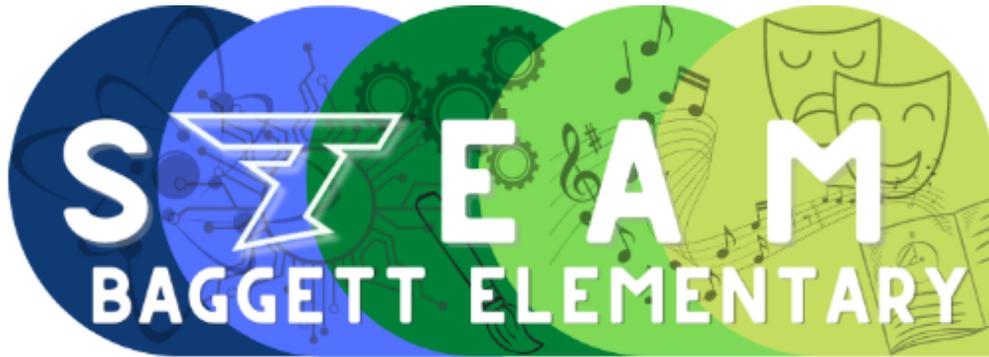


# BAGGETT ELEMENTARY FAMILY HANDBOOK



**Baggett Elementary School  
2136 Old Norcross Road  
Lawrenceville, GA 30044  
678-518-6652**

**Emily Rogers: Assistant Principal - Gifted, Grades 4 & 5  
Kristine Scoular: Assistant Principal - MTSS, PBIS, Interventions  
Katina Terry: Assistant Principal - Grades 2, & 3 and Title I  
Cody Williams: Assistant Principal - Special Education  
Colleen Young: Assistant Principal - Grades K & 1, Assessments**

**Kevin Payne, Principal**



**VISION** Baggett Elementary School will be an innovative STEAM school that promotes an environment in which all students feel a sense of belonging and are inspired to become creative, impactful members of society.

**MISSION** Baggett Elementary is a nurturing, collaborative community that empowers

- students to dream big and realize their future goals,
- educators to create highly engaging, authentic learning experiences that maximize student potential,
- our families and partners to actively invest in building a supportive community, resulting in a strong foundation for learning.

**CORE BELIEFS:**

**As a school community, we believe:**

- In creating **strong, mutually beneficial alliances with the community** that value the partnerships, contributions, and significance of all families and stakeholders.
- In setting **high expectations** for all as a vital component of academic achievement, social and emotional learning, and success as a lifelong learner.
- In designing authentic **learning environments** that prioritize real-world experiences and hands-on, engaging activities to empower students to be positive, impactful members of our global society.
- In providing a **safe and nurturing environment** that encourages students to embrace trusting relationships, develop resilience, and bolster self-worth.
- In **embracing diversity** as a strength that informs our commitment to consistently being respectful and responsive to one another as we build a community where equity and inclusion are the organizing principles.

### **Academic Knowledge and Skills (AKS)**

All parents will have access to a grade level booklet (electronically or in print) containing the AKS their child will be expected to learn during the school year. The AKS reflects the curriculum objectives students learn in each subject area and at each grade level. The AKS guarantees consistency in the curriculum across the district. Although how the students learn may vary from class to class and school to school, what students learn is the same. You will learn more about the AKS at Curriculum Night.

### **After/Before School Program**

Baggett ES has a partnership with Camp Success to provide Before/After School Childcare. Parents may reach this organization at the following phone number: 678-981-4714.

### **Attendance**

In compliance with the Georgia Attendance Law, the following absences will be classified as excused:

- \* Personal illness or attendance in school endangering a student's health or the health of others
- \* Serious illness or death in a student's immediate family requiring absence from school
  - \* Court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
- \* Observing GCPSS recognized religious holidays or military families on leave
- \* Conditions making attendance impossible or hazardous to student health or safety
- \* Serving as a page in the Georgia General Assembly

For each absentee, a written excuse explaining the absence must be brought to school or entered into ParentVUE.

Late arrivals and early checkouts are occasionally necessary; however, when they are done on a regular basis, they have an impact on the instructional time that is missed. GCPSS schools have "bell-to-bell" instruction, so even when students are preparing for the school day or dismissal, learning activities are taking place. We want to make sure you are aware that tardies and early checkouts are documented.

### **Birthday Celebrations**

Birthday celebration snacks for the entire class should be left at the front office for the teacher and your child to give to the class. They should be ready to serve, require no refrigeration or cutting, and should not include drinks. Snacks will be distributed during lunch or at another typically scheduled snack time. **Please be aware of allergies of students in the classroom and plan accordingly. There should be no birthday favors, balloons, invitations to parties, or gifts given out at school.**

### **Cafeteria Service**

The school cafeteria is maintained as a service to students and parents and is a vital part of our health program. To encourage good nutrition, a well-balanced lunch and breakfast are served. Charge limit is \$10.00. Once this is reached, only a cheese sandwich and milk will be served. Charges are not allowed for water or supplemental or ala carte items. There will be no charging as of after April 30th of the school year. Prices for meals are listed below:

<b>SY2025-2026 Breakfast Prices</b>	<b>SY2025-2026 Lunch Prices</b>
Paid Student Breakfast – ES: \$1.75	Paid Student Lunch – ES: \$2.50
Paid Student Breakfast - MS/HS: \$1.75	Student Lunch - MS/HS: \$2.75
Reduced Price Breakfast – All: \$ 0.30	Reduced Price Lunch – All: \$ 0.40
Free Student Breakfast – All: no charge	Free Student Lunch – All: no charge
Adult Breakfast – All: \$2.50	Adult Lunch – All: \$4.75
Milk - All: \$0.40	Milk – All: \$0.40

## GCPS School Year 2025-2026 Ala Carte Prices

Student ES Entree	\$2.25
Student MS/HS Entree	\$2.50
Adult Lunch Entree	\$4.00
Adult Breakfast Entree	\$2.25
Side Items	\$0.75
Extra Milk	\$0.40

Applications for free and reduced lunch/breakfast will be made available at Open House, at the time of student registration (if after the first of the school year), or upon request. **We ask that you please do not bring fast food into the cafeteria.** Parents who come to eat lunch with their children should sit in the designated parent area and ***only with their child***. Glass bottles and cans can be a danger and should not be brought in from home. **There will be no lunch visitors during the first 2 weeks of school as we are setting up processes. Due to schedule changes and limited seating, there will be no lunch visitors on standardized testing days.** These dates will be shared in *The Baggett Banner*, which is sent home weekly.

### **Cell Phones, Games, and Electronic Devices**

Overall, students are expected to bring with them to school only those learning tools that are necessary for their success. Cell phones may be brought to school for after-school use as long as they are turned off and left in the student's book bag at all times during the school day. If a phone is taken out during the school day, it will be taken up by the teacher, and the parent will need to come to the school to retrieve it. Games and toys should not be brought to school. Baggett ES has sufficient Chromebooks for each child to have his/her own device. There is no need for a student to bring a device from home. Students should follow teacher guidelines for device appropriate use. Violations will be addressed by the assistant principal.

### **Changes in School Records**

In order to keep our records current, please go to the parent portal to make changes. If you do not have portal access, please connect with our Family Center to help you gain access. Also, please notify the office immediately of a change in any of the following: address, home/business phone number of each parent and person to call in an emergency or when the parent cannot be reached.

### **Class Parties/Field Day**

To celebrate all of the learning that has been accomplished during each semester, there will be two class parties annually, one in December and one in May. We ask that parents who choose to attend not bring younger siblings/children to the class parties as it is a special time for our students. We sincerely appreciate your understanding.

### **Clinic**

Our clinic worker is available to provide first aid assistance to students. Parents/guardians will be called if a child is too ill to remain at school. Students with a fever of 100.4 or higher will be sent home and ***need to be fever free (without medication) for 24 hours before returning to school.*** Parents should go to the office to sign out a child. If a parent wants to administer medication themselves at school to a student, this must take place in the clinic with school personnel present. For student safety we need to be aware of the medication and dosage in case there are any adverse reactions. The clinic worker is authorized to administer medications to students **when proper paperwork is completed.** Medications should always be in the **original containers** when brought to school. Medication should be handed directly to the clinic worker by the student's parent/guardian. These procedures are a safety precaution for your child, both on the bus and when they visit the clinic. Parents should inform the school if their child has a contagious disease. Please do not send your child to school when he/she is feeling ill and there is risk of infecting others.

## **Closing of School**

In the event of severe weather or mechanical failure, the starting time of school may be delayed, a Digital Learning Day may be called, or school may be closed. Announcements will be made over the local television and radio stations. If no report is broadcast, school will be in session. Please do not call the school to see if school is in session. We will be focused on keeping your child safe and telephone lines need to be kept open for emergencies. Please make sure you are signed up with Parent Square to receive timely information via email or text.

## **Communication - IMPORTANT**

*The Baggett Banner* will be sent home and posted on the school's website weekly. **This is our primary form of school-to-parent communication.** Please make sure you read this communication to ensure you do not miss any important information or deadlines. Please check the website at <https://www.gcpsk12.org/BaggettES> regularly for updated information. School Messenger allows you to be contacted via text and/or email.

**If you need to meet with a teacher or administrator, please call or email to schedule an appointment. We will try to set up a time as soon as possible but cannot accommodate immediate requests as we are focusing on the needs of students during the day.**

**It is our school expectation that emails and phone calls are responded to within 24 hours of receipt. If you require assistance in this regard, please contact your child's assistant principal.**

## **Extracurricular Activities**

Baggett has a wide range of extracurricular activities that take place at various times throughout the school year and for different periods of time. For the 2025-26 school year we expect the following: Basketball, Soccer, Flag Football, Volleyball, T-ball, STEAM, Wise Girls Read, Wise Boys Read, Cheerleading, Dance, Chorus, Steel Drums, Future Entrepreneur Club, Drama, Percussion, Robotics, Girls Who Code, Girls on the Run. Information about these activities (including which age groups will be welcomed) will be communicated to students through Titan Talk Live, our daily news broadcast, as well as through the Baggett Banner and Friday Folders.

## **Field Trips**

Each grade level schedules approximately 2 field trips per school year, one each semester. These experiences are directly related to the grade level AKS. Families will be notified well in advance of field trips and associated costs. No student will be denied the opportunity to participate in a field trip whether or not the family can afford to pay for the experience. However, if the grade level does not collect enough money, the field trip may be canceled. Parents are encouraged to volunteer to chaperone field trips. Please connect with your child's teacher about your willingness to support our school in this manner.

## **Homework Guidelines**

Meaningful homework is a way for children to practice what they have learned in school, and in doing so, communicate the curriculum to the parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. Homework is assigned Monday through Thursday for 10 - 45 minutes depending on the age of the child. Reading every night is expected in addition to homework assignments. Assignments will be noted on Google Classroom for grades 1-5 and on eClass for Kindergarten.

## **Lunchroom Music**

During lunch, music is played in the cafeteria. While the music is on, students are expected to remain quiet and eat their lunch. This also helps to keep the noise level to a minimum. The music is on for 5 minutes (followed by 5-10 minutes when students may talk). This rotates throughout the lunch time which allows each class a total of 15-20 minutes to talk with classmates. (Note: Students also have 20 minutes of TDPE each day which gives additional time for them to talk with their classmates as well as opportunities throughout the day to collaborate as they work with their peers.)

## **Make Up Work Policy**

Student work missed due to an excused or unexcused absence will be given to the student upon return to

school. Please do not call the school on the day your child is absent and ask to pick up work for them to do that night. We believe if a child is too sick to come to school, they should be resting at home. They will be allowed to make up their missed work over a reasonable amount of time, one day granted for each day of absence. This will be communicated to the parent by the teacher.

### **Parent Involvement**

We are very fortunate to have many parents willing to help at Baggett. School Council, school events, and volunteering are all ways you can get involved at our school. In April of 2022, we established Baggett's first PTA Parent - Teacher Association (PTA). We need your continued involvement to ensure PTA's success. Please reach out to the PTA at [baggettespta@gmail.com](mailto:baggettespta@gmail.com).

The role of a Baggett parent is vital to your child and to Baggett Elementary School. Students excel when you, the parent, are supportive in your child's education at home and in the school. We welcome and encourage parents to volunteer; however, we ask that parents who are here as volunteers (to read, cut out materials, help with a project or event, etc.) not bring siblings/small children into the classrooms. This also applies to any class celebrations/parties. Baggett loves to see family participation at several evening events throughout the year. These are perfect times for the whole family to come together at school.

Family members may also volunteer through the **Family Center**. English classes as well as classes on how best to support your students as well as other support services are also offered through the Family Center throughout the school year. **Please contact Suzette Daniel, Parent Instructional Support Coordinator or Rose Aguilar Parent Outreach Liaison 678-518-6682 for more information.**

### **Parent Supervision and Transportation:**

**Bus Transportation:** Please note parents are responsible for their child until they get on the bus and once they get off of the bus. Please make sure there is supervision at the bus stop for morning pick up and afternoon drop off. As a reminder, students who are attending Baggett ES on a permissive transfer are not allowed to use bus transportation. Students may only ride their assigned bus. Should an emergency arise where a child needs to ride a different bus, please contact your child's teacher and the front office as far in advance as possible so that we can be sure your child gets the appropriate bus pass.

**Car Rider:** In the morning, the car rider lane opens at 7:45 AM. Cars may line up prior to 7:45. Students should remain in their cars until the car rider lane is staffed at 7:45. The car rider lane closes at 8:10 AM. If a car arrives at or after 8:10 AM, they will need to park and walk their child into the building. Children who arrive after the 8:15 AM bell are tardy to school and need to have a parent accompany their child into the main office to sign them in as tardy.

In the afternoon, the car rider lane opens up following afternoon announcements which begin at 2:45 PM. Each car must have their assigned number with them. If the driver of the car does not have his/her car rider number, the parent will be asked to park and to check his/her child out through the front office where their ID can be checked. Safety of our children is the number one priority. Family members who pick up their child should remain in the car and follow the path of the cars through the car rider line. Please do not get out of your car and approach the dismissal area, as this only slows the process of dismissal for everyone. The car rider lane closes at 3:10 PM. Any student who is not picked up by 3:10 PM will be sent to the front office where the child will be released to the parent/family member upon arrival (with proper identification). For students who on 3 or more occasions are not picked up on time by a parent or guardian over the course of a semester, a meeting will be called with the parent via phone or in person to facilitate the placement of the child on the bus for the remainder of the semester.

### **Reteach - Reassess Plan**

#### **Purpose:**

The purpose of the reteach/reassess plan is for each student to have multiple opportunities to demonstrate mastery of curriculum-based Academic Knowledge and Skills (AKS).

#### **A Note of Clarification:**

The manner in which classes are structured varies from K through 5th grade as to the needs, abilities, and expectations of students. As such, the procedures for reteaching and reassessing vary across the grade levels as well.

### **Kindergarten:**

Students who achieve an N or a U on an assessment (AKS Mastery), will receive additional instruction from the classroom teacher and/or assistant to increase the student's level of understanding and mastery of the concept. Additional instruction and practice will be provided culminating in another opportunity for the student to demonstrate mastery of the AKS. If a student earns an N or U, he/she will have the opportunity to complete a reassessment activity.

### **Grades 1st and 2nd:**

If a student earns below a 70 on an assessment (AKS Mastery), then the teacher will reteach, provide interventions, and reassess the student's progress toward proficiency and/or grade level expectations for all subject area unit assessments. Additionally, any student/parent may request a reassessment independent of their grade on the original assessment.

- In order to ensure timely communication regarding assessments, within one week, teachers will grade the assessment and enter it in the gradebook.
  - Over the next three weeks teachers will reteach the AKS and reassess the student's level of mastery of the AKS.
  - Teachers will provide no more than two reassessments on any one test.
  - Teachers will determine the best time for reteaching. This may occur during the intervention block, student arrival/dismissal, during small group instruction, or after/before school.
  - It is critical that students arrive at school on time and attend school daily for the entire school day so that students don't miss opportunities for reteaching.
- Prior to reassessment, families will be provided with resources to review with the student at home. The student's parent will need to sign a document confirming that they reviewed the concept(s) with their child as well as their child's readiness for the reassessment.

### **Grades 3-5 Reteach/Reassessment:**

If a student earns below a 70 on an assessment (AKS Mastery), then the teacher will reteach, provide interventions, and reassess the student's progress toward proficiency and/or grade level expectations for all subject area unit assessments. Additionally, any student may request a reassessment independent of their grade on the original assessment.

- In order to ensure timely communication regarding assessments, within one week, teachers will grade the assessment and enter it in the gradebook.
  - The following week, teachers will reteach the AKS and reassess the student's level of mastery of the AKS.
  - Within one additional week, students must complete a Summative Assessment Mastery Retake Ticket to indicate they are ready for retest.
  - Any student who would like to retake a test after a 2<sup>nd</sup> attempt, must seek approval from the teacher and complete an additional activity prior to requesting another attempt.
  - Teachers will provide no more than two reassessments on any one test.
  - Retests will cover all content from the summative assessment.
  - Teachers will determine the best time for reteaching. This may occur during the intervention block, student arrival/dismissal, during small group instruction, or before/after school.
  - It is critical that students arrive at school on time and attend school daily for the entire school day so that students don't miss opportunities for reteaching.
- Prior to reassessment, families will be provided with resources to review with the student at home. The student's parent will need to sign a document confirming that they reviewed the concept(s) with their child as well as their child's readiness for the reassessment.

### **School Hours**

School hours are 8:15-2:45. Buses are unloaded at 7:45. If your child requires supervision before 7:45 AM or after 3:15, please contact our front office to check availability in Camp Success, an independent before/after school program. All students should be in their classrooms when the 8:15 bell rings. If your child is tardy, we ask that you park and walk him or her in through the front door to check your child in. Students arriving after 8:15 must be signed in by a parent at the front office.

Student instruction begins as soon as your child arrives. Our teachers are looking to maximize their time with students and will gather students into small groups or assign them individual tasks as soon as they arrive. Morning announcements begin at 8:10 AM so that our academic day can begin in earnest at 8:15 AM. Students will be dismissed at 2:45 pm each day.

**Students may be checked out prior to but not after 2:15 PM.** Parents must go through the front office when checking students out. Please do not go to the classroom. Students who leave the building for a brief regularly scheduled appointment are encouraged to return to school as soon as they are finished. Students are expected to be at school on time and not leave without being checked out.

### **School Visits**

We encourage parents to visit the school. For the safety of our children, all visitors must check in and out through the office and wear a visitor's badge while in the building. Parents should not visit the classroom in the morning. In order to protect instructional time, please notify the teacher in advance if you would like to make a classroom visit. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment at a time when class is not in session. Staff hours are generally 7:30 AM – 3:15 PM.

### **Social Emotional Learning/Wellbeing**

At Baggett ES, our Vision Statement speaks to developing a sense of belonging in each classroom and in the school as a whole. Development of such an environment involves three major components: Community Circles, an SEL/Wellness Program, and PBIS (see below for more detail). Community Circles take place multiple times per week in each classroom. Teachers lead these class meetings where students share openly and problem-solve collaboratively in order to form the type of community where all students want to belong. Our SEL/Wellness Program is called Character Strong and is based upon a series of books the first of which shares this same title. This literacy-based program sets the stage for students and teachers to recognize, explore, name, and address their emotions while giving them skills to overcome the challenges that all of us confront in order to realize higher levels of success now and in the future. For more information about Baggett's approach to SEL/Wellness, please contact your grade level counselor.

### **STEAM**

Baggett is actively working on attaining certification from the State of Georgia in the area of STEAM. There are many components to this achievement. One such component is daily STEAM integration, where teachers and students use the arts and other areas of STEAM (Science, Technology, Engineering, Technology) to learn AKS content. These lessons occasionally span a few days but usually are experienced briefly in instruction and/or assessment. Another major component of the STEAM program is Project/Problem-Based Learning (PBL). PBL calls upon students and teachers to engage in a long-term study as short as 4 weeks and as long as the school year where AKS standards from across the curriculum are integrated and used to address a local problem. Grade level PBLs start with a driving question that students look to address using the Engineering Design Process. Students capture their ideas, research, and data in a STEAM journal that is dedicated to this work. Each PBL will involve a partnership with an expert from the community where students will not only gain additional knowledge about the topic they are exploring but also better understand a career connection. STEAM often involves students accessing resources outside of their homeroom classroom. Students will approach their PBL topics in their Discovery classes (art, music, theatre, dance, science, STEM, and computer science). The culminating activity for each PBL is a grade level "Informance," where students will share their learning and experiences with an audience of parents, students, and teachers. Please contact your child's teacher for the projected date of the grade level "Informance" so that you can attend and learn more about what our students are engaged in.

### **Student Conduct Behavior Code**

Our school is committed to providing a school program that allows all students to achieve; therefore, no student should interfere with the rights of students to learn. At Baggett, we have three school expectations that are the foundation of our PBIS (Positive Behavior Interventions and Supports) program:

#### **Be respectful**

#### **Be responsible**

#### **Be a problem solver**

Teachers will elaborate on these expectations to help the classroom run smoothly. Our local school discipline plan is based on the Gwinnett County Public Schools Student Conduct Behavior Code. Please read and become familiar with the District. Parents will be notified if their child is exhibiting a pattern of concerning behavior.

### **Student Dress Code**

Student dress should not cause any distraction from the instructional program. Students are encouraged to

dress appropriately for the school setting, suitable to weather conditions, and in good taste. **Short skirts, short shorts, or halter tops/crop shirts** are not considered appropriate dress for school. Hats, hoods, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. **Students should wear shoes that allow for safe play at outside time and PE class.**

### **Student Grading and Progress Reports**

Student grades are captured in the teacher's gradebook. Parents can access updated grades via the Parent Portal. Student grades are a reflection of their level of mastery of AKS. Grading is an ongoing, dynamic process over the course of the semester. Baggett has developed a Reteach/Reassess plan to support these efforts. The **purpose of the reteach/reassess plan** is for each student to have multiple opportunities to demonstrate mastery of curriculum-based Academic Knowledge and Skills (AKS). The manner in which classes are structured varies from K through 5th grade as to the needs, abilities, and expectations of students. As such, the procedures for reteaching and reassessing vary across the grade levels as well.

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Parents have access to the Parent Portal. Parents will receive formal reports on student progress at the end of each semester via US mail. Progress reports are sent for all grades K-5 regularly through the semester. In addition, parent conferences are held in October and March. Additional conferences can be held at parent or teacher request. Promotion, retention, and acceleration will be determined based on AKS progress and passing designated promotion tests.

### **Student Records**

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

### **Support Services**

Our school has many programs and services which enhance the learning experience. These include physical education, art, dance, music, science, media, theater, technology, and counseling. Special education teachers work to promote school success for students identified with specific needs. Other programs include Multilingual Language Program (ML), Early Intervention Program (EIP), and Gifted (Focus). Placement in many of these special needs programs is handled through the Student Support Team (SST) in accordance with local, state, and federal guidelines.

### **Technology and Textbooks**

GCPS provides textbooks and electronic access for all students at no cost. Every student is obligated to give his/her books the best care. Textbooks must be paid for if lost or damaged. We are fortunate at Baggett to be able to provide 1-to-1 devices for students in Grades K-5. Students will be required to review procedures for proper use of technology and sign an agreement. Failure to follow guidelines will be addressed by the assistant principal and may result in loss of use of the Chromebook. Thank you for reinforcing the importance of following the guidelines and Digital Citizenship.

### **Testing**

Testing occurs throughout the school year. These include state and local assessments. Please refer to *The Baggett Titan Times*, our website, and the school marquee on Old Norcross Road to see when upcoming tests are scheduled, and plan ahead so that your child will be present during testing days. Due to changes in lunch schedules and seating limitations, there may be times when there will be no visitors to lunch. This will be communicated through *The Baggett Titan Times* prior to testing.

### **Title IX Notice**

If you believe you or your child is being mistreated by a school employee on the basis of race, color, religion,

gender, national origin or handicap, please tell any school employee in whom you have confidence that you have a complaint about the manner in which you were treated and why. Our Title IX coordinators are Colleen Young and Kristine Scoular.

### **Transportation Procedures**

- **BUS RIDERS** - Riding a school bus is a privilege contingent upon proper conduct. If students choose not to follow the bus rules, then interventions will be put in place. If the interventions do not work, a student will be suspended from the bus. We must maintain safe transportation for all students. Please note parents are responsible for their child until they get on the bus and once they get off of the bus. Please make sure there is supervision at the bus stop for morning pick up and afternoon drop off. As a reminder, students who are attending Baggett ES on a permissive transfer are not allowed to use bus transportation. Students may only ride their assigned bus. Should an emergency arise where a child needs to ride a different bus, please contact your child's teacher and the front office as far in advance as possible so that we can be sure your child gets the appropriate bus pass.
- **CAR RIDERS** - Students should be dropped off and picked up only through the Car Rider/Parent Pick-Up line. There is a sign indicating there is no left turn when exiting the Car Rider Parking Lot. This is for safety and efficiency to ensure that our car rider lane moves quickly.
  - Morning – Morning Drop Off will be from 7:45-8:10. Students should be in the building by 8:10 in order to give them time to make it to their classroom before the 8:15 AM tardy bell rings. Staff will be on duty to monitor your child when you drop them off in the morning. They may not exit the car until the 7:45 bell has rung. If your child is tardy, we ask that you park and walk your child to the front to sign them in. Please do not attempt to drop off your child in front of the school prior to 8:15.
  - Afternoon - Remember to always have your car rider number displayed in your vehicle window. Enter the car rider lane and drive around to the entrance near the gym. Wait for a staff member to signal that it is safe for your child to enter or exit your vehicle from the passenger side only. Please be aware that the space is limited for the car rider line, and we do not want to block traffic on Cruse Road. Car riders will be dismissed to the gym where they will wait for their car rider number to be called. **If the driver of the car does not have his/her car rider number, the parent will be asked to park and to check his/her child out through the front office where their ID can be checked. Safety of our children is the number one priority.** The car rider lane closes at 3:10 PM. Any student who is not picked up by 3:10 PM will be sent to the front office where the child will be released to the parent/family member upon arrival. For students who on 3 or more occasions are not picked up on time by a parent or guardian over the course of a semester, a meeting will be called with the parent via phone or in person to facilitate the placement of the child on the bus for the remainder of the semester. Cars exiting the school **must turn right on Cruse Road.**
- **WALKERS** - Walkers will be dismissed from the gym. Written permission is needed if anyone other than the parent/guardian will pick up the child. **Families who choose to have their child identified as a walker must live within reasonable walking distance to the school. The parent must also be listed in the computer.** To be a walker, the parent/guardian must also walk the child off of school grounds. They may not park in our parking lot and leave with their child via a vehicle. If they are going to use a vehicle, they need to pick up the student through the car rider line. All walkers must have written permission on file and must be picked up by an adult. Additionally, **parents may not walk their child off campus to a parked car in order to avoid the car rider line.** Parents walking their child off campus must follow the rules of the road and may not create an unsafe situation for cars and their passengers or other walkers. Doing so will result in a meeting being called with the parent via phone or in person to facilitate the placement of the child on the bus for the remainder of the semester.
- **AFTERNOON TRANSPORTATION CHANGES** - All requests for changes in afternoon transportation arrangements must be made in writing. Please do not call the office or email the teacher regarding transportation changes. Substitute teachers do not have access to email, and your request may never be seen to respond in time. Instead, complete an **Afternoon Transportation Change Form** (available through our front office or our school's website) and turn it in to your child's teacher. Bus and Car Rider Passes are only issued when written permission from the parent or guardian has been provided. If you choose to write a note rather than use our form, please be sure it includes the following information: Your child's name, the teacher's name, the start and end date for your requested change in transportation, instructions including destination (for example, "should ride bus 123 to Smith Road," or "should ride bus to Apple Day Care,") your phone number, and your signature.

***NOTE: There are a finite number of cars that can make it through the car rider line during the 25 minute window. Students who ride the school bus will not be counted tardy if the bus arrives late; however, those who come as car riders (regardless of weather or traffic) are considered tardy after 8:15 AM. Please plan to be in the car rider line no later than 8:00 to ensure your child will not be late.***

### **Tutoring Services**

Baggett ES offers tutoring services through our multi-tiered system of support (MTSS). Tutoring services are a partnership between Baggett, GCPS, and a separate tutoring provider. Eligibility for tutoring services is determined by our MTSS committee based upon student performance across a number of measures. If you believe your child requires additional support in this manner, please contact us at 678-518-6652.

### **Withdrawal Procedure**

We know that your priority is to maintain consistency in your child's schooling. We also are aware that at times, it is necessary to move out of our attendance zone. When this occurs, it is helpful to have a two-day notice before a student withdraws from school. Contact the front office to initiate the withdrawal procedure. This gives the teacher time to finalize grades and determine the status of all textbooks, the issued Chromebook, library books, and any associated fees.

We are looking forward to a great year of student learning filled with student engagement, meaningful collaboration, and quality relationships.