hours. To be fair to all students and to avoid hurt feelings, birthday party invitations cannot be sent home via students or in book bags. Students will be recognized on the morning news show. Students will receive a small gift from the school.

#### **BULLYING**

The Fulton County Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Each complaint of bullying will be promptly investigated. The school system prohibits retaliatory behavior against any complaint and or any participant in the complaint process. Please reference the Fulton County Discipline Handbook for further information. If your child is bullied at school or on the school bus, please inform the assistant principal as soon as possible.

#### **BUS SAFETY**

Behavior on school buses is an extension of the expectations of classroom behavior. **Riding the bus is a privilege** contingent upon proper and courteous behavior. For the safety of all students on the bus, children whose behavior negatively affects their safety or the safety of others, will be handled by the bus driver and referred to the Assistant Principal and Principal. Students may be subjected to disciplinary consequences when bus safety rules are violated. Consequences may include but are not limited to; assigned seats, a bus conduct report, temporary suspension from the bus, and/or the loss of bus privileges for the remainder of the academic semester/year. The following rules must be followed on the bus:

- 1) Masks are required on the school bus for the 21-22 school year.
- 2) Students are to behave appropriately on the bus as well as at the bus stop. They must follow the directions of the bus driver at all times.
- 3) Students are expected to display respectful behavior to each other and to the driver at all times. Bullying, teasing, horseplay, play fighting, name-calling, etc... will not be tolerated.
- 4) Students must sit in their assigned seat and/or section of the bus.
- 5) Students may not eat or drink on the bus.
- 6) Students are to remain in their seats, facing forward while the bus is in motion. Hands and feet are to be kept out of the aisle.
- 7) Glass objects, radios, and electronic equipment are not permitted on the bus.
- 8) Large instruments or anything that cannot be held in the lap are not permitted on the bus.
- 9) All body parts must remain inside the windows at all times.

#### **BUS / TRANSPORTATION CHANGES**

Fulton County policy dictates that students must get on and off the bus at their assigned stop only. Students may not ride another bus for the purpose of visiting a friend. If it is necessary to change buses due to a long-term childcare situation, permission must be granted by the South Fulton Transportation Department. All requests by parents for changes in a child's regular method of transportation home must be turned in to the office by 9:00 a.m. for approval the morning of the change. **Unless the school is notified in writing, students will be sent home in the normal manner.** E-mailed transportation notes and notes written in student agendas are not acceptable. All changes must go through the front office. In cases of emergency, contact a school administrator. **Please do not fax transportation requests without calling the front office and notifying the secretary.**



Parents are not permitted to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, engage in disciplinary conversations with other people's children, etc. All issues should be addressed through the transportation department and the school.

## **CAFETERIA INFORMATION**

### **Cafeteria Conduct**

- 1) Students should enter the cafeteria in an orderly fashion and either proceed to a serving line or go directly to their designated table.
- 2) Students must get all food, drinks, and other items as they go through the line. After being seated, students may not get up unless given permission to do so by the cafeteria supervisor.
- 3) Students should use good manners and speak in a moderate volume.
- 4) Students will be dismissed by one of the cafeteria supervisors. Students will check their area to see that it is clean before taking trash and trays to the trash cans. Students will line up in the designated area and wait quietly for the teacher.
- 5) Fast food, soft drinks and sugar-filled snacks are **discouraged** for breakfast or lunch.
- 6) Cafeteria supervisors will enforce cafeteria conduct rules.
- 7) Students eating breakfast must be in the cafeteria by 7:30am.
- 8) Use <https://www.mypaymentsplus.com/> to load additional money onto your students account for extra purchases.

The school participates in the school lunch and breakfast programs. The prices are as follows:

Student Breakfast	free
Student Lunch	free
Adult Breakfast	\$1.55
Adult Lunch	\$3.25

All student regardless of financial status will receive free breakfast and lunch.

If your child has special dietary restrictions, please contact the school nutrition manager at 770-306.3582 to make necessary arrangements. **Please note that we are unable to microwave students' food for safety reasons.**

### **CAR RIDERS**

Because many of our students live nearby, Gullatt Elementary School maintains a busy car rider line, which can sometimes be overwhelming. Please help us keep our students safe and your child's commute stress-free by allowing them to ride the bus. If you do choose to drive your child to school, please follow these guidelines:

- 1) All car riders must enter through the front doors of the school after **7:10 a.m.** Dismissal will begin at 2:20 p.m. All students must be picked up by **2:40 p.m.** Students who acquire late pick-ups will be referred to the School Social Worker.
- 2) Students are not permitted to be dropped off at the back entrance of the school. If you drive to the back entrance, you will be re-directed to the front entrance.
- 3) Any car riders who arrive after 7:40 a.m. **must park their cars** in the visitor parking spaces, escort their children into the building and sign their children into school. For safety reasons, if you park your car in the fire lane along the curb, you will be asked to move it.
- 4) Parents dropping their children off at school are required to follow the designated traffic patterns. Students may not be dropped off in non-designated areas or in the parking lot, since they are not permitted to cross through the parking lot without a staff member accompanying them.
- 5) Blue and yellow cones are placed strategically to maximize the safety of our students, parents, and staff. Please do not move or knock them over.
- 6) Please do not attempt to bypass cars in front of you; respect the rules and keep safety first.
- 7) Cars should form a single line in front of the doors to the school building. Staff members and volunteers will assist students into and out of their cars.
- 8) Cars must not park in the pick up or dismissal area or along the curb in the front of the building.
- 9) Use slow speed at all times.
- 10) To protect the safety of staff and students, staff members will record the license plate number of any vehicle not following these guidelines as well as any vehicle that displays unsafe driving. Tag numbers will be reported to the Fulton County School Police Department.

11) All students are to be dropped off/ picked up in front of the school only.

Afternoon pick-up is supervised by staff members from 2:20 p.m. until 2:40 p.m. Parents picking up students are to remain in their cars in the car rider line. Students are to remain in their designated location under the direct supervision of assigned adults until the appropriate vehicle is in position. It is important that parents do not remove their children from the school before students are appropriately accounted for. Passing cars in the car rider line is dangerous and therefore not permitted. **Families that show a pattern of late pickups will be referred to the social worker and referral to DFACS will be completed.**

### **CELL PHONES & OTHER DEVICES – Bring Your Own Device (BYOD)**

Students who elect to bring their personal electronic devices to school do so at their own risk. All students bringing a device must complete an application and agree to the guidelines and student pledge for bringing their device to school. **Students who do not have a signed copy of the application will not be permitted to use their devices in school.**

#### **Guidelines**

- Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy (AUP) and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom.
- Students must use the FC Student network which is filtered in compliance with federal and state regulations. Students are not permitted to use their own 3G/4G network.
- Students are responsible for their own device. The school district is not responsible for support or repairs to the device.
- Printing from personal devices may only be done with the permission of the teacher/administrator.
- Personal devices must be on mute unless permission is given by the teacher. Headphones may be used with the permission of the teacher.
- Personal devices must be charged prior to bringing them to school. Charging within the classroom will be left to discretion of the teacher.
- Personal information (including home/mobile phone number, mailing address, and user password) and that of others must remain private.
- Digital Apps and social media are to be used respectfully.
- Students must notify a counselor or teacher if aware that technology is being used to hurt, harass, threaten, embarrass, frighten or bully others.
- The technology may not be used to record, transmit or post images or video unless authorized by the teacher or administrator to do so.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

**A copy of the application can be found in the back of the handbook. A student must have an application on file to have their device at school.**

Any unauthorized use of cell phones and other devices could result in the device being confiscated until a parent can retrieve it from school.

## **CLASSROOM PARTIES**

There are three (3) county approved parties during the year: Winter Holidays, Valentine's Day and End of the Year. Parents will be contacted to provide support for these parties. As these are the only 3 parties permitted by the county, no other parties are permitted during the instructional day. **Individual student birthdays are not celebrated in the classrooms or cafeteria therefore, please do not bring cake, balloons, gifts, goodie bags, food, etc. to school on your child's birthday.**

## **CLASSROOM VISITS**

Gullatt Elementary values the Fulton County Schools concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. County-wide science, social studies, and academic fairs provide opportunities for students to display their creative talents. Instructional programs are further showcased through musical and dramatic presentations, and art displays. Parents may also participate directly in the instructional program through volunteer work, field trips, school advisory committees, and individual teacher/parent conferences.

Gullatt Elementary School strives to provide the best education possible for your child. Although we have an open-door policy, we ask that all visitors are respectful of the students, teachers, and learning environment. If you would like to set up an observation, please contact the curriculum support teacher to set a date and time for a 30-minute visit. Visits are not the time to conference with your child's teacher. The regular classroom schedule will continue during your visit.

Please follow these guidelines when observing or visiting in a classroom:

1. Before observing or volunteering in the classroom, all visitors must register to volunteer and complete the mandatory child abuse virtual training. This takes approximately 20 minutes.
2. Upon arrival, report to the front desk & introduce yourself to the secretary and explain the purpose of the visit and request to speak to CST or the Counselor
3. Please sign in and put on a visitor's badge.
4. Please do not interact with students or the teacher during your visit, as instructional time is valuable.
5. Please maintain confidentiality regarding the performance of individual students in the classroom.
6. You may not bring other children into the classroom during the observation.

**No unauthorized persons will be allowed in the building without administrative permission.** This regulation is for the protection of all students and to preserve the instructional program.

Parents are welcome to escort their children to their classroom during the first week of school. However, we encourage you to allow them to gain independence by walking to class on their own. Staff will be available to escort your children as needed and make sure they get to their classrooms. The school day begins at 7:40am and all students will need to be in place and ready to begin instruction at that time. Any parent needing to go to the teacher's classroom must check in with the front office and receive a visitor's badge. Teachers' are working with students in small group during this time. They are not allowed to have conferences or leave the classroom to talk with parents.

## **CLINIC**

The clinic is staffed daily by a clinic worker. Basic first aid will be administered in the clinic as needed. Parents should complete clinic information during Open House or when registering and should notify the school of any changes during the school year. This information is used during emergency situations. Internal medication (prescription or over-the-counter) may not be given without the necessary forms on file in the clinic. Prescription medication requires that the form be signed by the prescribing physician; over-the-counter medication requires that the form be signed by a parent. Medication should be clearly labeled and sent to the clinic, where it will be administered under the direct supervision of school employees. Students may NOT keep medication in the classroom or carry medication while at school unless approved by school medical staff. Students are not allowed to return to school unless they have been "fever free" for 24 hours. A parent or guardian will be called to pick up a student if he/she has vomited, has a fever, or has diarrhea during school hours. If your child requires daily medication, he/she must go to the clinic to have it dispensed. Forms are available in the front office and in the clinic. All signed forms from parents and/or the doctor may be faxed directly to the office at 254.470.3582 to the attention of the clinic aide.

Gullatt Elementary School is concerned about the health and well-being of your child. Please keep the school informed about allergies, diseases, or other medical conditions your child may be exposed to. The clinic should have a written record of your child's condition and specific instructions for their care. Students perform better in school when they are healthy. If emergency numbers, work numbers, or home numbers change please notify the Data Clerk at 470.254.9374. It is VERY

important that the school can contact a parent or legal guardian in the event of an emergency. For the safety of your child, please notify the school in writing if both parents are out of town and someone else will be acting as guardian in your absence. Please make sure to keep current phones numbers updated. If your number changes, please complete a change notification. You can retrieve this form from Ms. Burgess, the data clerk.

### **CODE OF CONDUCT**

Gullatt Elementary supports the State Superintendent in efforts to reduce school violence. It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a cohesive and cooperative relationship must exist between the home and the school. The policy we have developed provides close communication with parents at the onset of discipline problems. We feel that together we can find alternatives for students, so they can experience success in relationships at home and school.

Certain forms of misconduct or disobedience of classroom, school, or bus rules and Board policy by students make it necessary for disciplinary action to be taken. This misbehavior may occur at school, on the way to or from school, or at school-sponsored activities either on or off the school grounds. In addition to the conduct rules listed below, students are expected to follow all rules of conduct passed by the Fulton County Board of Education. A copy of the *Guidelines for Student Behavior*, published by the office of Student Discipline and can be found on the Fulton County Schools website. Parents and students are expected to review and learn all information relating to discipline. Parents must also acknowledge receipt of the handbook in the Parent Portal of Infinite Campus. More information can be found on the Gullatt Website.

#### **A. Behavior Expectations:**

At Gullatt Elementary School, the learning environment must be established and maintained by the entire Gullatt family: students, faculty, parents, and community members.

We expect all Gullatt family members to **S.O.A.R. (Show Respect | Obey Rules| Accept Responsibility| Rise to Excellence)**

#### **B. Rewards for Meeting Expectations:**

Rewards for good behavior will range from tangible items and privileges to more intrinsic gratification. Rewards will be sponsored by the teacher and administration. School wide and grade level programs designed to promote a positive climate will be implemented.

#### **C. Consequences for Failure to Meet Expectations:**

The principal, assistant principal or other duly authorized personnel will determine the appropriate level of consequence dependent upon the severity of the infraction. (See student code of conduct)

### **COMMUNICATION**

Home and school communication is very important. We encourage parents to stay abreast of all educational activities throughout the school year. Below are some ways you can stay connected:

1. Read and sign your child's agenda book or communication log daily.
2. Read the monthly school newsletter. This publication includes current information about the school, important dates, school activities, and curriculum information.
3. Read all classroom newsletters written by the teachers.  
Check our website periodically for updates. Visit [www.fultonschools.org/gullattes](http://www.fultonschools.org/gullattes)
4. Call the teacher when you have a question or a concern. Teachers are unable to take phone calls during the instructional day; leave a message with the front desk or e-mail teachers for quick response. All call should returned with 24 hours.
5. Most communication can be handled through written notes to the teacher. Please be sure to let your child know that he/she has a note for the teacher.
6. All teachers have county-provided email addresses and are expected to check their email twice a day. Email addresses of all teachers can be found on our school website, at the front office or from the teacher.
7. We recommend that you request a conference with your child's teacher a minimum of two times per year – once in the fall and once in the spring. Parent/teacher conferences are an integral part of reporting and monitoring student progress. The school and teachers are partners with you in the education of your child; therefore, it is important to share information regularly. Please be mindful that teachers are available from 2:40 p.m. – 3:10 p.m. daily. They may also be available during their daily planning period, which varies for each grade level, or at another mutually agreed upon time.

## **CONFERENCES**

Parent/teacher conferences are an integral part of reporting and monitoring student progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. Parent/teacher conferences are officially scheduled for the first and second semesters (typically October and March) of the school year. Additional conferences may be requested by the teacher or parent at any time. Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they are not able to conference with parents during the school day unless arrangements are made ahead of time. Parents should call the school to arrange conferences. Please do not come for conferences without proper notification except in an emergency. Anytime a conference is scheduled during the school day, parents should check in at the office before going to the classrooms.

## **COVID REPORTING**

We ask all families to report positive cases to the Georgia Department and Health and Fulton County Schools. A direct link for reporting can be found on the district's website. Any student exhibiting COVID symptoms should stay home. Please notify the school if you suspect your student may test positive for COVID.

## **DELIVERIES TO SCHOOL**

We cannot interrupt classes for student messages or forgotten items, such as lunches, lunch money, books, homework, book bags, etc. Students are encouraged to remember to bring necessary items with them to school. Forgotten items must be left at the front office and students will pick them up during non-instructional time, as interruption of classes to deliver these items interferes with instruction. Your cooperation is greatly appreciated!

## **DISCIPLINE**

Students are expected to follow school and school system rules, stay focused, offer support and encouragement to others, always have a positive attitude, and remain responsible. A positive reinforcement program (**PBIS**) will be in place to reward responsible and respectful students and there will be consequences for those students who violate school and school system rules. Consequences on the Elementary School Student Responsibility Cycle cover general infractions; however, responsibility cycles cannot cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a less or more severe consequence if warranted by individual circumstances. Offenses not covered by the Student Responsibility Cycle are handled by the school administration in conjunction with policy, procedures, school rules, or federal, state, and local laws.

Each classroom teacher is required to set up a discipline program within the classroom which supports the school wide discipline plan (**PBIS**). Teachers are encouraged to communicate students' progress and strategies used with parents as well as the classroom discipline program. PBIS Rewards is the schoolwide behavior system. Good behavior will be tracked and monitored via PBIS Rewards. (**see PBIS section p. 20**)

Parents are asked to review the FCS Code of Conduct and complete the electronic sign off.

<https://www.fultonschools.org/studentdiscipline>

### **Parent & Student Code of Conduct Receipt Acknowledgement**

<b>Step 1:</b>	<b>Log into the <a href="#">Parent Portal</a> – Click “Documents”</b>
<b>Step 2:</b>	<b>Select Needs Attention then scroll to the Signature Page</b>
<b>Step 3:</b>	<b>Select the red signature box to complete the form</b>
<b>Step 4:</b>	<b>Select with SIGN to agree or DECLINE to disagree</b>
<b>Step 5:</b>	<b>Select SUBMIT</b>



## C.H. Gullatt Levels of Student Infractions

Level 1 Minor Infraction Classroom - managed behavior	Level 2 Major Infraction Office-managed behavior
<ol style="list-style-type: none"> <li><b>1. Inappropriate Language</b> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Name calling</li> <li>• Teasing</li> <li>• Verbal argument</li> </ul> </li> <li><b>2. Physical Contact</b> <ul style="list-style-type: none"> <li>• Pinching</li> <li>• Simple slap</li> <li>• Pushing &amp; Shoving resulting in no injury.</li> </ul> </li> <li><b>3. Defiance</b> <ul style="list-style-type: none"> <li>• Talking back</li> <li>• Non-verbal (when asked a question)</li> <li>• Inappropriate response (sucking teeth, rolling eyes, sighing)</li> <li>• Play fighting</li> <li>• Lying</li> </ul> </li> <li><b>4. Disruption</b> <ul style="list-style-type: none"> <li>• Making noises</li> <li>• Constant talking</li> <li>• Throwing small objects</li> <li>• Yelling out during instructional time</li> </ul> </li> <li><b>5. Property Misuse</b> <ul style="list-style-type: none"> <li>• Destroying small objects</li> <li>• Going into other people's property (desk, book bag etc.)</li> </ul> </li> <li><b>6. Dress code</b> <ul style="list-style-type: none"> <li>• Sagging pants, hats, hoodies, revealing, voguer</li> </ul> </li> <li><b>7. Possession of cell phone</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Abusive Language</b> <ul style="list-style-type: none"> <li>• Sexual harassment</li> <li>• Racial harassment</li> <li>• Bomb Threat</li> <li>• Gang Harassment</li> <li>• Gang recruitment</li> <li>• Punching/hitting</li> <li>• Bullying</li> </ul> </li> <li><b>2. Fighting/Physical Aggression</b> <ul style="list-style-type: none"> <li>• Physical Intimidation of faculty</li> <li>• Sexual assault</li> <li>• Physical assault</li> </ul> </li> <li><b>3. Overt Defiance</b> <ul style="list-style-type: none"> <li>• Leaving the building</li> </ul> </li> <li><b>4. Chronic Disruption</b> <ul style="list-style-type: none"> <li>• Chronic Level 2</li> </ul> </li> <li><b>5. Property Misuse</b> <ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Intentional destruction of valuable property of peer, teacher, or school property (technology, cell phones, glasses etc.)</li> </ul> </li> <li><b>6. Combustibles</b> <ul style="list-style-type: none"> <li>• Firecrackers</li> <li>• Bombs</li> </ul> </li> <li><b>7. Forgery/ Theft</b></li> <li><b>8. Property Damage</b> <ul style="list-style-type: none"> <li>• Major graffiti</li> <li>• Destroying school property</li> <li>• Damage school property</li> <li>• Bathroom vandalism</li> <li>• Setting Fires</li> </ul> </li> <li><b>9. Alcohol/Drugs</b></li> <li><b>10. Weapons</b></li> </ol>

**Special Note:** Georgia law requires school officials to report incidents of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, pocketknives, mock weapon replicas or toys. Students do not have permission to bring these items to school at any time, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

### Disrupting Public School

**Georgia Code: O.C.G.A. 20-2-1181 (2010).** It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public-school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

### DRESS CODE

**Students at C.H. Gullatt are strongly encouraged to dress in the designated uniform. This uniform should include a gold shirt or royal blue shirt and khaki pants, shorts, skirts, romper, or dress.** Students not in uniform are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Designated dress involving school activities approved by the principal shall be acceptable. Gullatt follows the Fulton County Dress Code Policy (Fulton County Board of Education Procedure JD, Rule 12) and the administrators or other duly authorized school officials shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule. This dress code should also be followed by guests and volunteers.

**In addition, the following code must also be adhered to:**

- 1) Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist.

- 2) Sagging pants will not be permitted. Young men must tuck in their shirts and wear a belt. The belt should be visible and at the waist at all times.
- 3) Halters, see-through blouses or pants, low cut blouses, sun dresses, blouses made to show the bare midriff (stomach), tank tops, or muscle shirts will not be permitted.
- 4) Pants with holes or frayed edges are not acceptable during school. Pants may not drag the floor.
- 5) Undergarments must be covered by another appropriate article of clothing at all times.
- 6) T-shirts and pants must be in good taste (no suggestive wording, illustrations or advertisements for items which are illegal for students - i.e. alcohol and tobacco products, inappropriate language, weapons, violence or of such a nature to cause disruption in the school).
- 7) Hats, curlers, head scarves, combs, hair picks, bandannas, sweat bands, sunglasses, and gloves may not be worn during school.
- 8) Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- 9) Clothing should not be worn backwards or inside out.
- 10) Only lightweight jackets or sweaters may be worn in the classroom. The hoods on hooded jacket and sweatshirts cannot be worn.
- 11) No short-shorts or mini-skirts are to be worn. Shorts and skirts must be worn at the child's middle fingertip length.
- 12) Bicycle shorts, athletic shorts, or cut-offs are not appropriate.
- 13) Make-up is inappropriate at the elementary level. This includes, but is not limited to, lipstick, colored hair spray, and glitter body paint.
- 14) Flip flops, house shoes, athletic sandals, beach shoes, and high heeled shoes are not permitted.
- 15) Dental "grills" are not permitted.
- 16) Hair designs with suggestive wording, illustrations or advertisements for items which are illegal for students - i.e. alcohol and tobacco products, inappropriate language, weapons, violence or of such a nature to cause a disruption are not permitted.
- 17) No medallions or flashy jewelry that could be deemed a disruption will be permitted in school.

Students are expected to honor the dress code so that valuable instructional time is not spent examining attire to determine appropriateness. Teachers and school personnel will be accountable for the dress code standard being followed by the students and will report any infractions to the administration who will contact a parent to bring an immediate change of clothing to the school.

#### **EARLY INTERVENTION PROGRAM (EIP)**

The Early Intervention Program provides additional instruction in the areas of reading and math for qualifying K-5 students who are performing below grade level. The program assists students with developing the necessary academic skills to reach grade level performance in the shortest possible time through supplementary instruction provided in a small group setting.

#### **EARLY RELEASE OF STUDENTS (CHECKOUTS)**

If there is ever a need to check your child out of school early for any reason, please go to the front office, present a valid ID, and the secretary will call the classroom to have your child dismissed. Early student checkout must occur BEFORE 2:00 p.m. **APPROPRIATE IDENTIFICATION IS REQUIRED.** Students will not be called to the office in anticipation of being checked out. Students will be called when the parent arrives.

#### **ELECTRONIC DEVICES**

Student who elect to bring their personal electronic devices to school do so at their own risk. All students bringing a device must complete an application and agree to the guidelines and student pledge for bringing their device to school. **Students who do not have a signed copy of the application will not be permitted to use their devices in school.**

#### **EMERGENCY DRILLS AND EVACUATION & SCHOOL CLOSING**

Fire, tornado, and intruder drills are held on a regular basis during the school year and will be followed should any emergency occur during the school day. It is important that students remain silent and follow all instructions of school personnel during these drills. If school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents should listen to WSB radio 750 AM or television for information. Please do not contact or come to the school. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Gullatt Elementary School has developed a detailed emergency evacuation plan which will be reviewed, updated, and practiced on an annual basis. We use an automated calling system to communicate as well as e-mail. Please be sure that the school has your correct contact information on file at all times. **Please update this form as numbers change throughout the school year.**

## **EXCEPTIONAL CHILDREN'S SERVICES**

Exceptional Children's Services are provided for eligible students on a resource basis and within modified self-contained classes. Referrals for these programs may be initiated by the teachers or parents subsequent to the Student Support Team (SST) process. Children placed in these programs must meet state criteria. All program placements are based on a referral process, individual evaluation, and parent consent. The following programs are provided:

- Interrelated Resource (IRR) Classes – available to students who show a significant discrepancy between expected performance and actual achievement per state guidelines.
- Speech/Language Therapy – available to students who demonstrate disorders in articulation, fluency, language, or voice per state guidelines.
- Talented and Gifted – available to students who are intellectually gifted and meet Fulton County and state guidelines.

## **FIELD TRIPS**

Field trips are planned to supplement and enrich the total instructional program. To ensure student safety, transportation is provided by Fulton County school buses. A donation may be requested to pay for the trip; however, no child will be denied permission to attend field trips due to inability to pay. Every child must have written permission from a parent or guardian before he/she can attend a field trip. Students displaying inappropriate behavior prior to a field trip may not be allowed to attend the field trip. Students displaying inappropriate behavior during the field trip will be subject to the same consequences that are enforced while at the school during a regular instructional day. When space permits, parents can attend field trips for the purpose of assisting with chaperoning students. Please make these arrangements with your child's teachers in advance. Chaperones must pay for the cost of the field trip and ride the school bus with the students. Siblings are not permitted to attend field trips.

## **GRADING**

Students in Fulton County attend school for 180 days which is divided into two semesters. Progress reports will be generated every 4.5 weeks and report cards are distributed at the end of each semester. A student must be enrolled for at least 20 days to receive a grade.

**Modified grades:** Students who receive modified instruction as recommended through the Student Support/RTI Team will be graded on a modified grading scale according to the suggested instructional modifications. These grades will not represent on-grade level work. This does not include students who qualify for exceptional education services.

<b>Kindergarten- 2<sup>nd</sup> Grade</b>		
<b>Category</b>	<b>Weight</b>	<b>Minimum 7 Grades per Quarter</b>
Major (Tests, Projects)	30%	(1)
Minor (Quiz, Lab, Mid-Unit Performance Task, Journals)	30%	(3)
Practice (Conferences, Classwork)	40%	(3)
<b>3<sup>rd</sup> Grade – 5<sup>th</sup> Grade</b>		
Major (Tests, Projects)	40%	(1)
Minor (Quiz, Lab, Mid-Unit Performance Task, Journals)	35%	(3)
Practice (Conferences, Classwork)	25%	(3)

The grading scale for elementary students is as follows:

### **Kindergarten – 1<sup>st</sup> grade**

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

NG = Not Graded

### **2<sup>nd</sup> grade - 5<sup>th</sup> grade**

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

NG = Not Graded

### **Student effort, social skills, work/study habits, and general conduct are recorded as:**

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

**Failing Grades:** Teachers should notify parent(s)/guardian(s) by personal contact or in writing if a student is in danger of receiving an F (grade 2-5) as a final grade or is experiencing a significant decline in achievement. This contact should occur



as early as possible during the grading period. Documentation of parent(s)/guardians(s) notification should be kept by the teacher.

### **GUIDANCE AND COUNSELING**

Through the implementation of a comprehensive guidance program, Fulton County School Counselors provide strategies that support and enhance academic achievement. Some of these strategies may include activities/lessons on study skills, test preparation, organization tips and time management skills. Small group counseling may be provided on such topics as classroom motivation, stress reduction and study skills. Sessions dealing with the affective development as it impedes academic performance may also be offered. Classroom guidance activities and small group topics are determined by the needs of the students at a particular school setting. Short term individual counseling support and crisis counseling are also available with the counselors providing resources for community providers, if requested. Counselors also serve as consultants for both parents and teachers.

### **HOME/SCHOOL COMMUNICATION**

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and participate in the numerous methods of communication open to parents.

- ◆ **School Newsletter** is from the administration containing general school information, important dates, school activities and other related events. It is sent home every Friday with school and county flyers.
- ◆ **Grade Level Monthly Newsletters** are written by the grade levels and focus on classroom curriculum and activities.
- ◆ **Progress Reports** are sent home by the school at least 4 times per year. Your child's teacher will communicate with you about your child's progress at minimum every four weeks.
- ◆ **Graded Papers** are sent home biweekly on Fridays to keep you updated on your child's progress. These papers are signed and returned to the teacher.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher. **All notes regarding change in transportation home must be approved by office staff.**
- ◆ **Email:** All teachers have county-provided email addresses and check their email at least twice per day. **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- ◆ **Phone Calls & Text Message:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.
- ◆ **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

### **HOMEWORK**

Homework is a necessary part of each student's educational program and may count for no more than 10% of each subject's grade. The purpose of homework is to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please contact your child's teacher if you have any questions regarding homework. It is the student's responsibility to know what the homework assignment is, write all homework assignments down in the agenda book, complete all homework assignments and turn them in on time. Homework is assigned Monday through Thursday and occasionally on Fridays where needed and assignments are varied according to the nature of the concepts that are being reinforced.

Office phones may not be used by students to phone home to request forgotten items. If a student is absent due to illness, requests for homework must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. Students are permitted 1 day per day absent to complete and turn in all make up assignments.

### **Homework guidelines:**

- Kindergarten:** Students are encouraged to read at least 15 minutes each day with their parents. Written assignments for homework lasting a minimum of 15 minutes maybe given at the teacher's discretion.
- Grades 1-2:** Homework lasting approximately 30 minutes is assigned.
- Grades 3-5:** Homework lasting approximately 45 - 60 minutes is assigned.

### **INFINITE CAMPUS**

Through the online Infinite Campus, parents may access pertinent information about their child's attendance, grades, discipline, clinic visits and much more. **All parents are encouraged to activate the parent portal on the first day of school.** You will need the internet access and a browser such as Google Chrome or Internet Explorer and go to our district web page at <http://fultonschools.org> as well as the school's website, then click the link to Infinite Campus. Parents will download the mobile, Campus Student and Campus Parent to receive the announcements, assignments, attendance, grades, and schedules. All students will have access through their student FCS accounts.

### **INSURANCE**

Student insurance may be purchased through a form secured in the school office. **Gullatt Elementary does not carry insurance to cover accidental injuries of students. Parents are urged to consider student insurance.** A parent can choose accident insurance that covers school hours only (including the bus) or covers the entire 24-hour day, 12 months of the year. Coverage also applies to field trips both overnight and daytime.

### **INSTRUCTIONAL PROGRAM**

Gullatt Elementary School is organized to include Pre-K – 5<sup>th</sup> grade. The curriculum includes the following: Language Arts, Reading, Mathematics, Social Studies, Science, Health, Talented and Gifted (TAG), Early Intervention Program (EIP), Music, Physical Education, and Art. Instruction is enhanced by the availability of computers, iPads, and laptops to assist students in each of the major subject areas. The curriculum emphasis is a hands-on, manipulative, continuous achievement and collaborative approach.

### **INTERNET PROTECTION**

Internet access is available at Gullatt Elementary school in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act and filtering is in place that blocks access to material which may be inappropriate for your child. Websites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy / Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school media center or online at <http://www.fultonschools.org>. An "Acceptable Use" internet permission form will be sent home in the "First Day" packet. Students must have a signed form on file before they are allowed access to the internet at Gullatt.

### **Unauthorized Use Of/Tampering With School Computers**

C.H. Gullatt's purpose in providing access to the Internet is to support research and education by providing access to unique resources. The use of this access must be in support of educational research and consistent with the educational objectives of Fulton County Schools. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. The administration will deem what is inappropriate use.
- Rule- Students who use school computer equipment must follow guidelines outlined by the instructor. Unauthorized use, tampering with, or altering computer hardware or software is prohibited. The use of school computers for unauthorized access to the Internet is prohibited.
- Procedures- Students will be prohibited from using the school equipment for a designated period of time and held responsible for the cost of repairs and down time that results from the misuse. Disciplinary sanctions may also be imposed by administration.

### **LOST AND FOUND**

All lost and found items are housed in the closet behind the stage in the cafeteria. Please help us get things back to students by putting names on all students' jackets, coats, sweaters, lunchboxes, and book bags. At the end of the year, all items not claimed will be donated to a local charity.

### **MEDIA CENTER**

Another important classroom at Gullatt Elementary School is the Media Center. The Media Center is equipped with a carefully selected collection of books, magazines, kits, videos, audio books, CD's, DVD's and computer software, and online multimedia software (World Book Grolier, Galileo, & United Streaming). A certified media specialist and media paraprofessional work with children individually, in small groups, or with whole classes to assist and instruct students. Throughout the school year, the media center coordinates activities such as the book fair, reading incentives, plays, storytellers, author visits and other events to promote reading.

Students may check out one book at a time (Kdg), two books at a time Gr. 1-5 for two weeks. Book check out is available from 8:00 a.m. – 2:00 p.m. daily. In addition, parents are welcome to visit the media center throughout the day. Students are encouraged to visit the media center at times designated by their teacher during the school day. Students are expected to pay for books that are lost or damaged beyond repair. Electronic books are also available for checkout.

### **Internet Access**

Students and parents both must sign an Acceptable Use Policy permission letter before students can use the Internet in the media center or classroom setting. The Internet is used for curriculum purposes only.

The media center welcomes volunteers throughout the day. There are many volunteer opportunities available and parents are encouraged to stop by to help for a few minutes or a few hours. **Please be mindful that the computers are for students and staff only and for school related business. Parents are not permitted to use the computers for personal use.**

### **PARENT INVOLVEMENT POLICY**

In compliance with the Elementary and Secondary Act (ESEA), Gullatt Elementary promotes the participation of parents in all areas of educational development for students. We encourage parents to be actively involved in our school. Gullatt's Parent Involvement Policy may be found in the first of the year packet, school website, and front office. For additional information, please contact our Parent Liaison at 470.254.9382.

### **PARENT RESOURCE ROOM**

Gullatt Elementary School is proud to have a Parent Resource Room. Parents are encouraged to utilize the Parent Resource Room to check out materials to use at home to support your child's education. The Parent Liaison operates the Parent Resource room, which is located in the media center. Parental support is essential to ensure a child's success in school. It is important that the school receive parental support, as parents have the ultimate responsibility for their child's behavior in school. To that end, parents and teachers must work together in a cooperative manner. We all have the same goal for students: To provide them with a positive and successful learning experience.

### **PARENT TEACHER ASSOCIATION (PTA)**

Open communication and mutual support are key elements in the education of elementary school students. Gullatt is seeking to maintain an excellent relationship with parents and community members, and it is our desire to expand and improve this aspect of our school. The PTA, School Council are two key groups which work to provide communication networks for the school, and we encourage **all** of our parents to become involved actively with both organizations.

The PTA serves as a vital link and support system for the activities of the school. Many parents volunteer hours, financial resources, and expertise in a variety of ways through this organization. We encourage **all** of our parents to join the PTA and become involved through their volunteer program with the school. PTA will meet monthly throughout the school year. Please check the school newsletter for ongoing PTA information, meeting dates and times.

### **PARENT TOURS**

Potential parents wishing to tour the school building, are asked to contact the Parent Liaison to arrange a date and time that is conducive to both parties. There will be no interruption of instruction during the building tour.

### **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please submit your request in writing to the principal.

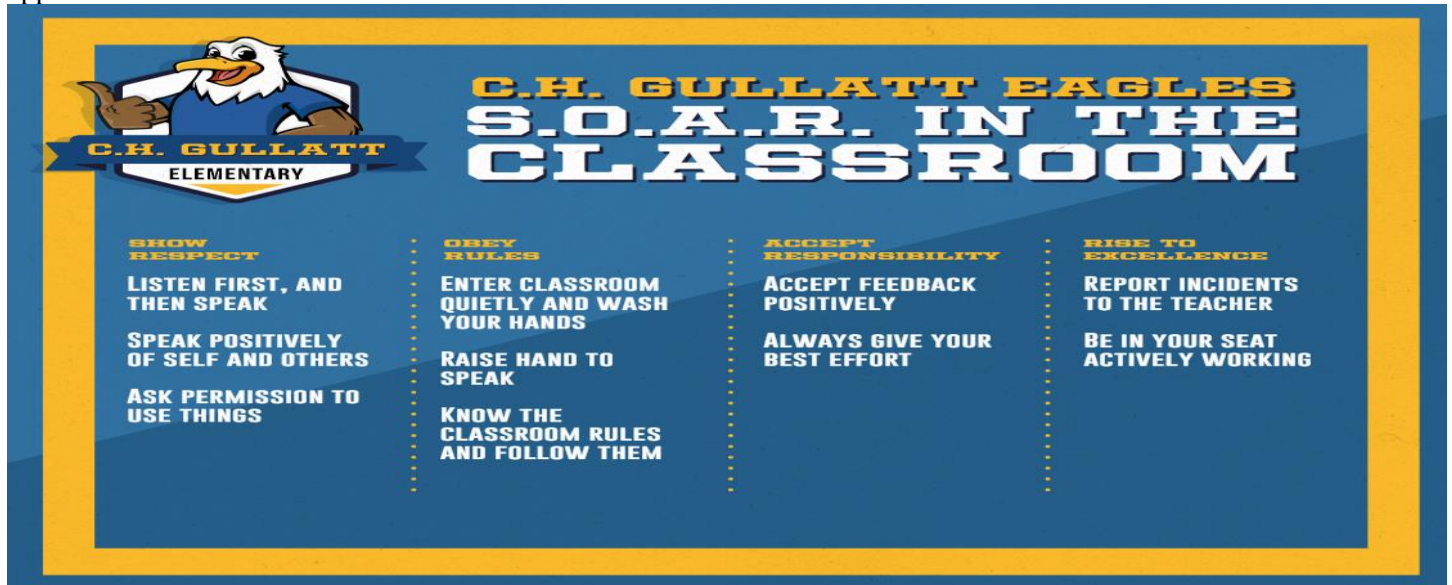
### **PHYSICAL EDUCATION**

All students receive P.E. twice weekly for 45 minutes. In addition, a 30 minute recess is provided with the classroom teacher on non P.E. days. Students should dress appropriately for P.E., which includes athletic or tennis shoes and shorts/pants for

girls. The P.E. teacher will not allow students to participate if they are not dressed in proper attire/shoes. Students must have written permission from a parent/guardian to miss a P.E. class. Missing several P.E. classes requires a note from a doctor.

### **PBIS-Positive Behavior Intervention & Support**

**PBIS** is our school's behavior management system to promote positive student behaviors. **S.O.A.R. (Show Respect | Obey Rules| Accept Responsibility| Rise to Excellence) are our school expectations to promote positive behaviors and rewards.** Students can earn reward points, from all staff members, to recognize students who meet behavior expectations anywhere in the building. Through the teacher reward system, students will be provided the opportunity to redeem their reward points twice per month and receive their chosen reward. We will have monthly celebration, the last day of each month, to celebrate students who exceeded with their reward points. This is a positive reward system; points can only be rewarded never taken away. Students and parents can access PBIS rewards through the app in Classlink.



### **PROTOCOL**

If you have a **Curriculum or Instructional** question or concern, please contact the following person(s) in the order below:

1. Classroom Teacher
2. Brandi Vaughn, Curriculum Support Teacher
3. Kartisha R. Bentley, Assistant Principal
4. Shawanna Berry Arnold, Principal

If you have a **Discipline or Faculty/Staff** question or concern, please contact the following person(s) in the order below:

1. Classroom Teacher or Staff Member
2. Kartisha R. Bentley, Assistant Principal
3. Shawanna Berry Arnold, Principal

### **RECORDS**

Parents or legal guardians have the right to examine the student's records and have them explained. Administrators, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. No third-party releases will occur without written permission from the parent. When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. Records/transcripts will be mailed via U.S. mail and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

### **REGISTRATION/ENTRANCE REQUIREMENTS**

In order to attend Gullatt Elementary School, students must live within the designated attendance zone, or possess a hardship letter from the central office of the school system. It is the policy of the Fulton County School System that no student shall be enrolled who is currently under terms of suspension or expulsion from another public-school system. The

Fulton County School District will not enroll a student currently under the terms of a suspension or expulsion from a private school if the conduct for which the student was suspended or expelled would have justified a similar suspension or expulsion by the Fulton School District. Students entering a Fulton County school for the first time must have the following:

New and returning students must reside in the Gullatt Elementary School zone. The following documents must be furnished for all students entering a Fulton County school district for the first time:

- An original/official copy of the student's birth certificate (with raised seal)
- A Georgia Certificate of Eye, Ear, and Dental Screening (on the Georgia form)
- A Georgia Certificate of Immunization (on a Georgia form)
- 2 forms of Proof of residency and in some cases, proof of guardianship
- Previous school records (including report cards) and test scores

### **SCHOOL GOVERNANCE COUNCIL (SGC)**

The School Governance Council, which is also known as SCG, is comprised of representatives of parents, teachers, and local business community members. The committee meets several times throughout the school year and is an advisory committee which addresses issues that affect the school as a whole (i.e., local school budget, scheduling, redistricting/rezoning, community involvement and school-based planning). The objectives of the School Council are to assist the local school in bringing about cooperation and coordination of resources to maximize educational opportunities for the students of Fulton County Public Schools.

The responsibilities of a School Council member are as follows:

- Maintain a school-wide perspective on issues
- Attend meetings regularly
- Participate in information and training sessions
- Act as a link between the school and the community
- Encourage the participation of parents and others within the school community
- Work to improve student achievement and performance

### **SECURITY**

Gullatt Elementary School is committed to providing a safe and secure environment for your children. Please be prepared to show a picture I.D. when checking out a student. This is for your child's protection and for school security. Please help us by completing the volunteer screening process if you plan on visiting out school. The procedure for being approved to volunteer can be found at the link below. This added measure is to increase school security and safety. We appreciate your help in making C.H. Gullatt E.S. safe and secure. <https://www.fultonschools.org/volunteer>

All peripheral entrance doors are locked at 7:40 a.m. for safety reasons. You should enter the building through the doors in the front. As required by Georgia State law, all parents, visitors, and guests must check-in and sign-in at the front office. We ask that you provide us with your I.D. which will be scanned in to our system and that you wear a visitor's badge when you are in the building. Visitors without a badge will be asked to return to the office to obtain one.

Once instruction begins, parents and/or family members are not permitted to take items, such as homework, lunches, glasses, etc., to classrooms. If you need to get something to your child, please bring it to the front office. A staff member will ensure its delivery.

To help foster responsibility among our students, we ask that they not return to the classroom after school for forgotten items such as homework, spelling words, lunchboxes, etc. Students are encouraged and reminded to have everything they need to complete assignments before leaving. In case of an emergency, a faculty and/or staff member can escort a student/parent to the classroom to retrieve the forgotten object.

### **SNACKS**

At the teacher's discretion, students may be allowed to bring a snack to school. Chewing gum, candy, soda, sunflower seeds, fast food, and large bags of chips or Takis are not permitted on school property or on the school bus and should not be packed for snack or for lunch. Students are also not permitted to share snacks or lunch brought from home.

### **SOCIAL WORKER**

School Social Workers are charged to analyze barriers to learning and achievement and implement strategies that address and eliminate identified barriers to student learning. School Social Workers help students to: increase academic success, maximize educational opportunities, improve interpersonal relationships, cope with crisis situations, develop self-discipline, learn problem solving & decision-making skills, resolve conflicts without violence, improve school attendance, build self-esteem and remain in school and graduate.

### **STUDENT PLACEMENT**

The school makes every effort to ensure student placement in a class where he/she will receive a quality education. The number of boys and girls, the total number of students, test results, and Language Arts and Math levels assist with determining placements. Because of the complexity of this process, parent requests for specific teachers cannot be considered. Any concerns regarding student placement should be directed to the principal in writing. Parent input is always welcome in matching the needs of students with specific kind of teachers. Class assignments are **tentative** the first ten days of school. Occasionally, in order to meet state class guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. The school will make every effort to ensure that such transitions are smooth.

### **STUDENT RECOGNITION**

We make a special effort to recognize students throughout the school year. One student per month is recognized as the Leader of the Month for demonstrating a leadership quality. These students are recognized at the Leader of the Month Program. The program is the last Friday of the month. Parents will receive an invitation to the recognition event.

Students are recognized for academics at the end of each semester. Students earning all A's or A's and B's will receive special awards for their efforts.

### **STUDENT SUPPORT TEAM (SST)**

The SST is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. Any parent or school staff member may initiate a referral to the Student Support Team. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of student in the classroom
- Development of written plan of strategies and modifications to assist the child
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision
- The SST committee may consider an academic achievement, and/or ability screening as a further means of gathering information

### **STUDENT WORK**

Student class work and school wide notices are sent home every Friday in the VIP (Very Important Papers) folder. A grade sheet (K & 1) or grade printout (grades 2-5) is sent home every 2 weeks or not later than 4 weeks to indicate academic progress. If you have questions concerning class work or grades, please contact your child's teacher.

### **TALENTED & GIFTED (TAG)**

Fulton County Schools screen all students twice a year (Fall & Winter) for eligibility for the system's Talented and Gifted Program. The Characteristics Instrument for Screening Students (CISS) form is used for the screening during the specified time period by the classroom teacher. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument (CISS) and have supporting data gathered from test history, grades, products and/or continuous achievement. Student names are then presented to the local school's eligibility team for possible referral. In the spring, TAG teachers review all standardized testing results and screen students' scores for automatic referral. A parent must sign consent to evaluate before any individual student testing is initiated. Results of testing will be given to the student's parent/guardian.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. These books are the property of the Fulton County Board of Education. Textbooks are expected to be kept clean and handled carefully. Students should write their

name in the space provided in each of their textbooks. It is the responsibility of the student to keep up with and to protect all books. Failure to return books at the end of the school year will result in the collection of a lost or damaged book fee. Report cards, transcripts, and other records will be held until the book is returned or the fee has been paid. Textbooks can also be accessed online. Parents can contact the Curriculum Support Teacher for information on how to access textbooks online.

### **Lost or Damaged Instructional Materials**

Students are responsible for the care and protection of textbooks, library books, musical instruments, and other instructional materials assigned to them or checked out by them. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials. Appropriate restitution for a lost book is the cost of a new copy. For damaged books, an assessment and appropriate charge will be determined at the local school level. If a student cannot afford the entire charge, the student will be put on a payment plan until the amount owed is paid in full.

### **TESTING**

Testing is an integral part of our educational system in helping us assess and meet students' needs. The tests are in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

Kindergarten	GKIDS Assessment	Ongoing
Grades K-5 (EL Students)	ACCESS	January-February
Grades 2 & 4	MAPP	October
Grades 3-5 (AU Students)	GAA	March-May
Grades 3-5	Georgia Milestones Assessment System	April-May

There is an assortment of benchmark assessments and interim assessment which help give the teachers information about the progress of your student. The results of all assessments are available at the request of the parent.

### **TOYS/GAMES**

There will be many opportunities throughout the school year for you and your child to share special things that relate to units of study. Please contact your child's teacher if you have special things to share with the class, however, do not send irreplaceable items to school with your child. Please do not allow your child to bring toys or games from home. This includes items such as Pokemon Cards, Crazy Bones, Game Boys, Action Figures, Rainbow loom rubber bands etc. The school and staff cannot be responsible if these items are lost or stolen. If a child brings a toy to school that is unsolicited the child will be told:

1. To put the toy away, take it home at the end of the day, and do not bring it back to school.
2. If the toy is brought back, the teacher or a staff member will take the toy away from the child and call the parent to pick up the toy from school.

### **UPDATING STUDENT INFORMATION**

It is important that in a student emergency we can contact parents/guardians. **Please keep your current address, home and work phone numbers, and emergency contacts updated at all times.** If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence.

### **VOICEMAIL**

When you call Gullatt Elementary, you may be connected to a voicemail system. You may leave a message for any staff member by pressing "0" and speaking with the front desk secretary. To leave a message for an administrator, please press 0 and you will be transferred to a secretary who will take a message, transfer your call to voice mail, or connect the caller to the administrator directly. Teachers do not have telephones in their classrooms but will check their mailbox at least twice a day and their voice mail at least once a day. **We cannot accept transportation changes over the phone.**



**VOLUNTEERS/VISITORS (COVID 19-All volunteers will have to approved by administration to enter the building to volunteer.)**

Many volunteer opportunities are available in our school. Parents are encouraged to help at Gullatt Elementary School. As of July 1, 2012, all school volunteers in the state of Georgia are required by law to complete a 10-15 minute training regarding legal requirements about mandated child abuse and neglect reporting. Additionally, volunteers in Fulton County Schools are required to submit documentation of their proper identification, which will be cross referenced against the national sex offender registry. The website below can be used to register to volunteer.

<https://www.fultonschools.org/volunteer>

Upon entry to the building, EVERYONE must have a photo I.D. which will be scanned into our system. The computer will generate a volunteer badge. Your time and service are important to us. Please remember to sign in so that our school receives credit for your services. Confidentiality regarding students you are working with or have observed during your volunteer services is required. Contact our parent liaison, the PTA, classroom teacher, Media Specialist, or Technology Specialist to see where help is needed.

- **Chaperoning-** When acting as a chaperone on a field trip or school sponsored activity, you will be responsible for a group of children. You are also responsible for the admission fee.
- **Parking-** Please do not park in the fire lanes or reserved spaces.
- **Restrooms-** Please utilize the adult restrooms located throughout the building.
- **Student Discipline-** Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.
- **Siblings-** Volunteers may not bring siblings to school when performing duties in the building. This includes ANY activity or duty you may be fulfilling in the classroom for the teacher as well as chaperoning field trips and working in the copy room. For insurance reasons, siblings may not use the school playground equipment.
- **Dress-** Visitors are asked to come to school appropriately dressed in a manner which is in good taste for the school environment and is neither a distraction nor safety hazard to themselves or to others. Bizarre clothing or styles, clothing which displays messages contrary to a positive school environment, ill-fitting garments, or clothing (including dresses, shorts, skirts and blouses) that are excessively short, tight or revealing are not allowed on school property or school related events.

**WITHDRAWAL PROCEDURES**

Families leaving C.H. Gullatt Elementary School should contact the Data Clerk for the proper paperwork and procedures. All library books and textbooks must be returned to school and all cafeteria charges must be cleared. School records will be forwarded to the new school upon their request and upon a zero balance at Gullatt. Please allow 48 hours for our staff to complete all withdrawal requests. This will allow ample time for the completion of necessary paperwork. The parent/guardian must submit his/her intentions in writing and state the reason for the withdrawal.

**Statement of Nondiscrimination – Equal Opportunity**

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity or service.

If you wish to make a complaint or request accommodation or medication due to discrimination in any program, activity, or service, contact the Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone 470-254-3600



## **Fulton County Schools Bring Your Own Technology (BYOT) Guidelines and General Information**

Upon agreeing to the following guidelines, procedures and general information with regard to the Fulton Schools Bring Your Own Technology (BYOT) program, your student may bring his/her own personal device to school in order to use the device with selected lessons.

### **Guidelines**

- Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy (AUP) and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom.
- Students must use the FC Student network which is filtered in compliance with federal and state regulations. Students are not permitted to use their own 3G/4G network.
- Students are responsible for their own device. The school district is not responsible for support or repairs to the device.
- Printing from personal devices may only be done with the permission of the teacher/administrator.
- Personal devices must be on mute unless permission is given by the teacher. Headphones may be used with the permission of the teacher.
- Personal devices must be charged prior to bringing them to school. Charging within the classroom will be left to discretion of the teacher.
- Personal information (including home/mobile phone number, mailing address, and user password) and that of others must remain private.
- Digital Apps and social media are to be used respectfully.
- Students must notify a counselor or teacher if aware that technology is being used to hurt, harass, threaten, embarrass, frighten or bully others.
- The technology may not be used to record, transmit or post images or video unless authorized by the teacher or administrator to do so.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

### **Application**

Fulton County Schools has researched key applications for instruction and learning. Teachers may request that students download 'free' Apps for use in the classroom. Apps should be downloaded at home and only with the permission of the parent/guardian.

**BYOT Student/Parent Signature Student Pledge for BYOT Use**

1. I will charge my device before coming to school.
2. I will use my personal device only with the permission of my teacher or administrator.
3. I will only access the Internet using my school network.
4. I will take care of my device while at school so that it does not get lost or broken by turning in my device at the start of the day.
5. I will not share any personal information or passwords.
6. I will not use my device to hurt, threaten, harass, embarrass, humiliate, frighten or bully anyone.
7. I will not take or post any photos or videos without my teachers' permission.
8. I will follow all rules in the Student Code of Conduct while using my device at school.
9. I understand that nothing I do over the school network is private.

**I agree to the rules set forth in the BYOT Guidelines and the Student Pledge for BYOT use.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Permission/Signature**

I authorize, \_\_\_\_\_, to bring his/her electronic device to school for use in the BYOT program and agree that my child will comply with all Fulton County policies and guidelines. In signing below, I acknowledge that I have received and reviewed the guidelines with my child. I understand and agree that Fulton County Schools is not responsible for any damage or loss associated with my child's device. I understand that this privilege is designed for educational purposes and that a violation of the device guidelines, and/or any other Fulton County Schools Board policy or regulation dealing with electronic devices may result in my child losing the privilege to participate in the BYOT program for a length of time commensurate with the nature of the violation, as well as other school discipline. I also understand that it is impossible for FC to monitor all activity on personal devices and the student, parent and/or guardian will not hold FCS, the FCS School Board, its members, or any individuals employed by the FCS School Board responsible for damages related to my child's use of the device or for content viewed by any student on the device including via a personal 3G/4G connection. As a parent, I understand that my child will be responsible for abiding by the above guidelines. I have read and discussed them with him/her and he/she understands the responsibility they have in the use of bringing their personal technology to school.

**Parent Name** (Please Print): \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**C. H. Gullatt Elementary School**

6110 Dodson Road • Union City, GA 30291

School (470) 254-3425

Fax (470) 254-3582

[school.fultonschools.org/es/gullatt](http://school.fultonschools.org/es/gullatt)

*F*ulton  
County Schools  
Where Students Come First

Dear Parent(s):

As we increase our use of technology at home and at school, we must make a special effort to monitor the use of our students on Social Media and other websites. We have noticed that younger and younger children are using the Internet in loosely or unsupervised situations outside of school. They are using sites like Kik, Snapchat, Facebook, and Instagram. These sites were designed with teenagers and adults in mind. They are restricted by age to children who are at least 13 years old. To use these sites an elementary child must use someone else's account or lie about their birth year to create their own account. This is not a practice that we endorse, however we realize that it occurs. Elementary school children do not have the maturity or judgement to use these sites appropriately.

In school, many of these sites are blocked by our Internet filtering system and students use online learning sites under the supervision of teachers. However, students are coming to school discussing things they have seen on social media sites outside of school. Although these occurrences are happening outside of school, students causing disruptions to the learning environment by discussing things seen at home on social media sites could be in violation of rule 1 a, b, - ***Conduct that causes the disruption of school.*** Violating this rule could result in up to 10 days of out of school suspension.

Working together, we can teach your child, both in school and at home how to be a happy, healthy, safe, and appropriate user of modern communications technology. Feel free to contact me if you have any questions or concerns.

Sincerely,

Shawanna Arnold  
Principal

## Get Involved! Be Part of Gullatt's Parent Outreach Committee

Gullatt Elementary invites all parents, teachers/staff, and community members to join our *Parent Outreach Committee*. We invite you to share ideas and ways to engage other parents to help build partnerships with our school, families, and community. The *Parent Outreach Committee* will be invited to meet at least one-time during the school year; additional meetings will be scheduled if the *Parent Outreach Committee* wishes to meet.



Parents are welcome to submit their ideas or suggestions at any school activity or meeting, and through parent surveys or by emailing/calling our Parent Liaison, Bianey Ortiz.

If you would like to learn more about the *Parent Outreach Committee*, please contact Ms. Ortiz at (470) 254-9382 or via email at [ortizb@fultonschools.org](mailto:ortizb@fultonschools.org) or complete the *Parent Outreach Committee* interest form. You may return the form to the Parent Resource Center or Main Office.

### Parent Outreach Committee Interest Form

*This committee is open to ALL Gullatt Elementary School parents and staff*

- Yes, I am interested & wish to join the Parent Outreach Committee.
- Please contact me so I can learn more about the Parent Outreach Committee.
- Please send me notification about future meetings and updates.

Name: \_\_\_\_\_

Childs' Name/Grade: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Thank you for your interest!*



### Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this plan you feel is not satisfactory for our students or the school's goals for academic achievement, please provide us with your feedback in the space provided below so that we can share this information with our school district when we submit our plan.

Please return this form to the Main Office or Parent Resource Center.

Name: \_\_\_\_\_

Phone/Email (optional) : \_\_\_\_\_

Comments or Questions (please provide email for questions): \_\_\_\_\_

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