



**Allyson Douthit, Principal  
Julie McCoy, Assistant Principal  
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**Harris County School System**

**Mission Statement**

**Ensuring an excellent education for every child in Harris County**

**Vision**

**One community committed to the well-being and preparation of every student to meet their highest potential for life-long success in a global society.**

**Beliefs**

**Safety is a priority. Education is a shared responsibility. Inclusive environment develop the whole child. Compassionate and nurturing relationships are vital to success. Workforce development empowers individual success in a global society.**

**Park Elementary School STEAM Mission Statement**

**Park develops a community of creative thinkers who communicate the importance of environmental responsibility by solving real world problems.**

**Please sign and return this page to your child's teacher.**

**Thank you for your cooperation, and we look forward to having a terrific year!!!**

**Dear Parents and Students:**

**Welcome to a new and exciting year! The Student Handbook and HCSD Student Behavior Code and Attendance Protocol Handbook both contain the expectations, rules, and procedures of Park Elementary School. Please read and discuss the handbook with your child, acknowledgement form located in your Infinite Campus Parent Portal , OR sign and return this hard copy to your child's teacher by August 16, 2024.**

**This handbook acknowledgment is a requirement for every class and will be vital to your child's success. The signatures below confirm that I have read and discussed the items with my child.**

**Student Name (print):** \_\_\_\_\_

**Student Signature: X** \_\_\_\_\_

**Parent Signature: X** \_\_\_\_\_

Welcome to Park Elementary for the 2024-2025 school year!

We are excited for a new year and new opportunities for our students to expand their knowledge. Clear and consistent communication between school and home is critical in providing an environment where students excel academically. This handbook, along with our class newsletters, communication folders, school website, and social media platforms, has been created to communicate our expectations, policies, procedures, and services to our Park Family.

Here are a few additional things to know:

- After years of hard work and dedication by our students, staff, and faculty, as of May 2022, Park Elementary is a Georgia Department of Education STEAM (Science, Technology, Engineering, Arts, and Math) Certified school. The STEAM curriculum approach aids in building problem-solvers and independent thinkers. As such, we participate in ongoing projects that enhance authentic learning through standards-based instruction paired with the use of an Engineering Design Process. We will hold our students and ourselves to high expectations academically and socially.
- Our goal is for students to meet their grade level Lexile goal and guided reading levels and demonstrate at least one year of growth in each content area.
- We also seek to teach our students character traits, using the House System established by our PARK Behavior Expectations, as they grow to become productive members of society.

Please note that - as directed by the Harris County School District - students, faculty, and staff at Park Elementary will adhere to safety protocols from the Centers for Disease Control (CDC) and the Harris County Health Department of Public Health, even if it conflicts with the contents of the handbook. If we can assist you in any way, please call us at (706) 628-4997.

With children our focus,

Dr. Allyson Douthit  
Principal

## **AFTER SCHOOL ENRICHMENT PROGRAM**

Park Elementary offers an After School Enrichment Program (ASEP) from 2:30 p.m. to 6:00 p.m. This program offers parents a child care option for the afternoon. The program employs a certified teacher to direct and plan activities and paraprofessionals to carry out the daily routine. Children are provided a snack, outside activity time, enrichment activities, and homework time. At the time of this printing the most current information is as follows:

A non-refundable **registration fee of \$20.00 per family** is required for all participants. Employees must also pay this fee for their children who are enrolled in the program.

### **ASEP Registration and Weekly Fees**

Registration is completed on your Infinite Campus Parent Portal. A non-refundable **registration fee of \$20.00 per family** is required for all participants. HCSD employees must also pay this fee for their children who are enrolled in the program.

<b>Number of Children</b>	<b>Rate</b>
One Child in same A.S.E.P.	\$75.00 per week if child will stay in the program two or more days per week
Two Children in same A.S.E.P.	\$100.00 per week if children will stay in the program two or more days per week
Three or More Children in same A.S.E.P.	\$125.00 per week if children will stay in the program two or more days per week

**DROP-IN FEE= \$25.00 per day *per child* if the child only attends ONE day in a week. If a child attends TWO or more days in the same week, the parent must pay a weekly fee.**

***See the HCSD ASEP Handbook for more information.***

**Tuition checks are to be made payable to Park Elementary A.S.E.P.** An \$8.00 bank fee will be charged on all returned checks. A \$25.00 fee will be charged for a second returned check. Two returned checks will necessitate a “**cash only**” relationship. Financial assistance is available to those who qualify. Please call the Department of Family and Children Services at 706-628-4226 for further information.

**All fees are subject to increase at the beginning of each school year based on Board of Education approval.** Any students who have outstanding debts from the previous year will not be allowed to enroll in the program. More information is available through the school office.

## **AFTERNOON DISMISSAL**

At 2:30 P.M. car riders are called over the intercom each afternoon for dismissal. Car riders will be released from their classrooms in groups under direct supervision during car rider dismissal. At 3:00 P.M. bus riders will be called over the intercom each afternoon for dismissal. Bus riders will be escorted to the buses by their teachers. **CAR RIDERS WILL BE DISMISSED STARTING AT 2:30 and ending at 2:55, any child not picked up will be sent to ASEP and any fees/charges for drop-in ASEP will apply. BUS RIDERS WILL BE DISMISSED STARTING AT 3:00. Please do not come to the front office or hallway to pick up children during this time. We ask that parents refrain from checking out students after 2:00 P.M.** This is a very busy time for teachers who need to be able to focus on a proper and safe dismissal for all students.

## **ATTENDANCE**

Absences from school are classified as excused or unexcused. This is defined in the Harris County Board of Education Student Behavior Code and Attendance Protocol Booklet. This handbook serves as an addendum to the booklet. The attendance policy may also be accessed online at the Board of Education website ([www.harris.k12.ga.us](http://www.harris.k12.ga.us)).

School attendance is vital to student success. Students not present at school - even in the first few days - run the risk of being unenrolled. It is extremely important for your child to attend school every day.

A student is counted tardy after 8:01 a.m., unless the tardy is due to a late bus. Students arriving on a late bus will be allowed to eat breakfast as needed. If tardy students are car riders, the parent **MUST** walk the child in and sign-in the student at the front office. The student will be given a late slip for admission to class. Students who arrive after 8:00 a.m. will walk to class alone or be escorted by a staff member, to minimize interruptions to the instructional day. When a student is marked absent, a call out will be completed notifying the household of the absence. Letters regarding excessive absences will be sent, according to the Harris County Schools Attendance Policy. For more details, please refer to the Harris County Attendance Protocol booklet.

If a student becomes ill at school, the student will report to the clinic and the nurse will contact parents as needed. Parents must come into the office and sign-out the student before a student will be dismissed from the clinic or classroom.

If there are individuals who are NOT allowed to pick up a student at school, please send that information to the front office. This information will be entered into our student information system (Infinite Campus). Any legal documentation regarding custody or restrictions for parents/guardians must be turned in to the school.

**When a student is absent from school, a note must be submitted/sent within three days of the student returning stating the reason for the absence. Only 5 parent/guardian notes are allowed each year.**

**Notes can be uploaded to the parent portal in Infinite Campus or the Park Absence Excuse Submission Form:**

<https://docs.google.com/forms/d/e/1FAIpQLSdc25DJTmyWGxL2Fq91xTLFcKeflu5X68XdpBpryIO-DbTTIA/viewform>



## Park Absence Excuse Submission form QR code

**Excuses are due within three days of returning to school.** For excused absences, the student will be given two days for each day absent to make up the work. For unexcused absences, the student will have one day to make up the work. According to Harris County Board of Education policy JBDA, “students in K-8 shall be subject to retention in the student’s present grade if the student has 16 or more unexcused absences of the 180 school days”

A copy of the appeals process will be attached to the notice. In order for a student to be counted present, if he/she arrives late or leaves early, the student must be present for one-half of the instructional day. Students arriving at school after 11:30 a.m. will be considered absent and students checking out before 11:30 a.m. will be considered absent.

## AWARDS AND PROGRAMS

### Yearly Awards ONLY:

#### All A’s Principal’s List

- students who receive all A’s for each of the 4, 9 week grading periods

#### A-B Honor Roll

- students who receive A’s and B’s for each of the 4, 9 week grading periods

#### Citizenship

- two students per class: one girl-one boy who exhibits exemplary conduct, good citizenship, and character on a daily basis, based on the character program

#### Reading Award

- one student per class with the highest grade point average in Reading for the entire school year

#### Math Award

- one student per class with the highest grade point average in Math for the entire school year

#### English Award

- one student per class with the highest grade point average in English for the entire school year

#### Science Award

- one student per class with the highest grade point average in Science for the entire school year

#### Social Studies Award

- one student per class with the highest grade point average in Social Studies for the entire school year

#### Highest yearly Growth

- one student per subject with grades 1st-4th with the highest points growth

#### Art Award

- two students per class: selected for outstanding performance in Art

#### Media Award

- two students per class: selected for outstanding reading and research performance in Media

### **Music Award**

- two students per class: selected for outstanding performance in Music

### **PE Award**

- two students per class: selected for outstanding performance in PE

### **Perfect Attendance**

- Students who have been present every day for the calendar year

### **FastBridge Growth Awards**

- One student per class with the highest growth percentile in reading (K-1 Early Rdg, 2-4 aRdg)
- One student per class with the highest growth percentile in math (K-1 Early Math, 2-4 aMath)

### **Lexia Growth Award**

- One student per class earning the most units in Lexia

### **Reflex Growth Award**

- One student per class with the highest percentage of Green Light usage

### **Young Georgia Author School Level Award**

- one per Grade Level-school wide winners in the Young Georgia Authors Competition
- judged outside of Park

### **Young Georgia Author District Level Award**

- district level winners in the Young Georgia Authors Competition

### **House Leader:**

- students who have been designated as leaders for each of the four houses

### **Student Council Officers**

- fourth grade students elected to the student council by peers

### **Chorus**

- students selected to participate in 3<sup>rd</sup> or 4<sup>th</sup> grade chorus

### **State and District Honor Chorus**

- students selected to participate in state and district honor chorus

### **PreKindergarten and Kindergarten:**

1. Graduation certificate
2. Specials area awards- Individual student by class recognized for excellence in Art, Media, Music, PE, and STEAM.

### **Additional Yearly Awards 4<sup>th</sup> Grade ONLY:**

1. Perfect Attendance (4 years)
2. All As (4 years)
3. Academic Excellence—Student with overall highest GPA 4<sup>th</sup> grade
4. Local School Council Student Representatives-recommended by teachers
5. Flag Patrol Recognition
6. Recorder Karate Master Certificate- Student who earned all nine belts in music class for their recorder pieces



Students who meet the criteria for these awards will receive invitations to attend the programs. Parents and guardians will be notified of the invitation to attend.

## **BOARD OF EDUCATION**

The Harris County Board of Education has work sessions on the first Thursday night of each month at 6:30 p.m. at the Central Office in Hamilton, Georgia. The regular meeting of the Board of Education is the second Thursday night of each month at 6:30 p.m. in the same location. It is open to the public. However, to address the Board, you must contact the superintendent in advance and request to be placed on the agenda to speak.

## **BOOKBAGS**

Students may bring individual backpacks or book bags that can be carried. For safety, we ask that students NOT bring the suitcase-type book bags with wheels. They create a safety hazard in crowded hallways and on the bus. They also cause a storage problem in classrooms. Students who bring documentation of physical disabilities are the exception.

## **Bullying**

**TITLE 20. EDUCATION  
CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION  
ARTICLE 16. STUDENTS  
PART 2. DISCIPLINE  
SUBPART 2. PUBLIC SCHOOL DISCIPLINARY TRIBUNALS  
O.C.G.A. § 20-2-751.4 (2009)**

§ 20-2-751.4. Policies prohibiting bullying; assignment to alternative school; notice

(a) As used in this Code section, the term "bullying" means:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

(2) Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.

(b) Each local board of education shall adopt policies, applicable to students in grades six through 12, that prohibit bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that school system. Local board policies shall require that, upon finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. Each local board of education shall ensure that students and parents of students are notified of the prohibition against bullying, and the penalties for violating the prohibition, by posting such information at each middle and high school and by including such information in student and parent **handbooks**.

(c) Any school system which is not in compliance with the requirements of this Code section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260. O.C.G.A.

## CHARACTER EDUCATION

Park Elementary, as required, has a Character Education program that is used in conjunction with the House System throughout the school year to introduce students to basic positive character qualities which reinforce positive character development. They are referred to as the P.A.R.K. Behavior Expectations, which stand for Perseverance, Accountability, Respectfulness, and Kindness.

## CAFETERIA EXPECTATIONS

Students should display P.A.R.K. Behavior expectations in all areas of the school, cafeteria included, along with the following cafeteria expectations:

1. Students enter and select their food in a single file line.
2. Students do not get up after sitting down at a table, not for things they forgot, not for the share basket, etc.
3. Students are to use inside voices and raise their hands if they need assistance.
4. Students sit no more than 3-4 students per table.
5. When dismissal begins, students should not talk.
6. Students do not throw food in the trash cans, food is placed in the trash cans.
7. Students line up and stand quietly at the door waiting for their teacher to retrieve them.
8. Students do not leave the cafeteria with food.
9. If a student is consistently redirected for behavior in the cafeteria, they will be assigned a Tier 2 Lunch intervention. Students will eat lunch in an alternate setting and be supervised by a remaining staff member on that lunch duty.
10. Behaviors/actions that take place in the classroom must have consequences in the same environment.

## CHANGE IN AFTERNOON TRANSPORTATION

Please send any transportation changes in writing to your child's teacher. The notes are then forwarded to the office each morning so that changes are communicated to the office staff. All transportation changes must be communicated in writing, as we are unable to follow verbal directions from students. In the event of an **emergency ONLY**, parents may call to make changes, **NO LATER THAN 2:00 p.m.** This allows the school staff the opportunity to make certain that the transportation arrangement is correct and ensure that changes are communicated correctly.

## CLASS PARTIES

Class parties provide students with a time to learn appropriate social behaviors and celebrate special occasions. Students will be allowed to have two parties during the year. The teacher will decide the occasions and will contact parents to communicate dates. The parties will begin at 1:30 P.M. in the afternoon. In order to maximize instructional time and minimize some of the unhealthy snacks, each **teacher** has the **option** to choose one day each month to have refreshments for birthdays. All refreshments must be store bought with ingredients listed on the unopened package.

## COMMONLY USED EDUCATIONAL TERMS

<b>EIP</b>	Early Intervention Program
<b>GKIDS</b>	Georgia Kindergarten Inventory of Developing Skills
<b>CCRPI</b>	College & Career Readiness Performance Index
<b>GSE</b>	Georgia Standards of Excellence
<b>GPS</b>	Georgia Performance Standards
<b>IEP</b>	Individual Education Plan
<b>MTSS</b>	Multi-Tiered System of Supports
<b>GMAS</b>	Georgia Milestones Assessment System

## **COMMUNITY RESOURCES**

If a family member of a student has a hobby, skill, interest, or vocation that he/she would like to share, please let us know. Such individuals are often used for special lessons or events such as Career Day, community partners, and class presenters. Many of our community resources are shared with our families on our recognition platforms including our website, bulletin boards, social media, etc.

## **CONFERENCES**

Teachers are available for conferences upon request. Please schedule conferences with your child's teacher. Every effort will be made to accommodate you. You may also conduct a phone conference or communicate via email as well as on zoom.

## **COUNSELOR**

There are four types of referrals to see the counselor: administrative, teacher, parent, and student. Students may be referred for individual and/or small group counseling. Possible reasons for referrals to the counselor may include social/emotional wellbeing, chronic tardiness, absenteeism, school/academic adjustments, suspensions, peer relations, health services, as well as others.

The counselor is scheduled into every classroom to conduct whole group lessons and activities dealing with social, emotional, and career education along with other topics from which all students benefit. If you would like to refer your child to the school counselor, please contact the school at (706) 628-4997 to speak with the counselor or send an email to [henderson-e@harris.k12.ga.us](mailto:henderson-e@harris.k12.ga.us).

## **CUSTODY OF CHILDREN**

School personnel are bound by law to release children to either of their natural parents or guardian, as designated in our school's database, unless we have a copy of a court order granting exclusive custody to one parent or the other on file. It is the parent's responsibility to provide the school office with a complete, certified copy of the appropriate legal documents. Copies of legal documents are treated in a confidential manner.

## DEVICES

Cell phones, smart watches, and other electronic devices should be kept at home, except in circumstances that have been pre-approved by the principal.

The Chromebook usage agreement must be signed before school devices can be used.

## DISTRACTIONS TO THE EDUCATIONAL PROCESS

Students should **not** bring the following items to school:

- ✓ Metal Water bottles
- ✓ Toys of any kind
- ✓ Knives or any items or replicas that may be used as a weapon
- ✓ Firecrackers or Poppers
- ✓ Sunglasses
- ✓ CD player, Radio, or Electronic Games
- ✓ Laser Pointers or any item that causes disruption of class
- ✓ Trading Cards
- ✓ Electronic Devices used for entertainment purposes only.

The teacher or principal may take up any item that may cause disruption of the educational process. Items will be returned to the parent of the child upon request. Special circumstances regarding electronic devices should be communicated to the principal.

## DRESS CODE

Students are expected to be well-groomed when coming to school. Any form of dress that causes a distraction in the school is not allowed. Students may not wear the following items:

- ✓ Revealing clothing, including halters or mesh tops
- ✓ Cleated shoes
- ✓ Any type of shoe with roller skate wheels
- ✓ Any type of pants or shorts hanging down to expose undergarments
- ✓ Clothing that exposes the stomach, sides, or backs to include holes in pants
- ✓ Tank tops or shirts with spaghetti straps
- ✓ Facial or body glitter
- ✓ Sunglasses (only allowed for special assemblies, such as Red Ribbon Week)
- ✓ Hats or nylon stocking-type caps
- ✓ Short shorts, skirts and/or dresses that are more than 3 inches above the knee
- ✓ Tight or revealing clothing
- ✓ Any clothing that encourages or advertises alcohol, tobacco, violence, drugs, racial tension, nudity or obscene / vulgar language
- ✓ Any costume-type accessories

Appropriate school shoes (sneaker-type shoes) are highly encouraged for all students, as they are safer for the playground, physical education, and movement in hallways and classrooms. **All shoes must have a back or strap across the back.** Slip-on type shoes, backless shoes, high heels (more than 1 inch), and flip-flops/slides **are not permitted.**

When a student is not dressed appropriately (according to the judgment of the staff), the parents may be contacted to bring the student a change of clothes or the child may be given a change of clothes from the Clothes Closet, located in the clinic. Students who are inappropriately dressed will not be allowed in class. For younger students, an additional change of clothing is recommended to be kept in book bags.

## **DROP OFF & PICK UP**

**No students will be allowed to enter the building until 7:20 a.m.** Students who arrive between 7:20 a.m. and 7:55 a.m. may be dropped off at the gymnasium. Staff members are on duty in the morning to supervise and assist these students. The gymnasium door will be closed at **7:55 a.m., and the child must enter the front entrance. An adult MUST accompany students to the front entrance. For safety, NEVER drop off students at the front entrance alone after 8:00 a.m. Students who arrive after 8:01 a.m. are considered tardy, and must be accompanied by an adult to the front office to sign in.**

Parents and guests will not be allowed into the interior hallways of the schools without approval from school administrators for scheduled events and appointments such as parent conferences, IEP meetings, school programs, class parties, etc. To enter the interior of the schools for any reason, parents and guests must sign in at the front office with a photo ID. Lunch visits are dedicated to the Picnic with Parents times at the end of every 9 weeks. Access during this event will be limited to the front lobby and cafeteria, after signing in at the school office.

No students will be dropped off or picked up at the bus ramp. The bus ramp is for our students who ride the bus OR car riders who have special needs that have been coordinated with staff and administrators for supervised arrival.

Car Riders are dismissed from the bus ramp area at 2:30 p.m.. Car Rider line up will be permitted to the access road, no earlier than 2:00 p.m.. Car Rider Pro Hang tags will be distributed during Sneak-a-Peek and throughout the year. Every new household receives one car tag with additional tags available for \$5.00 purchase. For assistance, please contact the front office. Students are walked to the car by staff members. We ask that parents be considerate of others and not park in any area that would obstruct the flow of traffic.

Students will only be released to parents that progress through the car rider line. No parents should park and attempt to enter the school building. All parents need to remain in their vehicle and follow proper car rider pick-up procedures to ensure the safety of all children. Students will be loaded and unloaded on the driver's side/left hand side of the car. Car seats for other siblings need to be moved to the right so that students and faculty can load safely and efficiently from the driver's side of the car. Safety for all is the priority.

Students who are not picked up by 2:55 p.m. will be sent to the office and the parents will be contacted and charged an ASEP fee. After multiple late pick ups, the school social worker will be contacted.

We ask that you reserve extra time for pick-up during the beginning of the year and during inclement weather. Our main priority is for the safety of the students.

## **EARLY STUDENT DISMISSAL**

**We ask that students are not checked out after 2:00 p.m.** Early checkout of students after 2:00 p.m. presents unnecessary disruptions to the learning environment in the classroom. If it is necessary for a child to leave school before the end of the day (i.e., doctor's appointment), please report to the front office to sign the student out and the front office staff will assist with signing the student out using the computerized check-out system and call the student to the office. **Students will not be called to the office until parents arrive.** If someone else is to pick up your child, send a note with your child the day he/she is going to be picked up, stating the name of the person who will be picking up your child and a parent/guardian contact number. **Everyone checking out a student should be prepared to present identification.** Please notify the teacher and the principal, **in writing**, if a child is not to be released to a certain individual.

## **FEES, TUITION, AND CONTRIBUTIONS**

There are no fees or tuition received from students or parents who are residents of the Harris County School District. No student shall be penalized or denied full participation in any state-funded instructional program.

A tuition fee of \$4,700 per year is charged for each out-of-county student. This tuition is due by the first day of the school year. A payment may be made each semester in increments of \$2,350.00; payment is due the first day of each semester.

## **FIELD TRIPS**

Field trips are planned to enrich and extend classroom instruction and student exposure to the content. Field trip opportunities are available only for students enrolled in our system. Students who transfer to another system may not return for participation in previously scheduled field trips. Parents may be asked to fund their child's field trip costs.

Transportation will be provided by the Harris County School System, unless otherwise noted. While on the trip, students must remain with the class. Once the trip is completed, parents may sign out their own child for transportation home. Only children who are enrolled in Park Elementary are eligible for bus transportation. When feasible, parents may be able to meet students at the destination. **Preschool children or other siblings shall not be brought on field trips.** Parents will be expected to follow the same regulations as school personnel while on such field trips and set good examples. These regulations include: appropriate dress, no tobacco or alcohol use of any kind, and no use of profanity.

Written permission is required by parents / guardians in order for a child to attend any field trip. Toys, CD players, radios, cell phones, electronic games or other disruptive items are not allowed on these field trips. School personnel will not be responsible for these items.

The lunchroom staff will provide sack lunches for students who wish to purchase a lunch. Due to limited space, individual coolers are not allowed. Chaperones may purchase a school lunch for the adult price. Money must be received in advance in order to give the cafeteria staff an accurate count.

## **FITNESSGRAM ASSESSMENT**

Fitnessgram is a fitness assessment and reporting program for youth that is required to be administered in Georgia schools. The assessment includes a variety of health-related physical fitness tests that assess aerobic capacity, muscular strength, muscular endurance, flexibility, and body composition. Scores from these assessments are compared to Healthy Fitness Zone® standards to

determine students' overall physical fitness and suggest areas for improvement when appropriate. This assessment is completed privately with the PE teacher and the nurse. Results are kept confidential.

## **FOOD ALLERGIES**

Harris County Schools have procedures in place to identify and serve students with diagnosed food allergies. The parent will need to obtain a food allergy form from the school nurse. Upon completion by a physician, the form should be returned to the school. The school nurse will then contact parents to develop a special dietary needs action plan. Harris County Schools will provide dietary alternatives as needed. If the student has a prescribed epi-pen it is recommended that the parent or guardian provide one to keep in the clinic.

## **FUNDRAISERS**

Park Elementary may conduct fundraisers throughout the year to help fund various events including, but not limited to: student awards and incentives, motivational programs, teacher awards, appreciation and recognition. The PTO may conduct other fundraisers to support the school.

In order to ensure safety, students are not permitted to sell items door-to-door. Parents are encouraged to support the school by participating in all fundraising activities. **No private individual shall raise money for his/her own profit on behalf of Park Elementary School.**

## **GIFTED PROGRAM**

The Harris County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12.

A gifted student is one who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and /or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The Harris County Board of Education provides a differentiated curriculum for gifted students which consist of courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Georgia Standards of Excellence/Georgia Performance Standards are addressed through student tasks and activities that are specifically designed to meet the needs and academic level of each gifted learner. The needs of gifted students are met through differentiated instruction and curriculum in content classes using either the Advanced Content or the Cluster Model.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Students who score at specified levels established by the Harris County Board of Education on a norm referenced test shall be automatically referred for determination of eligibility for gifted services (IDDD.1).

The Georgia Board of Education has set two (2) standards of eligibility (GA SBOE Rule 160-4-2-.38).

- A student may qualify by meeting mental ability (composite) and achievement criteria.
- A student may also qualify by meeting three (3) of the four (4) criteria: mental ability (component), achievement, creativity and motivation.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Harris County Schools used to establish eligibility shall be applicable for two (2) calendar years.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by Harris County Schools. A student transferring from a Georgia public school system to Harris County Schools shall meet the criteria for continuation of gifted services established by the Harris County Board of Education. Gifted eligibility established in another state shall not be recognized by Harris County Schools.

Students must meet specific criteria established by the Board of Education to continue to receive gifted services. By not meeting the continuation criteria, students may be placed on probation and removed from the program.

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians also must provide written consent before eligible students receive gifted services.

## **GRADING**

All Harris County Schools use the following grading scale for grades 1-4:

A	90 –100
B	80-89
C	70-79
F	Below 70 indicates a Failing Grade
S	Satisfactory Progress (80-100%)
N	Needs Improvement (70-79%)
U	Unsatisfactory Progress (Below 70%)

Kindergarten students will receive a report card based on the Georgia Kindergarten Inventory of Developing Skills (GKIDS) and the curriculum of the Harris County School System. Report cards will be sent home at the end of the 9 week grading period and should be signed and returned.

Every 9 weeks, report cards for grades 1st- 4th will be accessible through the Parent Portal under the Grades option. The purpose is to inform parents of academic progress during the grading period. Each week, the teacher will send home papers for parents to view, sign, and return. Signing does not indicate that parents approve of the grades, but rather, are aware of them. This helps parents remain knowledgeable and assures that communication with the home is taking place. Grades are entered weekly and parents can receive notifications when they are entered if that option is selected in their Parent Portal account.



## **HOMEWORK**

Students may be assigned homework during the weeknights that practice skills that have been previously taught in class. These assignments may be checked for completion of practice or graded. Teachers will be mindful of special dates of the year and adjust homework accordingly.

## **HOSPITAL HOMEBOUND SERVICES**

The Harris County School System offers Hospital Homebound Services for students who are too ill or injured to attend school. A student may qualify for regular or intermittent Hospital Homebound Services. Regular Hospital Homebound is where a student will be absent from school for at least 10 days or more consecutively. Intermittent Homebound is where a student has a chronic illness that may require frequent hospitalizations or will be absent throughout the school year because of a chronic illness. A licensed physician or psychologist must provide medical certification verifying the illness or injury. A student does not accumulate any absences while he or she is on Hospital Homebound status. You may contact your school counselor for an application. If you have questions, you may call the School Social Worker at 706-628-4206, Ext. 1220.

## **INFINITE CAMPUS**

Infinite Campus is a district-wide student information system, designed to manage attendance, grades, schedules, test scores and other information about the students in the Harris County School System. Please contact the school for your Parent Portal Activation Code, which allows you to access your child's information and Online Registration Verification.

Parents can create their own account:

To create a parent portal account:

New parents will need to call the school to get their child's lunch number

On the "Parent Portal" page (Link found on the "System Links" tab on the website), click "Click Here," link in the announcements on the right of the page.

The students' last 4 digits of SSN, DOB, and student number will need to be entered.

It is highly recommended for parents to access the Parent Portal notifications option to receive important school information.

## **LABELING STUDENT ITEMS**

Please label your child's belongings with the student's full name; especially winter coats and lunchboxes. Lunchboxes can be labeled with a permanent marker on the bottom or inside. Lost and found items will be donated weekly/ or every two weeks to local charity.

## **LICE POLICY**

Definition: Infestation of the hair, with adult lice, larvae, or nits (eggs).

Etiology

1. *Pediculus humanus capitis* – the head louse.
2. Head lice in school-aged children and pubic lice infestations in adolescents and young adults occur in epidemic proportions in the United States and other countries. Head lice occur in all socio-economic groups.
3. Under optimum conditions, the eggs of lice hatch in a week, and sexual maturity is reached approximately two (2) weeks. The female louse lays 5-10 eggs a day and has a lifespan of approximately 30 days.

4. Transmission occurs by direct contact with infected individuals or indirectly by contact with their personal belongings, combs, brushes, headgear, and clothing.

### Subjective

Intense itching of the scalp, skin or trunk which may lead to complications such as impetigo, furuncles, and enlarged cervical lymph nodes.

Due to the impossible and very probable epidemic infestation of pediculosis in the school environment, the Board of Education deems it necessary to immediately isolate someone exhibiting pediculosis. The student with pediculosis will be advised to see his/her physician or public health nurse for treatment.

Contact: The school nurse is the contact for each school for questions regarding the presence of head lice at school.

Notice: When a case of head lice is discovered in a classroom, that particular student or students will be sent home, and a head check will be performed on remaining students in that classroom. A letter will be sent home to the child's parents outlining the procedures to be followed.

Students who have live lice or the presence of nits (eggs) will be sent home. Students must be lice and nit free before returning to school. If the student has a second infestation, the parents must present a certificate of treatment from the Health Department, a physician, or a Harris County School Nurse before the student can be readmitted to school. Another letter will be sent home to all other members of the class advising the parents that a case of head lice was discovered in the classroom.

### **LOST BOOK REGULATION**

All students are provided textbooks for each class for which the Board of Education has adopted a text. In the event a student loses a textbook, he/she must reimburse the system for the cost of the book. The student will not be issued another text until the price of the lost book is paid. The student must pay for lost or damaged library books. The Media Specialist will issue the price of the book. Children who return library books past the due date may be assessed a fine each day.

### **LUNCH AND BREAKFAST PROGRAM**

Hot lunches are served in the cafeteria each school day. A student may pay for lunch daily, but he/she is encouraged to pay for lunch and breakfast by the week or the month. A student must bring the lunch/breakfast money in a sealed envelope with his/her first and last name and the teacher's name on the front. Do not include snack money in this envelope. For information on how to download and sign up for the option, see a front office staff member, visit [www.ezschoollpay.com](http://www.ezschoollpay.com). Free and reduced price lunches are available for students who qualify for the program. Students who bring lunch from home may buy milk in the cafeteria. Glass/metal bottles and carbonated drinks are not allowed in the cafeteria. The breakfast program begins at 7:20 a.m. and ends at 7:55 a.m. Any student who wishes to participate should report to the cafeteria BEFORE 7:50 a.m.

### **Student fees:**

Breakfast:	full price \$1.50	reduced-price \$.30
Lunch:	full price \$2.75	reduced-price \$.40

**Adult fees:**

Breakfast: \$1.50

Lunch: \$4.50

**MAKING UP ASSIGNMENTS**

When a child is suspended or absent from school, he/she will be given the opportunity to make up missed work. The parent(s) of the student may come to the school between 3:00 P.M. and 3:20 P.M. to meet with the teacher to pick up assignments or to get assistance with assignments. Teachers will not be expected to gather assignments or meet with parents during the instructional day, thus interrupting learning time for the entire class. Students will have two school days for each day the child is excused to complete and submit make up assignments. The student will not be allowed on campus during a suspension. Make-up assignments may be given upon return to school.

**MEDIA DISPLAYS**

Schools in the Harris County School System often display **student work and group and individual student pictures** on the school websites, district website, in school newsletters, on social media and in the local newspaper. The student's FULL NAME and grade may be listed along with his/her work. This is to highlight the great activities taking place at Park and share with our community supporters.

**\*\*\*\*\*If you DO NOT wish for your child's work and/or pictures\*\*\*\*\*  
to be displayed on the websites, newsletters, social media and/or  
the local newspapers, please submit a written OPT OUT note to  
Mrs. VanKley, our Media Specialist. Send the note with your child  
to the homeroom teacher, who will forward it to Mrs. VanKley.**

**MEDICATION AT SCHOOL**

All medications, prescription and non-prescription, must be brought immediately to the clinic upon arrival at school by a parent or guardian. The student will report to the clinic at the designated time to take the medicine. Inhalers may be kept with the student as needed **ONLY** if proper medical documentation is provided to the school nurse. The following is an outline concerning medications:

- ✓ A written request must accompany all medications with detailed instructions on how it is to be given.
- ✓ The medication must be brought to school in its original container. The label must show the student name, medication name, dosage directions, physician's name and date. The parent must complete the permission form for prescribed medications. The school nurse may need additional information from the health care provider prior to your child receiving medication.
- ✓ Over-the-counter medications must be brought to school in a sealed, unopened container. Administration of non-prescription medications (Tylenol, etc.) will be done only if a permission form has been completed. The container must be labeled with the child's name, name of medication, and dosage information.
- ✓ It is best if a parent or guardian brings medication to school. The medications will be counted and documented in a medication log.
- ✓ The school nurse or staff member designated by the principal will administer the medication.

## **MILITARY FAMILIES**

A student whose parent is in military service and has been called to duty or is on leave from overseas deployment shall be granted excused absences up to a maximum of five school days per year to visit with the parent. These days may be taken prior to deployment or during the parent's leave. This comes under an additional category of excused absences.

## **MULTI-TIERED SUPPORT SYSTEM**

MTSS is a research-based method of instruction and assessment proven to find the best interventions to promote individual student success. We apply this approach to help all children succeed. Evidence based lessons and strategies are in place for all students, and differentiation is provided. Education teams work together to provide research-based interventions for individual students as needed for their success. Student progress is monitored to determine instructional effectiveness of interventions. Teachers continue to monitor the progress of all students and provide effective strategies through this MTSS process.

## **PARKING**

There is Visitor Parking in front of the main entrance and behind the gym. When visiting the school, parents should not park in the bus parking zones. Violations of parking in Handicapped spaces will be reported to the Sheriff's Department.

**Do not block the driveway or circle in front of the school during school hours.**

## **PERSONAL INFORMATION**

Any parent information such as phone number, address, etc. given to the school or PTO will only be used for school purposes.

## **PETS**

For the safety and health of everyone, NO pets will be allowed in the building. Service animals with properly filed documentation are the only exception.

## **PHYSICAL EDUCATION**

Students are required to have ninety (90) hours of physical education instruction each school year. Students will attend classes with the physical education teacher. The regular classroom teacher may lead physical education during recess on the days that students are not assigned to the PE teacher. Students will be excused from activities with a written excuse from a doctor. On some occasions, a parent may request in writing that a child not participate for one day due to a recent illness. These requests will be honored but monitored closely to ensure students meet the hours required by the state of Georgia.

## **REGISTRATION REQUIREMENTS**

Parents/guardians enrolling a student at Park Elementary for the first time must provide the school with a copy of the child's birth certificate, a Hearing, Dental, and Vision screening form, immunization record, two proofs of residency and a social security card. Parents/guardians enrolling a student must provide picture identification. This process is completed online or with a scheduled appointment with the HOPE center. School personnel will request records from the student's previous school per parents/guardians signature for Release of Records completed on OLR form.

## **RESPECT FOR PROPERTY**

The Park Elementary facility is beautiful. Vandalism of any kind (writing on walls, furniture, destroying textbooks, etc.) will be dealt with harshly. We are proud of our school and expect all students, parents and visitors to treat it with respect.

## **SCHOOL DAY**

The school day begins at 8:00 a.m. and ends at 2:30 p.m. **No students should arrive before 7:20 a.m., as there will be no supervision.** Breakfast for all students is served from 7:20 a.m. to 7:55 a.m. Breakfast will not be served after 7:55 a.m. except in emergencies involving late buses. Students should report to the cafeteria upon arrival if they intend to eat breakfast. Students may not be served breakfast if they do not arrive in the cafeteria before 7:55 a.m.

Please try to schedule your child's appointments after the school day. When your child is checked out early, he/she misses valuable instructional time, which continues until 2:30 p.m. each day. If students are picked up early, they must be signed out in the front office. Students will be called over the intercom; students cannot be dismissed from classrooms.

## **SCHOOL NURSE**

Park has a full-time nurse, who monitors and administers medications, first aid, and handles triage. The school nurse is NOT a doctor and cannot diagnose illnesses or recommend doctors or specific treatments. Access to registration for the Telehealth option can be found in the Parent Portal.

## **SICKNESS/ILLNESS/HEALTH/CLINIC**

Park will adhere to the latest guidelines, recommendations, and regulations as produced by the Centers for Disease Control and Prevention as well as State agencies. Any locally adopted procedures/policies regarding COVID-19 will be communicated.

### *Medication at school:*

All medications, prescriptions and non-prescription, are to be dropped off by a parent or guardian. The student will need to report to the clinic at designated times to take prescription medications. No prescription medication will be given without written consent from the parent and a copy of the prescription on file. All medications will be counted and logged in by the nurse upon receiving them.

### *Illness:*

Please do not send your child to school with a fever of 99.1 or higher, vomiting or diarrhea. Please keep your child home if he/she has had a fever, vomiting or diarrhea in the last 24 hours. Students must be fever, vomit, and/or diarrhea free for 24 hours without the use of fever reducing, antiemetic (vomit), or anti-diarrhea medications before returning to school. If you have questions or concerns regarding your child returning to school, please contact the school nurse.

### *Required Documentation:*

Please complete the front and back of the Health History Form and return to school as soon as possible. If your child has any type of diagnosed illness, known allergic reactions (food, insect) or will require prescription medication be given at school, please complete the appropriate health action plan received from the school nurse and return it to school as soon as possible. If prescriptions or the health of your child changes during the school year, please provide medical documentation to the nurse as directed.

### *Telehealth:*

The Harris County School District is in partnership with Mercer Medicine. This allows each school to have a telehealth clinic in house that is run by the school nurse. This allows your student to have visits with the providers at Mercer without ever leaving school. The doctor can diagnose a number of things and call in medications as needed. Parents are welcome and encouraged to join the visits. Your student must be pre-registered with the appropriate paperwork before being seen. The school nurse will never perform a telehealth appointment without parental consent.

To obtain the pre-registration packet, please go to [harris.k12.ga.us](http://harris.k12.ga.us) under student services or you can find a link on the Parent Portal.

## **SILENT REFLECTION**

In compliance with Georgia law, each teacher shall conduct a brief period of quiet reflection at the opening of every school day. The time will not exceed 60 seconds with the participation of all students. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment for prayer, nor shall they deny any student the right to use it for quiet prayer. Students and staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

## **SNACKS**

**ALL** “goodies”, snacks, and foods for the class **MUST** be purchased/pre-packaged with ingredients visible on the packaging. This will help to prevent allergic reactions. Plastic (Not Metal) water bottles are permitted for school use. Water is the only liquid permitted in the bottle.

**Ice cream may be purchased for \$1.00.** Please send snack money in a separate envelope labeled with your child’s name and amount of money in the envelope. A wellness policy is in place to promote healthy snacks that are used for class parties and events. Healthy food and drink choices are emphasized. Students will also have the option to purchase à la carte items in the cafeteria if they do not owe a balance to school nutrition.

## **STANDARDIZED TESTS**

During the year, students will be taking standardized tests. The purpose is to enable teachers to identify strengths and weaknesses of students and align instruction with the curriculum. Scores enable the school to identify students who qualify for remedial and accelerated reading and math programs. Teachers will also use test results to identify students who are at-risk for dropping out of school so their special needs may be met. At the time of this printing there was not a preliminary testing calendar. Specific dates for testing will be communicated to parents as received. The following is a general local outline of tests to be given during the year:

- ✓ Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0)- Kindergarten students assessed on an ongoing basis throughout the year
- ✓ Georgia Milestones Assessment System (GMAS) - to be administered in May for state designated grades
- ✓ Georgia Alternate Assessment (GAA 2.0) - The GAA is administered in March and is used to assess students' mastery of the objectives. This assessment program promotes a vision of

enhancing capacities and integrated life opportunities for students who experience significant cognitive disabilities.

Parents will be sent a copy of the test results and an explanation of how to interpret them. If further explanation is needed, please call the school for an appointment.

## **STUDENT COMPLAINTS**

The Harris County Board of Education realizes that there may be conditions in the school that need improvement. Students should have some means to effectively express their concerns, which will be considered and handled with fairness. Student complaints shall be resolved through an orderly process and at the lowest possible level. Listed below are the steps that will be taken in handling student complaints:

- ✓ Any student and his/her parent should discuss a decision or situation that he/she considers unjust with the classroom teacher.
- ✓ If the matter remains unresolved, the student, parent, or teacher may bring the matter to the principal for consideration.
- ✓ If the matter remains unresolved, it may be brought to the Superintendent or designee for consideration.
- ✓ Complaints that remain unresolved following the action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

Parents and students may contact teachers and the principal at Park Elementary, 13185 US Highway 27 N. Hamilton, GA 31811. The telephone number is (706) 628-4997. Appeals of decisions made at the school level should be made to the Superintendent of Schools, PO Box 388, Hamilton, GA 31811. The telephone number is (706) 628-4206. More detailed procedures for resolution of complaints may be found in the Harris County Board of Education policy JCE. A copy may be found in the Media Center or Principal's Office. A complaint form is included in the back of this handbook.

## **STUDENT CONDUCT AND DISCIPLINE**

We believe that every student has the right to learn and every teacher has the right to teach. Students do not have the right to interfere with the learning of other students. All students must follow the discipline code of the Harris County Board of Education and Park Elementary School. The Student Behavior Code may be accessed online on the Harris County Board of Education website.

The P.A.R.K. Behavior Expectations were developed to enhance and enrich student interactions at school. The expectations allow for students to have guiding principles for our House System of school-wide behavior management.



# Behavior

## EXPECTATIONS

### **P**erseverance

(effort, tenacity)

#### BELIEFS:

- When something doesn't work right, try again and again.
- I can resist temptations to give up or quit, choosing to keep going as long as I can.
- I will finish what I start.

#### Actions:

- Set goals
- Stay on task
- Ignore distractions

### **A**ccountability

(responsible/ownership of learning/self-control)

#### BELIEFS:

- I will do my best work and be my best self.
- By my choices, I will determine what kind of person I am.
- I am responsible for my actions and their consequences.

#### Actions:

- Make good choices
- Be prepared for class
- Focus on myself

### **R**espectfulness

(manners)

#### BELIEFS:

- I will treat others the way I want to be treated.
- I must respect the personal space of others and keep my hands to myself.
- It is important for people to be included.

#### Actions:

- Follow instructions
- Show respect

### **K**indness

(helping hands/empathy)

#### BELIEFS:

- I will show care and concern for others.
- I can find ways to help others.
- I will act compassionately.

#### Actions:

- Listen to others
- Express empathy and understanding for others



## **OVERVIEW OF THE PARK ELEMENTARY HOUSE SYSTEM**

### **A Note About Using the Ron Clark House Names**

Park has chosen to use the House materials which are copyrighted by the Ron Clark House System and in so doing we agree to not make changes to the House colors, crests, names, animals, etc. This decision was made so that we could use his images shared on [www.rcahousesystem.com](http://www.rcahousesystem.com). This does not mean that our House system has to be exactly like the Ron Clark Academy. We can simplify the information provided so that students at the elementary level can understand it. We are free to make our own procedures, rules, traditions, etc. that are appropriate for Park.

### **Why the House System**

Creating a culture of belonging and building character and community are the main reasons to implement the House system. The goal is for students to become intrinsically motivated to meet behavioral and academic expectations and to take ownership of their actions. Over time students begin to realize what is valued by their peers. The HOUSE system is an all inclusive program where all students have the opportunity to be acknowledged during HOUSE meetings; not just spotlighting a “student of the month”.

- **CHARACTER BUILDING**

The House System builds character with a reward system that goes beyond something like earning a piece of candy for doing something good. Instead, each student’s achievements add to a collective group, making the reward communal and social. Students come to realize the behavioral and academic traits that are valued by their peers and strive to demonstrate these in support of the group effort to earn points and to be recognized in a positive way by both adults and students. This leads to building intrinsic motivation as students strive to do what is celebrated and recognized in positive ways by their peers.

- **COMMUNITY BUILDING**

School-wide community is built through support and interaction across grade groups/levels in support of behavioral and academic growth. Community is built through healthy competition, role modeling, establishing House traditions and mentorships. Every student feels a sense of belonging to a group outside of the classroom. Throughout the year each student’s personal accomplishments are rewarded with points that collectively build over the year. Individual students earn points for behavior and academic success.

## **Competition Among Houses**

- The House system is meant to promote a sense of healthy and constructive competition. This is modeled by celebrating wins, learning from mistakes, and accepting loss gracefully. Students learn how to be team players, contribute their efforts toward a group and learn that those who work hard and have grit are often the ones rewarded. Playful competition is meant to also build a culture of excitement and pride in each House.

## **Acknowledgement of HOUSE with the most points**

- At the end of each month, the House with the most points will have their HOUSE flag flown on the flagpole
- Extra HOUSE wheel spins
- Highlighted on Tiger TV news and website
- HOUSE colors displayed throughout the building
- HOUSE banner raised in the lunchroom
- OTHER IDEAS..... Remember this needs to be in the form of “bragging rights” not tangible rewards like ice cream, etc,

## **The House Point System**

Students earn points for demonstrating actions we as the staff deem worthy. A list of point values and the actions to earn these points are listed in the Point Distribution section. This list is a starting point and can be added to or changed as we work through this year. However, there must be consistency among staff members in awarding the points. This is a school wide initiative meant to be followed with fidelity so that students experience a fair process. We award points to emphasize the importance of what we, as a staff, deem as important to encourage and reinforce in students.

Any adult in the building can award points; custodial staff, lunchroom staff, bus drivers, paraprofessionals, central office staff, office staff, teachers and paraprofessionals. Students quickly learn that all eyes are always watching and that there are consistent expectations across the school building to include on the bus and in the lunchroom.

Individual students earn points based on behavior and academic gains and success. Points may be awarded to a HOUSE for various competitions throughout the year.

At the end of the year the HOUSE with the most points wins the HOUSE Championship and the “bragging rights”; the honor and glory of being the top point earning HOUSE.

\*Points may not be awarded when asked for by students nor taken away from HOUSES.

## **Point Distribution- Quick Guide**

### ***Standard Points***

1 point:

- Lunchroom manners
- Going above and beyond (helping a classmate without being asked, helping when there is a need, picking up trash without being asked, etc.)
- Getting a difficult question correct
- Class participation and effort
- Asking questions when something is not understood
- Explaining something to a classmate who needs help
- Being an exemplary leader and role model for others such as being the first to cheer on a classmate, help a classmate or younger student, refraining from joining in on something that is inappropriate, etc.
- Speaking when spoken to such as saying “good morning”
- Responding in a respectful manner such as saying “sir” and “mam”
- Returning requested items or forms
- Participating on House Spirit Days by wearing House t-shirt or house colors

### ***Above and Beyond Points***

2-5 points

- Winning a class competition
- Befriending a new student or one who may be having a hard day
- Cleaning up the classroom without being asked
- Perfect score on major tests or project rubrics
- Improving behavior
- Academic growth
- Growth in IXL, Reflex Math, class assessments, Reading fluency passages, DRC Beacon testlets (3rd and 4th only), etc. as determined by each grade level
- Getting a difficult question correct, picking up trash without being asked, encouraging a classmate

### ***Ultra Points***

10 Points

- No tardies or early checkouts for the nine weeks
- Meeting the 15 Book Challenge
- A/B Honor Roll

15 points

- No behavior referrals for the nine weeks
- Growth on Guided Reading level and Fastbridge screeners, etc.
- All A Honor Roll

## **The Wheel**

Each new student is allowed to spin the wheel in Music Class to determine House placement. PreK students will join the house of their teacher as a class.

## **House Leaders and Meetings**

Two “House Leaders” from fourth and second grade will be chosen for each House. The House Leaders collaborate together to plan house events. Each House will also have at least two teachers who serve as representatives; one from K-2 and one from 3-4. This core group of people will work together to build House spirit, plan events, build traditions, collaborate, etc.

In addition to House Leaders, an “executive board” will also be chosen to work alongside each House Leader to assist with plans and meetings. For example, this year each House has a leader and two students serving on the executive board. This leadership structure can change or be decided by the students.

The new House leaders are announced each year at the House Celebration at the beginning of the year. Being chosen as House Leader is based on input from teachers, classmates and student willingness to take on this responsibility.

The House meetings are a work in progress; however, they are an integral part of keeping the interest and momentum going for the House system. Ideally the House meetings need to take place on a regular basis. This is a part of the House system that many factors need to be taken into account in planning this to work for Park and the large number of students in each House.

HOUSE meetings are led by the HOUSE leaders. Faculty and staff are present to supervise and help moderate. HOUSE meetings designed to recognize top point earners, celebrate successes, practice HOUSE cheers and chants, etc.

## **Spirit Days**

Spirit days are communicated to students and families via school newsletter and flyers posted in IC, Peachjar, and social media platforms. Faculty, staff and students are to wear their HOUSE shirts along with any other attire that is the HOUSE color.

### **Solicitation:**

Students are not allowed to sell or trade any items at school. This includes but is not exclusive to: gum, pencils, trading cards, tickets, and other items.

### **I Have a Choice:**

The "I Have a Choice" Program gives our students the opportunity to engage and have explicit instruction in the area of social skills development that promotes positive behavior and interactions between students and staff. Teachers and other staff members use evidence-based practices to increase student learning and decrease disruptions throughout the school environment.

### **STUDENT EXTRACURRICULAR ACTIVITIES**

Such activities include Music Makers, Art Club, STEAM Club, and Cubs for Christ.

Harris County Elementary Chorus (Music Makers) guidelines are as follows:

1. The chorus will be auditioned yearly and is sponsored by the music teacher.
2. The chorus members will consist of third and fourth grade students.
3. Each chorus member and parent will sign an agreement at the start of the chorus year. The agreement will outline expectations for chorus members.
4. The organization will provide a positive, nurturing, educational, and musical experience for the students involved.

### **STUDENT INSTRUCTION**

Park Elementary believes that every student can learn and that it is the responsibility of educators to help each student reach his/her potential. Each student should be recognized and developed. An education should teach a child to respect him/herself, peers, adults, and public property. To ensure that needs are met, Park Elementary provides the following programs:

The state-funded **Pre-K program** is for children that turn four years old by September 1<sup>st</sup>. These children attend school for the entire school day and each class serves a maximum of 20 students. The program uses the High Scope Curriculum, which fosters children's thinking skills and prepares them for the Kindergarten curriculum. This program also provides families with a Resource Coordinator for support and educational opportunities. The coordinator may also serve as a link to appropriate community resources as needed.

The **Early Intervention Program (EIP)** is a program that provides additional individualized instruction in reading and math for students who demonstrate a need in these areas. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time. The models for EIP instruction are based on the needs of the students.

The **Special Education program** is designed to meet the needs of individual students with special needs. Referrals to special agencies concerning physical, academic, social and/or emotional needs can be handled through the MTSS Process. This program is also designed to meet the needs of the academically advanced student (The Gifted Program).

#### **IDEA - Child Find**

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay. Harris County Schools serves children ages 3 through 21 with identified special education needs. Please contact the Office of Federal Programs if you have any questions or if you know of a child with a disability at (706) 628-4206.

The Harris County Board of Education provides an **enrichment program** for those students who are gifted in the areas of mental ability, achievement, creativity, or motivation. In order to maximize instructional materials and provide a supportive environment for these students, a centralized program is offered. Gifted students from Park Elementary currently attend the Odyssey program at Park Elementary, on designated days. It is the goal of the program to encourage students to reach their potential while working on interesting and innovative assignments.

## **STUDENT REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process listed below established by the Georgia Professional Standards Commission and implemented by the Harris County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities.

**Students are prohibited by Georgia law and Harris County Board of Education policy from falsifying, misrepresenting, or erroneously reporting incidents of alleged inappropriate behavior by school personnel and may be disciplined for doing so.**

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **STUDENTS WITH DISABILITIES**

Any student's physical disability or injury should be communicated to the teacher and administration. Special assistance will be provided as needed, and as required by law.

## **TELEPHONE USAGE**

Students may not receive telephone calls at school. Students may use the school phone in emergency situations. School staff members will relay messages to students in classrooms regarding emergencies and transportation changes.

## **TESTING SECURITY PLAN**

District and School Test Security Plans may be accessed through the school and district website. If students or parents have questions or concerns regarding the security of testing, please contact the school testing coordinator.

## **TITLE I**

Park Elementary is a School Wide Title I School. Under the current ESEA Park has not been designated as a focus or priority school, due to continued progress being made in student achievement. Under the previous No Child Left Behind Legislation, Park made (AYP) Adequate Yearly Progress for 10 consecutive years.

## **TITLE II, PART D- ENHANCING EDUCATION THROUGH TECHNOLOGY**

The primary goal of the Title II, Part D program is to improve student academic achievement through the effective use of technology in schools. Title II, Part D is designed to assist every student in crossing the digital divide by ensuring that all students are technologically literate by the end of eighth grade and to encourage the effective integration of technology through teacher training and curriculum development to establish successful, research-based instructional methods.

## **TITLE IX**

Title IX is a federal law which protects students and employees from sex discrimination. Its regulations apply to all educational programs, preschool through graduate school, which receive federal aid. Any school system that receives federal money, services or property must comply with Title IX.

## **TRANSFER BUSES TO CREEKSIDE SCHOOL**

Transfer buses are provided in the morning at Park Elementary for Creekside School students who live in the Park Elementary School district. Students must ride their regularly assigned bus to the Park Elementary campus in order to be allowed to transition to the transfer bus.

**Students who miss their regularly assigned bus will not be allowed to be dropped off and catch their transfer bus at Park Elementary.** Parents will be responsible for transporting their child to Creekside School in these cases.

## **TRANSPORTATION**

Riding a school bus is a privilege and students are expected to follow all rules of conduct which are given to them in the Harris County Board of Education Student Behavior Code and Attendance Protocol on the first day of school.

To request a bus assignment please fill out a bus transportation form. Please note this can take up to 10 days to have a bus assigned from the transportation department. Once the bus is set up, you will be notified of the students' bus information.

## **VACCINATIONS**

The Georgia Department of Human Resources has made changes in the vaccine requirements. Students entering Kindergarten and 6<sup>th</sup> grade will be required to have additional Varicella vaccinations. The Health Department will require any new Georgia student, Pre-K through 12<sup>th</sup> grade, to follow these new requirements as well. Please contact your healthcare provider to determine if your child needs the update. Appropriate documentation will be required.

## **VIDEO SURVEILLANCE**

Having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, the Board of Education has authorized the use of video camera surveillance in its transportation vehicles and on school grounds. The use of video recordings from surveillance equipment shall be subject to other policies of the district including policies concerning the confidentiality of student and personnel records. Video surveillance shall only be used to promote the order, safety, and security of students, staff, and property.

## **VISITORS**

All visitors must request admittance via the security entry system, give name and purpose for visit, answer any questions for security, enter and report to the front office to receive a visitor's pass. If a conference is needed with a teacher, please make an appointment. Please be advised that the classroom teacher will be unavailable to have a conference with parents during instructional time or during the time he/she is supervising students. A separate conference time must be scheduled with the teacher to discuss questions or concerns.

Parent conferences may be requested at any time by calling the school at (706) 628-4997.

Conferences may be scheduled after school from 3:00 p.m. - 3:20 p.m. or during the teacher's planning period.

## **ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING, SIGN IN, AND OBTAIN A VISITOR BADGE.**

## **VOLUNTEERS**

We need you! Parents and other volunteers help us in many ways. If you are interested in working with small groups of children, helping with class projects, reading stories, donating materials or working in the Media Center, please let us know. Your teacher, a class parent, the Parent Involvement Coordinator, PTO, or another staff member will contact you to volunteer. We ask that you sign in at the front office so that we may log volunteer hours. We also ask that volunteers please do not bring other children to the building. This can sometimes cause distractions and an unsafe environment. Volunteers will be given a badge to wear in order to be identified. A volunteer network is in place and individuals wishing to volunteer may contact the PTO or the Title I Family Engagement Coordinator.

## **WEBSITE**

The Harris County School System, along with each school, has a website. Each class has the capability to add information.



## **WELLNESS POLICY**

The Harris County School System has a wellness policy in place to promote good health for students. In addition to physical activity, the system encourages healthy snack alternatives whenever planning a class party or function. When class parties are planned, there should be nutritious foods available in addition to sweet items like cupcakes and cookies. For further details, the wellness policy can be accessed on-line through the Harris County Board of Education website.

## **504 Procedural Rights and Safeguards**

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**TITLE 20. EDUCATION**  
**CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION**  
**ARTICLE 6. QUALITY BASIC EDUCATION**  
**PART 14. OTHER EDUCATIONAL PROGRAMS**  
**O.C.G.A. § 20-2-315 (2009)**

- ✓ § 20-2-315. Gender discrimination prohibited; authorized separate gender teams; equal athletic opportunity; physical education classes; employee designated to monitor compliance; grievance procedures; reporting requirements

(a) No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by a local school system, and no local school system shall provide any such athletics separately on such basis.

(b) Notwithstanding the requirements of subsection (a) of this Code section, a local school system may operate or sponsor separate teams for members of each gender where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a local school system operates or sponsors a team in a particular sport for members of one gender but operates or sponsors no such team for members of the other gender, and athletic opportunities for members of that gender in that particular sport have previously been limited, members of the excluded gender must be allowed to try out for the team offered unless the sport involved is a contact sport. Nothing in this subsection shall be construed to limit the authority of a local school system to operate or sponsor a single team for a contact sport that includes members of both genders. As used in this subsection, the term "contact sport" includes boxing, wrestling, rugby, ice hockey, football, basketball, and any other sport the purpose or major activity of which involves bodily contact.

(c) A local school system which operates or sponsors interscholastic or intramural athletics shall undertake all reasonable efforts to provide equal athletic opportunity for members of both genders. In determining whether equal opportunities are available the following factors shall be considered:

- (1) Whether the selection of sports and levels of competition effectively accommodate the

interests and abilities of members of both genders;

- (2) The provision of equipment and supplies;
- (3) Scheduling of games and practice time;
- (4) Travel allowance;
- (5) Opportunity to receive coaching and academic tutoring;
- (6) Assignment and compensation of coaches and tutors;
- (7) Provision of locker rooms and practice and competitive facilities;
- (8) Provision of medical and training facilities and services; and
- (9) Publicity.

Unequal aggregate expenditures for members of each gender or unequal expenditures for male and female teams if a local school system operates or sponsors separate teams will not constitute noncompliance with this subsection, but the failure to provide essential funds for the basic operations of teams for one gender may be considered in assessing equality of opportunity for members of each gender. Nothing in Code Section 20-2-411 shall be construed to limit the authority of a local school system to expend school tax funds as authorized by Article VIII, Section VI, Paragraph I(b) of the Constitution in order to comply with the requirements of this Code section.

(d) A local school system may provide separate toilet, locker room, and shower facilities on the basis of gender, but such facilities shall be comparable to such facilities provided for students of the other gender.

(e) This Code section does not prohibit the grouping of students in physical education classes by gender.

(f)(1) Subject to the provisions of paragraph (3) of this subsection, if a local school system sponsors an athletic activity or sport at a particular school that is similar to a sport for which an institution in the University System of Georgia offers an athletic scholarship, it must sponsor the athletic activity or sport for which a scholarship is offered at that school. This paragraph does not affect academic requirements for participation nor prevent the local school system from sponsoring activities in addition to those for which scholarships are provided.

(2) Two athletic activities or sports that are similar may be offered simultaneously.

(3) If a local school system demonstrates by a bona fide survey of eligible students at the school, which is approved by the Department of Education for compliance with generally accepted opinion survey principles regarding neutral wording and other matters, that there is insufficient interest among students at the school to field a team described in paragraph (1) of this subsection, then the local school system shall not be required to sponsor such athletic activity or sport at that school. The exemption provided for by this paragraph shall be valid for 24 months following the date when the most recent bona fide student survey demonstrating a lack of student interest was completed, unless a new bona fide student survey is conducted within the 24 month period that demonstrates sufficient interest to field a team. If such a new bona fide student survey demonstrates such sufficient interest, then the local school system must comply with paragraph (1) of this subsection during the local school system's next fiscal year and until such time as a new bona fide student survey demonstrates insufficient interest to field a team described in paragraph (1) of this subsection. A local school system shall conduct the bona fide student survey described in this paragraph regarding interest in a team described in paragraph (1) of this subsection upon the request of nine students at the school, but no more frequently than once every 12 months.

(4) Nothing in this subsection shall be construed to preclude the application of generally applicable policies or rules regarding the cancellation of an athletic activity or sport due to lack of student participation in scheduled practices or contests.

(g) Each local school system shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this Code section, including the investigation of any complaint communicated to such local school system alleging its noncompliance with this Code section. The employee designated under this subsection may be the same person required to be designated under 34 C.F.R. Section 106.8. The local school system annually shall notify all its students of the name, office address, and office telephone number of the employee or employees appointed pursuant to this subsection. Such notification may be included in a student handbook distributed pursuant to Code Section 20-2-736.

Compliance Officer  
Director of Personnel  
Stacey Carlisle

132 Barnes Mill Road  
Hamilton, GA 31811  
706-628-4206 Ext. 1217

(h) Each local school system shall adopt and publish grievance procedures providing for prompt and equitable resolution of written student complaints, including complaints brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of this Code section. Such procedures shall require that:

(1) The employee designated under subsection (g) of this Code section shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;

(2) A copy of such decision shall be provided to the complainant within five days of the date of the decision; and

(3) A complainant shall have a right to appeal such decision to the local board within 35 days of the date of the decision.

(i)(1) A complainant may appeal a decision of a local board that is rendered under subsection (h) of this Code section in accordance with the procedures specified in Code Section 20-2-1160. If the State Board of Education determines that a local school system has failed to comply with this Code section, then the state board shall provide the local school system with opportunities to prepare a corrective plan. If the state board determines that a corrective plan of the local school system adequately plans and provides for future compliance with this Code section, then the state board shall approve the plan and direct the local school system to implement such plan.

(2) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order directing implementation of a corrective plan pursuant to paragraph (1) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement the corrective plan approved in the earlier proceeding and of any other corrective plan that may be submitted by the local school system, transmit a certification of such determination to the Department of Community Affairs. If the state board's determination of noncompliance is later reversed or vacated upon appeal, the state board shall immediately notify the Department of Community Affairs of such

action.

(3) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board certification to the Department of Community Affairs pursuant to paragraph (2) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding and of any other corrective plan that may be submitted by the local school system, order that a team or teams within the local school system or school within the local school system shall not participate in interscholastic postseason athletic contests and that participation in violation of such an order may result in withholding of state funds allotted pursuant to Code Section 20-2-186. An order of the state board barring participation in interscholastic postseason athletic contests shall be made and announced before the beginning of a school year.

(4) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order prohibiting participation in interscholastic postseason athletic contests pursuant to paragraph (3) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding and of any other corrective plan that may be submitted by the local school system, withhold state funds that are allotted pursuant to Code Section 20-2-186 in an amount that the state board determines is sufficient to secure the local school system's compliance with this Code section. In the event that state funds are withheld pursuant to this paragraph, such funds shall later be allotted to the local school system at such time as the state board determines that the local school system is in compliance with this Code section.

(j) No later than October 1, 2003, and every year thereafter, the Department of Education shall submit a report to the General Assembly regarding the compliance of local school systems with the requirements of this Code section. Such reports shall include information regarding expenditures and participation rates for each gender and such other information as the state board and department deem relevant. Each report shall cover the time period beginning on July 1 of the previous year and ending on June 30 of the year in which the report is due.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

- 1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records. Educational records maintained for your child are:

<u>Type of Record(s)</u>	<u>Location(s)</u>	<u>Contact Person(s)</u>
Special Education (Back-up File)	HC Board Office	Special Education Director
Special Education Due Process File	HC Schools	School Building Principal
Cumulative File	School	School Building Principal
Regular Education File	School	School Building Principal

- 2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3) Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;

- 4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64, concerning the alleged failures by the Harris County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder; and
- 5) Obtain a copy of the policy which the board of Education has adopted regarding access to student records.

***"Policy information included in this handbook is based on Harris County Board Policy at the time this book was printed and is provided as information only. Official Board Policy is published on the district website at [www.harris.k12.ga.us](http://www.harris.k12.ga.us) , and may be found by clicking on School Board at the top of the district web page, then School Board Home Page, then Policy. You may also click on the Search function at the top of School Board Homepage and search policies by keyword."***





Harris County Board of Education  
Complaint Appeal Form to Harris County School Board  
Policy JCE

Individual Filing Appeal:

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

Date Initial Complaint was Filed: \_\_\_\_\_

1) I wish to appeal the decision of:

Name \_\_\_\_\_

Title \_\_\_\_\_

2) Reason for Appeal: (Attach additional pages if necessary)

3) State relief sought:

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Student/Citizen

Date Received and Filed:

\_\_\_\_\_

\_\_\_\_\_  
Chairman

Board's Decision:

Basis for Decision:

1) Provide details of the Board's investigation statements from witnesses, students, and other evidence.

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

Title I Supplemental Handbook  
*Contains required Title I Documents*





# Harris County Board of Education

## BOARD MEMBERS

Mr. Garnett E. Ray III, Chair  
Mr. Steve F. Goodnoe, Vice Chair  
Mr. Shane Lipp  
Mrs. Bridgett Oliver  
Mr. Scott Greene  
Mr. Harry Proctor  
Dr. Monica Sparks

132 Barnes Mill Road  
Hamilton, Georgia 31811  
(706) 628-4206  
Fax (706) 628-5609

SUPERINTENDENT  
Dr. Justin Finney

ASSISTANT SUPERINTENDENTS  
SUPPORT SERVICES  
Ms. Shelia Baker

HUMAN RESOURCES  
Mrs. Stacey Carlisle

BUSINESS SERVICES/TECHNOLOGY  
Mr. Shawn Fisher

## Harris County Schools

### Creekside School

Principal: Mrs. Jennifer Sappington  
(706) 596-1300  
[sappington-j@harris.k12.ga.us](mailto:sappington-j@harris.k12.ga.us)

### Park Elementary School

Principal: Dr. Allyson Douthit  
(706) 628-4997  
[douthit-a@harris.k12.ga.us](mailto:douthit-a@harris.k12.ga.us)

### Pine Ridge Elementary School

Principal: Mrs. Donna Crooks  
(706) 568-6578  
[crooks-d@harris.k12.ga.us](mailto:crooks-d@harris.k12.ga.us)

### Mulberry Creek Elementary School

Principal: Mrs. Amy Allen  
(706) 320-9397  
[allen-a@harris.k12.ga.us](mailto:allen-a@harris.k12.ga.us)

### New Mountain Hill Elementary School

Principal: Mrs. Jessica Burnett  
(706) 323-1144  
[burnett-j@harris.k12.ga.us](mailto:burnett-j@harris.k12.ga.us)

### Harris County High School

Principal: Mrs. Lindie Snyder  
(706) 628-4278  
[snyder-l@harris.k12.ga.us](mailto:snyder-l@harris.k12.ga.us)

### Harris County Carver Middle School

Principal: Mrs. Jennifer Taylor  
(706) 628-4951  
[taylor-j@harris.k12.ga.us](mailto:taylor-j@harris.k12.ga.us)

### Harris County Crossroads Educational Opportunity Center

Administrator: Mrs. Ariane Stecher  
(706) 628-7452  
[stecher-a@harris.k12.ga.us](mailto:stecher-a@harris.k12.ga.us)

## Harris County Schools: Right to Know Notification

### Right to Know Professional Qualifications for Teachers and Paraprofessionals

June 3, 2024

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114 – 95, enacted December 10, 2015, Harris County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. We are proud of the professional credentials of Harris County's teaching staff and are prepared to furnish to you upon request the professional qualifications of any of your child's teachers. The information you may obtain includes the following:

Whether the student's teacher...

- has met state qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction;
- is teaching under an emergency or other provisional status thorough which the State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of certification of the teacher.

Further, you may know the qualifications of any paraprofessional who provides services to your child.

To request any of the above information, please contact H. Tag Croxton, Director of Federal Programs, at [croxton-t@harris.k12.ga.us](mailto:croxton-t@harris.k12.ga.us) or at (706) 628-4206, extension 1213. You may also contact your child's principal at the number or email; shown on the left. We hope that this year will be a productive one for your child.

Sincerely,



H. Tag Croxton, Director of Federal Programs

## DIRECTORS

Dr. Dave Dennie - Elementary Curriculum & Instruction

Jonathan R. Smith - Technology

Dee Miller - Transportation

Meghan Ceja - Finance

Dr. Donna Patterson - Secondary Curriculum & Instruction

Phillip H. Johnson - Special Education

H. Tag Croxton - Federal Programs

Brad Johnson - School Nutrition

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Ms. Shelia Baker

HUMAN RESOURCES  
Mrs. Stacey Carlisle

BUSINESS SERVICES/TECHNOLOGY  
Mr. Shawn Fisher

## Escuelas del Condado de Harris

### Creekside School

Director de la Escuela: Mrs. Jennifer Sappington  
(706) 596-1300  
[sappington-j@harris.k12.ga.us](mailto:sappington-j@harris.k12.ga.us)

### Park Elementary School

Director de la Escuela: Dr. Allyson Douthit  
(706) 628-4997  
[douthit-a@harris.k12.ga.us](mailto:douthit-a@harris.k12.ga.us)

### Pine Ridge Elementary School

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(706) 568-6578  
[crooks-d@harris.k12.ga.us](mailto:crooks-d@harris.k12.ga.us)

### Mulberry Creek Elementary School

Director de la Escuela: Mrs. Amy Allen  
(706) 320-9397  
[allen-a@harris.k12.ga.us](mailto:allen-a@harris.k12.ga.us)

### New Mountain Hill Elementary School

Director de la Escuela: Mrs. Jessica Burnett  
(706) 323-1144  
[burnett-j@harris.k12.ga.us](mailto:burnett-j@harris.k12.ga.us)

### Harris County High School

Director de la Escuela: Mrs. Lindie Snyder  
(706) 628-4278  
[snyder-l@harris.k12.ga.us](mailto:snyder-l@harris.k12.ga.us)

### Harris County Carver Middle School

Director de la Escuela I: Mrs. Jennifer Taylor  
(706) 628-4951  
[taylor-j@harris.k12.ga.us](mailto:taylor-j@harris.k12.ga.us)

### Harris County Crossroads Educational Opportunity Center

Administradora: Mrs. Ariane Stecher  
(706) 628-7452  
[stecher-a@harris.k12.ga.us](mailto:stecher-a@harris.k12.ga.us)

## Escuelas del Condado de Harris: Notificación de derecho a saber Derecho a saber cualificaciones profesionales para maestros y paraprofesionales

3 de junio de 2024  
Queridos padres,

En cumplimiento con los requisitos de la Ley de Educación Primaria y Secundaria de 1965, según enmendada por P.L. 114 - 95, promulgada el 10 de diciembre de 2015, el Distrito Escolar del Condado de Harris desea informarle que puede solicitar información sobre las calificaciones profesionales de los maestros y paraprofesionales de su hijo. Estamos orgullosos de las credenciales profesionales del personal docente del Condado de Harris y estamos preparados para proporcionarle, a pedido, las calificaciones profesionales de cualquiera de los maestros de su hijo. La información que puede obtener incluye lo siguiente:

- Si el maestro del alumno ...
- Ha cumplido con los requisitos estatales y los criterios de licencia para el nivel de grado y las materias en las que el maestro brinda instrucción;
  - Está enseñando bajo una emergencia u otro estado provisional minucioso en el que se han renunciado los criterios de calificación o licencia del Estado; y
  - Enseña en el campo de la disciplina de certificación del profesor.

Además, puede conocer las calificaciones de cualquier paraprofesional que brinde servicios a su hijo.

Para solicitar cualquiera de la información anterior, comuníquese con H. Tag Croxton, Director de Programas Federales, a [croxton-t@harris.k12.ga.us](mailto:croxton-t@harris.k12.ga.us) o al (706) 628-4206, extensión 1213. También puede comunicarse con su hijo director al número o correo electrónico; se muestra a la izquierda. Esperamos que este año sea productivo para su hijo.

Sinceramente,

H. Tag Croxton, Director de Programas Federales

## DIRECTORS

Dr. Dave Dennie - Elementary Curriculum & Instruction  
Jonathan R. Smith - Technology  
Dee Miller - Transportation  
Meghan Ceja - Finance

Dr. Donna Patterson - Secondary Curriculum & Instruction  
Phillip H. Johnson - Special Education  
H. Tag Croxton - Federal Programs  
Brad Johnson - School Nutrition

### **What is a School-Parent Compact?**

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade level standards.

#### **Effective Compacts:**

- » Link to goals of the school improvement plan
- » Focus on student learning skills
- » Describe how teachers will help students develop those skills using high-quality instruction
- » Describe opportunities for parents to volunteer, observe, and participate in the classroom

#### ***Jointly Developed***

The parents, students, and staff of Park Elementary School developed this School-Parent Compact for Achievement. Teachers suggested home learning strategies, parents added ideas to make them more specific, and students told us what would help them learn. Meetings are held each year to review the compact and make changes based on student needs.

**Parents are welcome to contribute comments at any time.**

If you would like to volunteer, participate and/or observe in the classroom, please contact: Dawn Poague, Title I Parent and Family Engagement Coordinator, your child's teacher at (706) 628-4997 or poague-d@harris.k12.ga.us

### **Building Partnerships**

- **The "House System"**
- **STEAM & Literacy Night**
- **Family Reading Night**
- **Purple Up! For Military Kids**

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### **Communication about Student Learning**

Park Elementary is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Weekly progress/homework folders
- Monthly "check-in" notes, phone calls or e-mails
- Updates/classes on the school website and current grades in Parent Portal
- Parent-teacher conferences every nine weeks after each Progress Report
- Parent Workshops

Do you have questions about your child's progress?

Contact your child's teacher by phone (706) 628-4997 or e-mail. E-mail addresses are on the school website at [www.harris.k12.ga.us](http://www.harris.k12.ga.us).

## ***School-Parent Compact 2024-2025 Revised 5/10/2024 Focus for Student Success***



*"Park is the Place to Be"*

*Park Elementary School*

*Allyson Douthit  
Principal*

*Phone : (706) 628-4997*

*Fax: (706) 628-5413*

*E-mail- [www.harris.k12.ga.us](http://www.harris.k12.ga.us)*

## Our Goals for Student Achievement

*District Mission: Ensuring an excellent education for every child in Harris County.*

STRATEGIC PLAN Fall 2024 – Spring 2027

Goal Area I: Culture and Climate

Perf. Obj. A – Increase social emotional supports for students and staff

Perf. Obj. B – Improve attendance rates for students and staff

Goal Area II: Operations

Perf. Obj. A – Provide safe environments for all stakeholders

Perf. Obj. B – Develop effective and efficient operational processes

Perf. Obj. C – Implement and monitor five-year facilities plan

Goal Area III: Stakeholder Engagement

Perf. Obj. A – Improve internal and external communication

Perf. Obj. B – Increase family and community engagement

Perf. Obj. C – Develop meaningful partnerships for college and career readiness

Goal Area IV: Human Resources

Perf. Obj. A – Recruit and retain high effective staff

Perf. Obj. B – Provide relevant training

Perf. Obj. C – Evaluate staff effectively

Goal Area V: Student Growth and Performance for All

Perf. Obj. A – Develop and implement vertically aligned authentic curricula for all grades

Perf. Obj. B – Increase mastery of standards

Perf. Obj. C – Increase high quality instruction and student engagement

Perf. Obj. D – Develop and implement a well-balanced assessment system.

**Park Elementary 2024-2025 Goals: On 2024 performance reports, increase the performance indicator in ELA and mathematics by 5 percent.**

**The focus for reading is:**

**K-1: Sight words and fluency**

**2-4: Guided reading/fluency and Reading Comprehension (MAZE)**

**The focus for math is:**

**K-1: Number recognition, counting to 120**

**K-4: Math concepts, Math fluency**

## Teachers, Parents, and Students – Together for Success

### In the Classroom

All classrooms K-4 will work with students and their families to support students' success in ELA, Reading, Math, Science and Social Studies. Some of our key connections with families will be:

- Providing quality instruction in the subject areas determined by state standards and the Harris County Board of Education.
- Explaining standards, assignments, and expectations to students clearly.
- Providing clear evaluations of student progress and achievement for students & parents.
- Providing an opportunity for parents/guardians to volunteer, participate, and observe classroom activities.
- Provide Parent Education Courses to keep parents informed of what your child is learning, and how you can help at home.
- Requiring students to read aloud in class/online.
- Requiring students to participate in ongoing programs to improve reading and math.

### At Home (Parents/Guardians/Family)

*Park Elementary School parents joined staff to develop ideas about how families can support students' success in reading and math.*

- *Play number games with my child to increase math proficiency.*
- *Attend Parent Education Courses*
- *Provide a time and place daily for quiet study and reading at home or online.*
- *Read to my child 30 minutes each day.*
- *Use reading, science, math, and social studies materials the school sends home each week to help my child.*
- *Make or purchase blank books for my child to write his/her own story.*
- *Encourage my child to read three or more books each week.*

### Park Elementary Students

Park Elementary School students joined staff and parents to develop ideas about how they can succeed in school and reach for the stars in math, science and reading. Students thought of the following ideas to make connections between learning at home and school by:

- Participating in the inclusive – “House System” – Behavior Management System
- Respecting the rights of others – PARK – Perseverance, Accountability, Respectfulness & Kindness
- Writing assignments in agenda, completing my assignments/homework daily, and turning it in when it is due.
- Working on my math and reading skills at home/online by discussing with my family.
- Reading on my own with my family members each day.

**Park Elementary School**

**Parent and Family Engagement  
Policy and Plan for  
Shared Student Success  
2024-2025 School Year**



Dr. Allyson Douthit, Principal  
13185 Hwy 27 N  
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(706) 628-4997  
[www.harris.k12.ga.us](http://www.harris.k12.ga.us)  
Plan Revised May 10, 2024

**What is Title I?**

Park Elementary School is identified as a Title I school as part of Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.

**School Plan for Shared Student Achievement**

**What is it?** This is a plan that describes how Park Elementary will provide opportunities to improve family engagement to support student learning. Park Elementary School values the contributions and involvement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the diverse ways that Park Elementary will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

**How is it revised?** Park Elementary School invited all parents, throughout the year and finally in the spring to review and revise this parent & family engagement policy, as well as the schoolwide plan and our school-parent compact. Additionally, parent input and comments regarding this plan are welcome during the school year. The plan is posted on our school website for parents to view and submit feedback throughout the year. An annual survey is completed in the spring online and hardcopy at the school to ask parents for suggestions on the plan and use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities during the school year.

**Who is it for?** All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Park Elementary will provide full opportunity for the participation of parents and family members with limited English, with disabilities, and of migratory children.

**Where is it available?** The parent policy is made available to all parents. All Title I documents are posted on the school website. Policies are made available to all parents in the Main Office, the Media Center, and the Parent Room Office. Parents may request a copy at any time.



**District Mission: Ensuring an excellent education for every child in Harris County.**

**STRATEGIC PLAN Fall 2024 – Spring 2027**

**Goal Area I: Culture and Climate**

**Perf. Obj. A – Increase social emotional supports for students and staff**

**Perf. Obj. B – Improve attendance rates for students and staff**

**Goal Area II: Operations**

**Perf. Obj. A – Provide safe environments for all stakeholders**

**Perf. Obj. B – Develop effective and efficient operational**

**processes**

**Perf. Obj. C – Implement and monitor five-year facilities plan**

**Goal Area III: Stakeholder Engagement**

**Perf. Obj. A – Improve internal and external communication**

**Perf. Obj. B – Increase family and community engagement**

**Perf. Obj. C – Develop meaningful partnerships for college and**

**career readiness**

**Goal Area IV: Human Resources**

**Perf. Obj. A- Recruit and retain high effective staff**

**Perf. Obj. B – Provide relevant training**

**Perf. Obj. C – Evaluate staff effectively**

**Goal Area V: Student Growth and Performance for All**

**Perf. Obj. A – Develop and implement vertically aligned**

**authentic curricula for all grades**

**Perf. Obj. B – Increase mastery of standards**

**Perf. Obj. C – Increase high quality instruction and student**

**engagement**

**Perf. Obj. D – Develop and implement a well-balanced assessment**

**system.**

#### **2024-25 School Goals**

**On 2024 performance reports increase the performance indicator in ELA and Math by 5 percent.**

**School-Parent Compacts:** As part of this plan, Park Elementary School families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers during the spring surveys. The school-parent compacts are sent home with students for ongoing review of the goals and strategies jointly established.

## **Let's Get Together!**

Park Elementary School will host the following events to build the capacity for strong family engagement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents will be flexible for parents

**Annual Title I Meeting- August/ September 2024** We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the Title I schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be mailed home to students, placed on school marquee and website.

### **Sneak-a-Peek –August/September 2024**

Meet your child's teacher and our friendly and helpful school staff for the year.

**Parent-Teacher- Student Check-ins –** After benchmarks during the school year.

### **School-Parent Compact Revision –** Ongoing August 2024-April 2025

Parents invited to give input on the revision of the school-parent compact.

**Parent STEAM & Reading Nights -** Fall 2024 and Spring 2025

**Parent/Teacher Workshops -**Ongoing

**Comprehensive LEA Improvement Plan Meeting (CLIP) –** Ongoing August 2024-May 2025

**Purple Up! For Military Kids –** April 2025

Park Parents, Students, Faculty and Staff will honor our military kids and their families.

**Picnic with Parents -** Ongoing – After the 9-week benchmarks during the school year.

**Mobile Learning Lab –** Ongoing – see district website for schedule and locations.

**Schoolwide Plan Revision Meetings-** Ongoing August 2024- April 2025.

**Transition Activities -**April-May 2025

Park parents are invited to a parent night at Creekside School to discuss fall transition for rising 5<sup>th</sup> grade students.

**FOCUS – PARK –** Perseverance, Accountability, Respectfulness & Kindness

## **Parent Resource Center**

Parents are invited to visit the Parent and Family Engagement Coordinator's Office in Room 20-A. There are various resources to assist parents in helping their child at home.

### **Parent and Family Engagement**

Park Elementary School believes that family engagement means the participation of parents and family members in regular two-way and meaningful communication involving student academic learning and other school activities, including our HCSD beliefs:

- ✓ Safety is a priority.
- ✓ Education is a shared responsibility.
- ✓ Inclusive environments develop the whole child.
- ✓ Compassionate and nurturing relationships are vital to success.
- ✓ Workforce development empowers individual success in a global society.

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Park Elementary is committed to helping our parents and families attend the family activities listed in this policy. Please call or email us if you need assistance with childcare or transportation to participate in our program.

**Dawn Poague, Title I Parent and Family Engagement Coordinator - (706) 457-2550  
poague-d@harris.k12.ga.us**

## **Park Elementary School Is Branching Out!**

Park Elementary will take the following measures to promote and support parents and family members as an important foundation of the school to strengthen the school and reach our goals. We will:

- Ensure that all information related to school and parent programs, meetings and other activities is published in both English and Spanish, posted on the school website, and included in the monthly school newsletter for all families.
- Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- Provide staff trainings on strategies to improve communication with parents and ideas to increase family engagement with reading, math, and technology activities for our students outside of the classroom. Staff will also share best practices during scheduled faculty meetings.
- Use our Partners in Education, and School-Community Team to improve awareness of the activities and events listed in our school parent and family engagement policy.
- Communicate with all families and the community on a regular basis regarding schoolwide events and activities through phone messages, social media, and flyers.
- Collect feedback from parents and family members at all events, around the building and via the school website to respond to parents' request for additional support for parent and family engagement activities.
- Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.



## Parental and Family Engagement Standards

Park Elementary School and our parents have adopted the National Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. Welcome All Families
2. Communicate Effectively
3. Support Student Success
4. Speak Up for Every child
5. Share Power
6. Collaborate with Community

## School Community Team

Park Elementary School invites all parents to join the School Community Team to share ideas and ways to involve other parents and family members to build partnerships with schools, families, and the community. The team will meet monthly during the school year, but parents and family members can also submit their ideas and suggestions at any school activities and meetings, as well as through our parent surveys and website. If you would like to learn more about the School Community Team, please contact the Parent and Family Engagement Coordinator, Dawn Poague at (706) 628-4997 or

poague-d@harris.k12.ga.us.

## School Community Team

- Yes, I am interested and wish to join the School Community Team.
- Please contact me so I can learn more about joining the School Community Team.
- Please send me notifications about future meeting and updates

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

Child's Name & Grade \_\_\_\_\_

Address: \_\_\_\_\_

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

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

## Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this policy that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) \_\_\_\_\_

Phone Number: (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**School-Parent Compact**  
*Park Elementary School*  
*2024-2025*

Dear Parent/Guardian,

Park Elementary School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please review the attached school-parent compact.

Please sign and date below to acknowledge that you have read, received, and agree to this school-parent compact. Once signed, please return the form to your child's teacher, and keep the school-parent compact as a reminder of your commitment. The school-parent compact will be discussed with you throughout the year at different school/family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



Park Elementary School  
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