PARTEE ELEMENTARY

Parent & Student Handbook

2026 - 2027

4350 Campbell Road
Snellville, GA 30039
Office: 770.982.6920
Fax: 678.344.4400

Mrs. Jennifer Clowers, Principal
Mrs. Jessica Arnold, Assistant Principal, 2nd, 4th and 5th Grades
Mrs. Aquanda Barber, Assistant Principal, K and Special Education
Mr. Branddon Benson, Assistant Principal, 1st ,3rd , Gifted, MLL & Special Areas

General School Information

Partee Elementary School
4350 Campbell Road
Snellville, GA 30039
770-982-6920 Main Office
678-344-4400 FAX

Principal	Jennifer Clowers	770-982-6920
Assistant Principal	Jessica Arnold	770-982-6920
Assistant Principal	Aquanda Barber	770-982-6920
Assistant Principal	Branddon Benson	770-982-6920
Counselor	Kerronn Brightwell Bolaji Orokunle	678-344-4425
Parent Center	Alexis Scales	678-344-4410
Instructional Technology & Innovation Coach	Lisa Mills	678-344-4427
Cafeteria	Cynthia Hewatt, Manager	678-344-4405
Head Custodian	Senad Begic	770-982-6920
Transportation	Denise Turner	770-736-4594
Website	https://parteees.gcpsk12.org/	

Partee Elementary

Vision

The VISION of Partee Elementary is to promote excellence in education to result in developing life-long learners and productive citizens who are valued as unique individuals.

Mission

Partee Elementary will

P*ursue*

A*cademic*

R*igor*

T*hrough*

E*xcellence in*

E*ducation*

Partee Elementary School Mascot

The Shiloh Cluster Mascot is the General, so we are the Partee Generals. You will often see our mascot represented by stars or a person wearing a general's uniform.

Partee Elementary School Slogan

Making a Difference, One Learner at a Time

Partee Elementary School Colors

Black and Silver

Dear Partee Families,

Welcome to another year of teaching and learning at Partee Elementary! We look forward to a year of academic excellence and exciting student growth.

This handbook has been prepared as a tool to help Partee families become aware of important policies and procedures for a successful school year. At Partee, we believe that all students can learn at high levels. We value building relationships with families and the community as we engage students in teaching and learning throughout the school year. When parents and staff members work together as partners, our students will benefit tremendously. We look forward to working with you as our students learn and grow.

This parent/student handbook provides a quick reference for our school policies and procedures. In addition to this guide, you will also receive a Gwinnett County Public School (GCPS) Student/Parent Handbook. At the beginning of each month, I will send school information and special events in an electronic newsletter. Our school email list is created from the parent email addresses used to access the GCPS ParentVue. If you have not signed up for ParentVue, please check our website or call the front office for details.

Thank you for your support and I look forward to a wonderful school year.

Proud to be your principal,

Jennifer Clowers
Principal

Parent/Teacher Association (PTA)

Partee PTA members organize programs, meet with school boards, advocate to legislators, and attempt to raise the level of parent engagement at our school. That includes helping with homework, volunteering for field trips, making phone calls, sending emails, and participating in events at school. While the work done by involved parents benefits our own children, it helps other children as well. That's the best part of volunteering!

"We know that every ounce of effort we put in has a direct impact on our students' achievement" - Charles Saylors, former National PTA President

Partee Elementary is a great school and your participation in this PTA will make it even greater. There are many ways to volunteer while also personally benefiting from the network and support. We look forward to you becoming a part of Partee's Parent Teacher Association. We are currently in need of parents and/or community members who would like to join our PTA Executive Board. More information will be shared soon with election dates and information. Looking forward to a great 2024-2025 school year.

PTA Executive Board

President

Vice President

Secretary

Treasurer

Join the PTA!

Show your support for the staff and students of Partee Elementary School. To make your voice heard in critical decisions which ultimately affect your child, join the PTA! For more detailed information about the state and national PTA councils, go to www.georgiapta.org or www.pta.org.

The number one reason to join the Parent Teacher Association is to benefit your child. In doing so, you also help your school. But there are many more advantages. Here are just a few:

Get Connected. There's no better way to know what's happening in your school.

Discover Great Resources. The PTA offers a variety of programs designed for parents, as well as students.

Tap into a Network. Parenting is not easy. It helps to share ideas, concerns, and experiences with other parents and educators in the community. PTA functions are opportunities to meet other parents and teachers, building rapport and discussing issues that are on your mind.

Watch Yourself Grow. By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause—your child and all children in the community.

Speak Up. Because the PTA is a forum for exchanging ideas, you are encouraged to make suggestions. PTA can be a way for you to more effectively suggest change at your child's school.

Witness Improvement. By getting involved at your child's school you'll be part of the solution, helping make positive changes. Local PTAs play an important role in fundraising to provide building improvements, curriculum-based programs, and social events—all vital to a school's success.

Be a Role Model. By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.

Partee PTA is in need of the following Committee Chairs:

- Programs
- Fundraising
- Legislative
- Hospitality
- Membership

If you would like to volunteer as a Committee Chair or if you are interested in working with a committee, please email us at parteepta@gmail.com

PTA Membership ($10.00 per person)

These funds are used to pay Partee's state and national PTA dues and support Partee PTA sponsored activities. Please note that there was an increase for National PTA dues. The state PTA dues will increase July 2025.

GWINNETT COUNTY SCHOOL BOARD

Gwinnett County's School Board is a policy making body composed of five members who are elected to serve four-year terms. Citizens are always welcome to attend Board meetings. These meetings are held on the third Thursday of each month at 7 p.m. at the Instructional Support Center in Suwanee, GA. Citizens wishing to address the Board must inform the superintendent's office in writing by noon the Monday prior to the Board meeting.

Gwinnett County Public Schools Board Member for Shiloh Cluster
Dr. Adrienne Simmons, District IV

Superintendent
Dr. Alexandra Estrella

SHILOH CLUSTER
Assistant Superintendent for Elementary Schools
Dr. Melissa E. Walker

SHILOH CLUSTER SCHOOLS

Partee Elementary School
4350 Campbell Road
Snellville, GA 30039
770.982.6920
Mrs. Jennifer Clowers

Annistown Elementary School
3150 Spain Road
Snellville, GA 30039
770.979.2950
Gwenda N. Nimmo-Smith, Principal

Shiloh High School
4210 Shiloh Road
Snellville, GA 30039
770.972.8471
Cappy Douglass, Principal

Centerville Elementary School
3115 Centerville Hwy
Snellville, GA 30039
770.972.2220
. Bonita Banks, Principal

Anderson-Livsey Elementary School
4521 Centerville Highway
Snellville, GA 30039
678-344-2082
Christopher Jackson, Principal

Shiloh Elementary School
2400 Ross Road
Snellville, GA 30039
770.985.6883
Jennifer Mercedes, Principal

Shiloh Middle School
4285 Shiloh Road
Snellville, GA 30039
770.972.3224
Tiffany Brown, Principal

Local School Policies & Procedures

A **to** **Z**

Acronyms

ACCESS	Assessing Comprehension and Communication in English State to State
AKS	Academic Knowledge and Skills
CCC	Common Core Curriculum
CCGPS	Common Core Georgia Performance Standards
CCRPI	College and Career Ready Performance Index
CogAT	Cognitive Abilities Test (Grades 1, 3, and 5)
EIP	Early Intervention Program
ELL	English Language Learners
ESOL	English Speakers of Other Languages
FOCUS	Fostering Originality Creative Understanding and Self Awareness
GAA	Georgia Alternative Assessment
GCAAS	Gwinnett Comprehensive Accountability Assessment System
GCPS	Gwinnett County Public Schools
GKIDS	Georgia Kindergarten Inventory of Developing Skills
GPS	Georgia Performance Standards
IEP	Individualized Educational Program (Special Education)
ITBS	Iowa Test of Basic Skills (Grades 3 and 5)
LEP	Limited English Proficient
PBIS	Positive Behavior Intervention Support
PE	Physical Education
PES	Partee Elementary School
PTA	Parent Teacher Association
RTI	Response to Intervention
SST	Student Support Team
WSA	Weighted School Assessment

Arrival Time

Students are not permitted to enter the building before 8:20 A.M. Supervision is not available for students prior to this time. Staff members are preparing for the instructional day. The instructional day begins promptly at 8:50 A.M. At this time, students should be in their seats and ready to begin the school day. Car riders or walkers entering the building at 8:50 A.M. or arriving in the homeroom after 8:50 A.M. are considered tardy. Students arriving at school at 8:50 am or after, must be escorted to the front office by parents to check in.

Assessments

Students at various grade levels will be involved in national, state, and local assessments. Teachers will also administer quizzes and tests to determine how students are progressing on mastering the AKS.

The following State and National Tests will be given this school year.

STATE/NATIONAL ASSESSMENT	STUDENTS
GKIDS	Kindergarten
Georgia Alternative Assessment (selected students)	Special Education
ACCESS 2.0	Multilingual Learners
Georgia Milestones Assessment	Grades 3-5
District Assessments	Grades 3-5
iReady Assessments	Grades K-5

Please visit the Gwinnett County Public School website at www.gcpsk12.org for more information on assessments. The Gwinnett Comprehensive Accountability Assessment System (GCAAS) program provides pre- and post- tests, formative, interim, and summative assessments that inform instruction. By assessing students' knowledge of the Academic Knowledge and Skills (AKS), teachers are able to analyze data for instructional planning and differentiate instruction accordingly. This feedback allows teachers to adjust teaching and learning to improve students' achievement of desired instructional objectives. You will be notified in advance.

Awards Criteria

Grades K-5 Awards			
Award Title	**Category**	**Criteria**	**Description**
Principal's Award	Academic	All E's or A's	All (6) content areas (Reading, Writing, Spelling/Word Study, Math, Science, Social Studies)
Honor Roll	Academic	All E's & S's All A's & B's All B's	All (6) content areas (Reading, Writing, Spelling/Word Study, Math, Science, Social Studies)
Citizenship	Academic	Awarded to students in each classroom who have consistently demonstrated outstanding character education traits throughout the year.	All (6) content areas (Reading, Writing, Spelling/Word Study, Math, Science, Social Studies)
Perfect Attendance	Attendance	Zero (0) Days Absent No more than Three (3) Tardies	Attendance Only
iReady Typical Growth Award	Academic	Awarded to students in each classroom who have met average growth by December	iReady Math and Reading
iReady Stretch Growth Award	Academic	Awarded to students in each classroom who represent the amount of growth needed to reach, move closer to, or exceed grade-level expectations by May	iReady Math and Reading

Note: Behavior *is not* considered as part of the criteria for academic awards.

Awards and Ceremonies

An end of semester student award program will be held for students earning academic or attendance accomplishments (Principal's Honor Roll (All As), Honor Roll,(As/Bs or All Bs) and Perfect Attendance). These ceremonies will be held during the months of January (first semester recognition) and May (second semester and/or all year recognition).

Attendance

Punctual and regular attendance for every student is very important. A regular attendance record has a direct effect on grades and student attitudes toward school. ***When your child is absent from school, please send a doctor's note OR a handwritten note on the day he/she returns stating the reason for the absence, the date(s) of the absence, a daytime phone number, and a parent/guardian signature.*** **Please refer to the GCPS Student/Parent Handbook for additional information on the attendance policy.**

Backpacks

Students need to use over-the-shoulder backpacks at school. Due to the danger of tripping others and the danger involved in rolling book bags up and down hallways, rolling book bags are NOT allowed.

Birthdays

The focus of Partee Elementary is teaching and learning.

Any birthday celebrations must be held off school grounds.

You are able to send or bring store bought treats **to be consumed in the cafeteria** during your child's regularly scheduled lunchtime. Be mindful that during testing and some special event days, this time may change. We encourage you or a family member to join us at your child's lunch time to help distribute any treats that you provide.

Allowable Treats include:

- Store bought cupcakes
- Store bought cookies or other store bought baked goods
- Store bought doughnuts or other store bought pastries

The following items are NOT permitted:

- "Goody Bags" or Party Favors
- Balloons
- Whole cakes
- Invitations for Distribution
- Outside Food (including pizza or other fast-food items)
- Homemade items
- Knives or Utensils for cutting
- Any items containing Peanuts (due to the possibility of student allergies)

Ice Cream is sold for $1 per item. You can send in money to get ice cream for the whole class.

Breaks from School 2026-2027

August 5, 2026	First Day of School
September 4, 2026	Labor Day
October 12-16, 2026	Fall Break
November 23-27, 2026	Thanksgiving Break
December 21 – January 1, 2027	Winter Break
January 4, 2027	Teacher Planning
January 18, 2027	MLK
February 12-16, 2027	Student/Teacher Holiday
April 5-9, 2027	Spring Break
May 26, 2027	Last Day of School

Bus Transportation

Call GCPS Transportation at 770-736-4594 if you have questions or concerns about a route or driver.

To help our students stay safe, adults should be present at the bus stop in the morning and afternoon. **Please be mindful that during the first week or two of school, AND ESPECIALLY ON THE FIRST DAY, school bus pick-up and delivery may possibly be delayed as drivers learn their new routes and students learn their buses. Please plan to arrive at the bus stop early in the morning and be prepared to possibly wait longer than usual in the afternoon at the beginning of the school year. We apologize in advance for any inconvenience caused by these delays.**

What should you expect in the afternoon?

All school buses may not arrive at school at the time of dismissal; however, we do load and dismiss buses in the order they arrive. Most drivers have one or two routes prior to coming to pick-up our Partee students. After the first two weeks of school, your driver's routine should become consistent, and this will help you determine your child's ESTIMATED arrival time in the afternoon. Due to traffic and other unforeseen circumstances, this time may vary. Each day, a Partee Elementary staff member keeps an accurate record of the time each bus leaves the school and each student who boarded the bus.

Bus Rules– School Bus Infractions

Safety is the first priority while transporting students to and from school. While on a school bus, the bus driver/manager is the school official who has supervisory responsibility for students. Students are required to follow bus rules, which can be found in the GCPS Student/Parent Handbook. The bus driver will possibly communicate with a parent and/or refer a student to a school administrator when rules are broken. Consequences for failure to abide by the rules can include morning or

afternoon detention and/or suspension from the school bus for a specified amount of time depending on the severity of the rule infraction. The school administrator may also require a parent conference or a meeting with the transportation supervisor before the student is permitted to ride the bus again. During the period of time your child is unable to ride the bus, you will need to drop him/her off between 8:20 and 8:45 A.M. in the morning and pick your child up between 3:20 and 3:40 P.M. in the afternoon. Please emphasize with your child that riding the school bus is a privilege and following the rules is essential.

If a student is found to have engaged in bullying or other acts of physical violence, such as physical assault or battery of another person on the school bus, a meeting with the student's parents or guardian and appropriate school officials will be required in order to develop a school bus behavior contract for the student. (O.C.G.A. 20-2-751.5)

Cafeteria: Breakfast and Lunch

IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE PROVIDE WRITTEN DOCUMENTATION FROM YOUR PHYSICIAN TO YOUR CHILD'S TEACHER, THE CLINIC, AND THE CAFETERIA MANAGER.

Breakfast and lunch are available daily in our cafeteria. Breakfast is served from 8:20-8:45 A.M. Students are encouraged to participate in our breakfast and lunch programs for a low-cost meal that is high in nutrition. The full pay cost of breakfast for students is $1.75 and lunch is $2.50. The reduced cost of breakfast is 30¢ and lunch is 40¢ or based on income students may qualify for free meals. Applications should be submitted as soon as possible to determine your child's lunch status.

Students may **prepay for multiple meals**. A single account will be established in each student's name, which can be used to pay for breakfast and lunch. When a student makes a purchase, his/her account will be charged for the amount of the purchase. If you wish that your child's account be used for the purchase of a specific meal or only one complete meal (no extras), please complete the form at registration or notify the cafeteria cashier. When sending a check or cash for multiple meals, please place it in an envelope with the student's full name, teacher's name, the amount enclosed, and identify the form of payment by writing cash or check. Deposits into a student's meal account can also be made online at www.mypaymentsplus.com.

When a student forgets or loses lunch money, he/she may charge lunch that day. Payment is expected the following day. If a student accumulates $11.25 of unpaid charges, the student will lose the ability to charge additional lunches. In order to help remind parents of charges, notifications will be sent home in Friday folders and/or emailed. Also, all charges are stopped on the last school day in April. At this time, if your child does not have money on his/her account, he/she will receive a sandwich and milk only.

All families are strongly encouraged to apply for the **Free and Reduced Meals Program**. Applications are available from the cafeteria manager and online on the GCPS and Partee websites. By federal law, every student participating in the program must complete and submit an application. Only one application is needed per family (elementary, middle and high school students included). If you have a change in income or household composition, please complete a new form. Students new to Partee will need to pay full price for meals until their meal status has been established. This includes students who later qualify for free or reduced meals. The time period for approval and notification of status may take up to two weeks. If you are already a student at Partee, and a new Kindergarten student please complete the form at registration so your new child will assume the same status as the Partee student for up to 30 days. A form for 2024-2025 must be completed with

the name of all GCPS students and a new determination of eligibility will be made.

Meal Prices for the SY 2026-2027 are listed below for your reference.

Breakfast		**Lunch**	
Student Breakfast	Free	Student Lunch ES	$2.50
Reduced Price Breakfast	$0.30	Parents Lunch	$4.75 (Cash ONLY)
Reduced Price Lunch	$0.40		
Extra Milk	$0.40		

Parents are invited to join their child for lunch. Due to safety concerns and confidentiality issues, parents are not allowed to invite other children to join them for lunch. Parents are not permitted to walk with their students after lunch. Immediately after lunch, parents must return to the front office to check out. Parents are welcome to purchase lunch from the cafeteria. The cost of an adult lunch is $4.00. F**ood from fast food restaurants and canned or bottled soft drinks are not permitted except on Lunch on the Lawn days.** Parents will be allowed to eat lunch with their child(ren) beginning after Labor Day. Thanks in advance for your cooperation and support. If you have a question regarding your child's lunch account, please call Cindy Hewatt, Cafeteria Manager, at 678.344.4405.

Student Gifts or Snacks

- All snacks must be dropped off at the front office where staff will have them sent to the classroom.
- Birthday cupcakes can be left in the front office or served by the parents at lunch only. Cupcakes are not allowed in the classroom.
- Gift bags, balloons, flowers etc. for students are not allowed.

Reimbursable lunches for SY 2024-2025 – All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components – Fruits, Vegetables, Grains, Meat/Meat Alternate and Milk. A reimbursable meal must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A reimbursable meal must also contain at least one serving of the fruit or vegetable component. Students may take up to 2 servings from the fruit and vegetable component.

Car Riders

Students may not arrive at school prior to 8:20 A.M. Parents, please remain in your car. We ask that you have your child seated on the passenger side whenever possible so he/she can easily load or unload using the doors of your car that are closest to our curb. Parents who provide transportation for their child must drop-off/pick-up in the designated area (Car Rider ramp only, please do not use the front entrance). For student safety, regular car riders will be issued numbers to facilitate the safe transfer of students. Once you enter the driveway and come to a complete stop, please hang your number on the rear-view mirror. We will match your number to your child. Failure to have a car rider tag will result in an adult driving around to the front office, showing identification and then picking up the student. Due to the safety of our bus riders, there will be a 10-minute wait. **Thank you**

for modeling safety for our students by refraining from using cell phones once you enter school grounds.

Staff members are assigned to supervise the children getting in and out of vehicles and to direct the safe flow of traffic. After 8:50 A.M., students must be accompanied to the main office via the main entrance by a parent. Parents must bring students who are tardy into the front office to be signed in by a staff member. School begins promptly at 8:50 A.M. Students must arrive early enough to unpack, eat breakfast if needed, and be seated by 8:50 A.M. bell. Pick-up time is between 3:20 and 3:40 P.M. Your child's **safety is our priority**.

Due to safety and security, if you need to come in the building, all parents will need to park in the parking lot near the front office and sign in. No parents should be on the car rider ramp or enter through the door on the car rider ramp. There are ten reserved visitor spaces close to the main entrance (front office area). Please do not park on the circle as that area is reserved for special buses.

Cell Phones and Other Electronic Devices (not for educational use)

Student cell phones or electronic devices for personal use must be turned off and kept in book bags. This applies to instructional and non-instructional times such as lunch, recess, class change, etc. **(Partee ES assumes no responsibility for lost or stolen electronic devices.)** The use of electronic devices on school buses is not permitted. Failure to comply will result in disciplinary consequences, including but not limited to confiscation of electronic devices. Parents will be required to retrieve a confiscated electronic device from a school administrator during school hours. Adults visiting Partee should place their cell phone on silent or vibrate when they enter the building. No adult phone use is permitted to take place in the classrooms or hallways. If an emergency arises and you need to use your phone, please do so in the Parent Engagement Center located on the pink star hall.

Change of Information

For emergency purposes we must have updated information on each student. Please notify the office immediately of any changes in any of the following: address, telephone number, employer name and phone, change of guardianship, email, legal restrictions (document required) and emergency contact information. This information is imperative for school personnel in case of an emergency.

Change of Transportation

It is important that students have a consistent mode of transportation. **If a change of transportation is necessary, a handwritten note that includes your child's name, the date of change, the change, and your signature and phone number in the event there is a question. For your child's safety, transportation changes are not taken over the phone. Please send all temporary, emergency, and one day transportation changes to the following email address along with an attached copy of your picture ID; partee.transportation@gcpsk12.org. Please note that temporary transportation changes may last up to 5 days. Requests exceeding 5 days will not**

be considered temporary. Permanent changes must be made in the front office. Transportation changes can only be made by the enrolling parent. All changes must be made by 2:00 PM. On early release days transportation changes need to be made by 11:00 am. Please do not ask us to make exceptions that compromise our security and your child's safety.

Character Education Program

Our school-wide character education program is designed to help our students learn about positive character traits throughout the year and work toward demonstrating those traits daily.

August	Respect
September	Responsibility
October	Gratitude
November	Empathy
December	Perseverance
January	Honesty
February	Cooperation
March	Courage
April	Creativity
May	Kindness

Each month homerooms will have a student recognized for Person of Character based on the character education traits above.

Check-Out

To avoid interrupting our school day of teaching and learning, we ask that your child remain until 3:20 P.M. In order for a child to be counted present, he/she must be present for more than three hours and and thirty minutes (one half of the school day). If a student must leave during the school day for any reason, a parent must enter the front office, show photo identification, and sign the student's early leave record before school personnel locate and release the student.

Please do not call ahead and ask us to have students waiting in the front office. Parents in the building for a parent meeting will need to check out their student through the normal front office. Parents must indicate all persons authorized to check out their child in ParentVue. **Only authorized persons will be permitted to check a student out of school and must have proper identification. Telephone calls or notes to add or delete persons are not accepted.** Please come in person for that purpose and meet with an administrator. **To support a smooth dismissal process, please arrive to pick up your child for early check out no later than 2:30 P.M. Arriving after 2:30 P.M. will result in the student being released at 3:20 P.M. On early release days, check-out time will be no later than 11:30.**

College and Career Ready Performance Index (CCRPI)

Georgia was one of 10 states granted a waiver from the federal No Child Left Behind Act in February 2012. The state created a new accountability system called the College and Career Ready Performance Index. The Index informs parents and the public how schools are performing in a more comprehensive manner than the pass/fail system previously in place under Adequate Yearly Progress (AYP). The College and Career Ready Performance Index will include scores that easily communicate to the public how a school is doing. Each school will receive a score out of 100 points, just like what students receive in their classes. The major portion of a school and district's overall score will be made up of three areas: Achievement (70% of the total CCRPI score), Progress (15% of the total CCRPI score points possible) and Achievement Gap (15% of the total CCRPI score points possible). The Index has been designed around a comprehensive definition of college and career readiness, or the level of achievement required in order for a student to enroll in two or four year colleges and universities and technical colleges without remediation, fully prepared for college level work and careers. This means that all students graduate from high school with both rigorous content knowledge and the ability to apply that knowledge.

Clinic

Clinic personnel will be available daily to help students who become sick during the school day or for students who are required to take prescribed medication. Medications given on a regular basis will only be administered when sent in the original container with a label bearing your student's name and directions for administering. These should be hand delivered to the clinic by a parent (official forms will need to be completed). **CHILDREN ARE NOT TO HAVE MEDICATIONS IN THEIR POSSESSION DURING THE SCHOOL DAY OR ON THE BUS. IF AN EPIPEN IS PRESCRIBED BY THE DOCTOR, IT SHOULD BE KEPT IN THE CLINIC.** Medications not collected by the parent at the end of the year will be discarded. Please contact the clinic for detailed information about inhalers for Asthma.

The school has a responsibility to contact parents if a student is vomiting, has a temperature of 100 degrees or more, has been seriously injured, or has head lice. (Any time more than one student has been identified with head lice, all students in his/her class will be checked and notification will be sent home.)

For the protection of other students, if parents are called for any of these reasons, they are required to pick up the child immediately. Alternate persons identified on the locator card completed at registration may be called in the event a parent/guardian cannot be reached. **A child must be fever and symptom free for 24 hours, without the use of fever reducing medication before returning to school.** Please be considerate of others by keeping sick children at home. In case of serious medical emergencies, the paramedics will be called and we will attempt to notify you or one of your emergency contacts.

Concerns

Anytime you have a question or concern, your first point of contact should be your child's teacher. If you still have a concern after discussing the issue with the teacher, please contact the grade level administrator (assistant principal). If you still have a concern after discussing the issue with the grade level administrator (assistant principal), please contact the principal. We hope you

will use this chain of command to resolve concerns effectively and efficiently. If you think it's a concern, do not hesitate to contact the school.

Conduct for Students
PARTEE PRIDE

The Code of Conduct for student behavior at Partee and in the Shiloh Cluster is for students to show PRIDE in everything that they do. These core values are emphasized throughout the school year to guide student conduct and serve as the foundation for our school-wide Positive Behavior Intervention Support (PBIS). The Code of Conduct is posted throughout the school in every classroom and corridor, and a daily reminder of behavioral expectations for students is given on the morning news broadcast. School-wide programs are based on the Code of Conduct, offering rewards for students.

GENERALS
PARTEE ELEMENTARY

PARTEE PRIDE
SCHOOLWIDE EXPECTATIONS

	Transitions	Classrooms	Cafeteria	Restroom	Bus	Playground
Prepared	☆ Silence during transitions ☆ Go straight to your destination	☆ Arrive to class on time with all materials ready to learn	☆ Enter quietly in a single file line ☆ Get everything you need the first time through the line	☆ Enter and exit quietly ☆ Wash your hands	☆ Have your belongings ready ☆ Check your bus tags daily	☆ Listen to the signal and line up quickly ☆ Use equipment appropriately
Respectful	☆ Listen to ALL adults ☆ Respect walls and displays	☆ Show good manners by using kind words and actions to everyone. ☆ Work and play well in collaborative groups	☆ Clean up your area and put trash in the trash cans ☆ Keep your food on your tray and only touch and eat your food	☆ Keep it clean ☆ Be mindful of others' privacy ☆ Keep your hands and feet to yourself	☆ Follow all rules and listen to the bus driver at all times ☆ Keep the bus clean	☆ Use positive, appropriate language ☆ Be aware of personal space ☆ Include all who want to play; play fair
Integrity	☆ Keep your hands, feet, and other objects to yourself	☆ Always try your best and do the right thing ☆ Expect the best from your peers	☆ Keep the voice level low ☆ Take only what you want in the line	☆ Do the right thing, even when no one is watching ☆ Report inappropriate behavior and damage	☆ Positively solve conflicts or problems	☆ Do the right thing, even when no one is watching ☆ Keep the playground clean
Disciplined	☆ Keep school free of trash	☆ Complete and turn in ALL assignments ☆ Be a problem solver and resolve conflicts peacefully	☆ Stay at your table ☆ Raise your hand if you need help ☆ Silently eat while the music is playing	☆ Practice self-control ☆ Keep stalls and walls free of writing or drawings	☆ Go directly to your bus; no horseplaying ☆ Wear your backpacks on the front	☆ Be a problem-solver and resolve conflicts peacefully ☆ Play in designated area
Engaged	☆ Walk in a single line on the right side, quickly, quietly, and facing forward	☆ Actively listen in class ☆ Stay on task and work in designated area	☆ Get your food quickly and be seated ☆ Quietly exit in a single file line	☆ Use the restroom quickly, quietly, and exit immediately	☆ Pay attention at bus call ☆ Watch the monitor	☆ Participate in activities with your peers safely

Partee's Code of Conduct, as well as any of the rules published in the Gwinnett County Schools Parent/Student Handbook should serve as a guide for your child's daily behavior at school, at the bus stop, and on the school bus.

Teachers may handle misbehavior by providing the following consequences:

* Calming corner/cool down place in classroom
* Time out in another classroom
* Contacting a parent/guardian
* Loss of privileges
* Referral to an administrator
* Student contract

* Requesting a conference
* Written Plan of Improvement
* Behavior Action Plan
* Student conference
* Before or after school detention

When your child meets with an administrator, he/she will always be asked to explain their side of the story verbally and in writing. (pictures for younger students). Local school administrators shall address major violations, such as disrupting teaching and learning, fighting, vandalism, physical and/or verbal abuse to staff members or peers, refusal to follow the directions of the adult in charge, bullying and any other serious violations in one of the following ways:

* Parent contact/conference
* Administrative Time Out for the student
* Detention (before school, after school)
* Out-of-School Suspension
* Discipline Hearing

A determination of the consequence will be made by the administrator for all office referrals.

Conduct for Parents

Parents are welcome to visit the school and support in classrooms at any time. We just ask that you follow the guidelines in the handbook when visiting the school. Please make sure you have proper ID at all times and that your visitor's badge is visible for easy scanning. Please also remember that this is a professional setting with children present. remember to follow the procedures, be dressed appropriately, and use appropriate language and tone.

Any adult who does not follow expectations for visiting the school can be asked to leave the premises. If appropriate, the School Resource Officer (SRO) will be contacted to further support maintaining a positive, professional environment at the school.

Academic Knowledge and Skills (AKS) Curriculum

Gwinnett County Public Schools (GCPS) reviews its Academic Knowledge and Skills (AKS) curriculum annually for how we can improve what we teach Gwinnett students. The updated AKS have been adopted by the Gwinnett County Board of Education.

Communication

Regular communication between home and school is critical for student success. The **Friday Folder** is our weekly communication with information concerning your child's academic and social progress, upcoming events in his/her classroom, and other school-wide reminders. Please remove and review the contents each weekend and return the folder to school on the next school day. This communicates to your child that you value what he/she does and are interested in his/her education.

An **agenda book** is provided for each student on his/her first day of school at no cost to parents. This is for students to record their daily homework assignments. Teachers also use the agenda book to communicate with parents and parents in turn can communicate with teachers. Be sure to review your child's agenda book each night for notes from your child's teacher and to ensure that all homework has been completed. Your signature daily will indicate that the agenda book has been reviewed.

If students misplace/lose the Friday Folder or agenda, there will be a charge of $2.00 for a Friday

Folder and $4.00 for an agenda. Please encourage your child to be responsible and keep up with these items.

Please be sure to visit the school's website often at http://www.gcpsk12.org/ParteeES for important information and upcoming events. We also communicate with parents through Parent Square and email to disseminate information weekly. The Parent Liaison will also send out emails regularly to disseminate information about upcoming events. If for any reason you are not regularly getting phone and email messages from Partee Elementary, please contact the Parent Center.

A monthly newsletter will be emailed with news and events towards the beginning of the month. Stay informed about what's going on at Partee.

Conferences

Parent-teacher conferences are essential in providing a collaborative effort for a strong education for student success. Four early release conference days are held during the school year for parents and teachers to meet and discuss student progress. In the Friday Folder, teachers will send an invitation for you to attend this very important meeting. Throughout the year, parents are encouraged to schedule appointments to meet with teachers and visit classrooms. Please feel free to arrange a conference with your child's teacher at any time. Discussions about your child will not take place in the classroom or hallway when you come to observe the classroom. The counselor and administrators are available to help in many ways and are available to be present at scheduled conferences; however, the classroom teacher should be your first point of contact.

Fall Early Release Conference Days:

Wednesday, October 28th

Thursday, October 29th

Spring Early Release Conference Days:

Wednesday, March 3rd

Thursday, March 4th

Counselor

Our school counselor assists students to develop positive achievement in both academic and social emotional learning. The counselor works with teachers, parents, individual students, small student groups, and class groups. Counseling referrals may be made by teachers, parents, or students. If there is something going on outside of school that might affect your child in school, we hope that you will choose to share it confidentially with the counselor and/or those who would benefit from knowing this information to help your child.

Daily Schedule

8:20 A.M.	First bell rings --Students enter the building and report to homeroom or breakfast
8:40 A.M.	Morning announcements begin
8:50 A.M.	Tardy Bell Rings
8:50 A.M.	Breakfast service ends
8:45 A.M.	Generals Time (Intervention/Enrichment Time)
3:15 P.M.	Afternoon announcements
3:20 P.M.	Walkers, daycare van riders and car riders are dismissed

3:20 P.M. Bus Dismissal begins in the order buses arrive

Digital Learning Days

September 18, 2026
November 3, 2026
March 19, 2027

Dismissal

School dismissal begins at 3:20 P.M. daily. During dismissal car riders and day care van riders will go to the cafeteria and wait for their car rider number to be called. Walkers will be dismissed from the front office. Students who ride the bus are instructed to watch the screen and wait for their bus number to appear. All bus riders must have a bus tag in order to board the bus. No visitors are permitted to be on the bus ramp or car rider sidewalk during dismissal.

Dress Code

Learning is our business, we dress for success!

Students are expected to dress in a manner appropriate for school and weather. Articles of clothing advertising or depicting drugs, cigarettes, alcohol, nudity, violence, or profanity are not permitted. A student's clothing must appropriately cover the body.

The following articles of clothing are **not** to be worn at Partee Elementary School:

- Tank tops, crop tops, tops that reveal any midriff, fishnet clothing, tights, or visible underclothing. All shirts must have sleeves.
- Skirts, dresses, or shorts shorter than three inches above the kneecap (with or without leggings underneath)
- Clothing such as skirts, pants, shorts, etc. must be worn at the waist. Clothing shall not be poorly fitted, nor sagging. Pants with rips/holes above the knee must have clothing underneath to cover any skin.
- Clothing that depicts or symbolizes offensive words or designs, drugs (including alcohol and tobacco), violence (blood, death, weapons), sex, or hate groups.
- Pajama bottoms or tops, house slippers, slides, flip flops, or shower shoes may not be worn **(Appropriate pajamas are only allowed on theme days set by the school).**
- Crocs and sandals can only be worn if they have a strap on the back, and the strap is being used **(Slides are not allow)**
- Headgear of any kind may not be worn in the building (except for cultural or religious reasons), including hats, hoods, doo-rags, bonnets, ski caps, bandanas, sweatbands, visors, or sunglasses.
- Distracting Jewelry such as heavy chains, dog collars, or gang-related jewelry.

If a student's dress violates the dress code or is deemed inappropriate, the student will be sent to the clinic for a change of clothing or parents will be notified and asked to bring a change of clothes. Health regulations dictate that shoes must be worn at all times for the safety of our students. All shoes

should have a heel strap or back to them. Flip flops, open toed sandals, high heels, high platform shoes, and other shoes that may be dangerous for walking or playing should not be worn as they present a safety hazard. Remember, students go outside daily for recess and need to wear safe shoes. Parents should check to make sure students are appropriately dressed before leaving home for school.

Parents and visitors coming into the school should be mindful of what they are wearing. Inappropriately dressed visitors (anything that might be a distraction to students in the building) will not be permitted in student areas. Please avoid items that expose particular body parts or clothing that is too tight or short. Thank you for being a role model for our students by being appropriately dressed.

Field Trips

The purpose of a field trip is to supplement, enrich, and enhance regular classroom instruction. Field trips are another way to meet specific instructional objectives. Each grade level plans no more than two field trips during the school year (one for each semester) that correlates and supports the instructional program. Before each trip you will receive a permission slip that must be signed and returned before your child is permitted to participate. Some field trips may require a fee. While no student will be denied the privilege of attending a field trip due to inability to pay, if enough funds are not collected, the field trip will be canceled for all students. Teachers must have a current daytime telephone number in order to contact the parent/guardian in case of an emergency during the field trip.

Grades

Grades are entered into the Gwinnett County Public School Electronic Grade Book and parents are able to view grades via ParentVue. Interim reports and quarterly report cards will be sent home on designated dates that will be provided to you in advance. If at any time you have a question about your child's grades, please make your child's teacher your first point of contract.

Homework

Homework is an extension of the classroom learning process. Educational research shows that students who study at home reinforce what they learn in class and become better students. Homework may be brief or may include a long-term project which requires planned study time and/or specific work for completion. Parents can help by encouraging children to establish a daily study routine and monitoring the agenda book to be aware of assignments and progress. Parents can access homework on the classroom teacher's Google classroom.

Ice Cream

Ice cream is sold daily and distributed at lunch for a cost of $1.00. Students who have a balance with the cafeteria will not be allowed to purchase ice cream until their student account is cleared of all charges. Lunchroom monitors work in the cafeteria daily and make every effort to ensure children are eating their lunch before their ice cream. Please remind your child to do so when you give him/her ice cream money.

Media Center

The Media Center is a resource that meets the teaching and learning needs of staff, students, and parents. Media personnel are committed to creating an inviting and stimulating environment, which

promotes life-long learning. Individual students or classes may visit the library during the school day. Kindergarten may check out one book every week that remains at school. First through third grade students may check out two books for two weeks. Fourth and fifth grade students may check out three books for two weeks. Books may be returned any time during the two-week period so another book can be checked out. Overdue books must be returned, or a replacement fee will be assessed before the student can check out any other materials.

Make-Up Work

It is the responsibility of the student to make up work following an excused absence. If your child will be out two or more days due to illness or family emergency, please call the office before 8:30 A.M or send a note to the teacher. **When requesting homework for excused days that will be missed, please allow the teacher 24 hours to get assignments ready.** Absences due to vacations and family outings are unexcused and strongly discouraged. Teachers will not give assignments in advance for unexcused absences. The work will be made up when your child returns to school.

Lost & Found

Articles are kept for a period of time after being found and may be reclaimed in the Lost & Found room. Unclaimed items are donated to charitable organizations at the end of each semester. Please write your child's name on all personal property for easy identification. We are not responsible for lost or stolen items.

Parent Portal

GCPS Parent Portal offers parents and guardians online, timely, and secure access to your child's grades, attendance, discipline record and test history. It is an easy-to-use communication tool that will allow you to be active in your child's education. To register, complete the registration form in person at Partee (to verify your identity).

Parties

The Gwinnett County Public Schools Board of Education policy permits two school-wide classroom parties each year. At Partee Elementary School, those days are before winter break and before the last day of school. PTA Room Parents plan the parties with the classroom teacher. School parties will not exceed one hour and fifteen minutes in length.

Physical Education

Physical Education (PE) is an integral part of the instructional program. All children are expected to participate. If your child cannot participate on a particular day, please send a note to your child's teacher and the PE teacher. An alternate PE assignment will be given to your child. If your child cannot participate in PE for more than three consecutive days, a doctor's statement will be required.

Progress Reports & Report Cards

Interim progress reports are distributed each 4-5 weeks. Report cards will be issued every 18 weeks. Kindergarten Progress Reports assess students' ongoing growth and development and progression towards proficiency of grade level Academic Knowledge and Skills (AKS). Student progress for students in grades 1-5 is reported using the following scales.

Kindergarten & First Grade	
Exceeds Standard	E
Meets Standard	S
Needs Improvement	N
Unsatisfactory	U

Elementary Grades 2-5		
Excellent Progress	A	90 & above
Above Average Progress	B	80-89
Average Progress	C	70-79
Unsatisfactory Progress	U/F	0-69

Promotion Requirements

Gwinnett County Public Schools Elementary School Promotion Criteria

Kindergarten	Preparing for 1st Grade To earn promotion to the 1st grade, students must demonstrate proficiency of the current grade-level Academic Knowledge and Skills (AKS) standards. Readiness for the 1st grade will be determined by the child's classroom grades, assessments, and/or input from the school's Student Support Team (SST).
1st Grade	Preparing for 2nd Grade To earn promotion to the 2nd grade, students must demonstrate proficiency of the current grade-level Academic Knowledge and Skills (AKS) standards. Readiness for the 2nd grade will be determined by the child's classroom grades, assessments, and/or input from the school's Student Support Team (SST).
2nd Grade	Preparing for 3rd Grade To earn promotion to the 3rd grade, students must demonstrate proficiency of the current grade-level Academic Knowledge and Skills (AKS) standards. Readiness for the 3rd grade will be determined by the child's classroom grades, assessments, and/or input from the school's Student Support Team (SST).

3rd Grade	Preparing for 4th Grade To earn promotion to the 4th grade, students should have a reading status of Grade Level or Above on the English Language Arts Georgia Milestones End of Grade (EOG) Assessment. Students who do not meet this criteria may have the opportunity to attend summer school for targeted instruction. These students may be required to retest after summer school. Students should also possess the academic knowledge and skills necessary to be successful at the next grade level. Students who do not have a reading status of Grade Level or Above on the English Language Arts Georgia Milestones EOG but who have a yearlong average that is passing (70 or higher) in Reading may be promoted.
4th Grade	Preparing for 5th Grade To earn promotion to the 5th grade, students should have a yearlong average of 70 or better in Reading and Mathematics and possess the academic knowledge and skills necessary to be successful at the next grade level in Science and Social Studies.
5th Grade	Preparing for 6th Grade In Georgia, 5th grade students also are required to achieve a reading status of Grade Level or Above on the English Language Arts Georgia Milestones End of Grade (EOG) Assessment and achieve the performance level of Developing or higher on the Mathematics Georgia Milestones EOG Assessment. Students who do not meet either of these state promotion requirements may be required to retest after summer school. Students who do not meet grade level proficiency for the reading status and/or achieve the performance level of Developing or higher on the Mathematics EOG assessment but who have a yearlong average that is passing (70 or higher) in the corresponding course (Reading or Math) may be promoted.

- **Note: Promotion for a Multilingual Learner (ML) or a student with Limited English Proficiency (LEP) is guided by the student's English Learner Proficiency Plan.**

Observations

We encourage parents to visit their child's classroom. However, we ask that you schedule the visit with the teacher in advance. After you have checked in, a staff member will escort you to the classroom. Classroom observations are limited to 30 minutes

Recess

Students will have recess every day for 30 minutes. Recess can be waived on days when students have physical education or other "structured activity time," such as games led by a teacher. Recess can also be waived for scheduling conflicts, bad weather, field trips or other unavoidable obstacles.

Registration Requirements

Original birth certificate or passport

Georgia Immunization form 3231 *

Georgia Vision, Hearing, and Dental form 3300 *

Proof of Residency

- A non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return (if shows current address)
- Current paycheck stub
- Current Medicaid card
- Current warranty or quit claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Current residential property tax statement or bill

Utility Bill - A Water, Gas, or Electric (no phone or cable bills) from within the last 30 days or proof of sign up of utilities (30 day extension for new addresses).

Residency Affidavit-Notarized statement that verifies residence if you do not have the lease or mortgage in your name. **This residency affidavit must be completed every year.** Please note that when you come to register, the person who owns the property must come with you.

Social Security Card (or signature of waiver)

Picture I.D. (government issued)

*(**Out of state students** have 30 days to transfer their immunization information to Georgia forms)

Safety and Security Procedures

Practicing safety drills occur regularly throughout the school year, and include fire, lock-down, and inclement weather. If a real situation occurs, you will be notified via written communication and our telephone call system. Please make sure we always have an up-to-date phone number. A Crisis Management Team is in place and a Crisis Management Plan has been developed in the event of an unexpected situation. The staff is familiar with the procedures, and we conduct several "tests" of the crisis plan each year.

During the school day, all doors to the building are locked; students may exit from inside the building. Teachers, staff, and students are instructed **NOT** to open the doors for anyone, as all visitors must

use the main entrance. At all times, visitors to Partee Elementary must report to the main lobby and check in immediately. You will receive a stick-on visitor badge that you need to affix to your outer clothing (please avoid placing the badge on certain fabrics that may be damaged by the sticker). Visitors without a badge will be approached and the front office will be contacted. Please do not carry the visitor badge in your hand; it needs to be visible to students and staff. Please remember to check-out in the front lobby when you are leaving, and return the visitor badge.

Safe and Secure Environment

Creating and Maintaining A Safe and Secure Environment
Gwinnett County Public Schools has provided schools in our district with a variety of technological tools to reinforce security. These are some—but not all—of the tools in place:

Cameras — interior and exterior
VMS and Raptor — Visitor Management Systems that control the access to our doors. This also screens adults who enter our building against the National Sex Offenders Registry. Every visitor is required to show identification.
Vestibules — Double glass door entry with bullet-resistant glass film at designated single point of entry for the school.

Way to Enter our Building:
We have a security system in our vestibule at the entrance of the school. This vestibule will serve as a controlled access point for anyone entering the school building during school hours. The purpose of this upgrade is to enhance the security of our campus and create a safer environment for everyone.

Here's how the security vestibule works:

- Upon arrival, parents and visitors will push the call button to use the intercom system and communicate the purpose for entry into the building.
- Visitors will enter the security vestibule and again push the call button on the vestibule door to communicate their purpose for the visit.
- Entrance into the front office will be determined by the purpose of the visit.
- Parents and visitors wishing to check in or check out a student will be able to do so in the vestibule. Directions for completing this process will be posted in the vestibule.
- Parents who have other businesses to address will gain entry to the front office for support.
- All parents and visitors will be required to present identification to enter the building and check out students.
- Once the identity has been confirmed, office staff will release students or remotely provide access to our building.

Our office staff will still be available to guide you through the process and support you with your needs. We understand that safety and convenience are of the utmost importance to you as parents,

and we believe that our security measures will help us maintain a secure learning environment while still providing efficient access for parents and visitors.

School Council

School Councils were initially developed in accordance with the State of Georgia's H.B. 1187, the A+ Reform Act of 2000. This seven-member team is composed of two teachers, two parents, two community/business representatives, and the principal. The purpose of the Council is to focus on student achievement and to obtain an increased awareness of GCPS and Partee.

School Cancellation/Inclement Weather

In the event of severe weather or other conditions, the starting time of school may be delayed or school may be closed. Announcements will be made over WSB 750 AM radio station. Reports in the morning will be between 6:00 A.M. and 6:30 A.M. If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. **Please listen to local radio or television and do not call the school.** Telephone lines must be kept open for emergencies. At registration each year you complete a form determining where your child should go or what your child should do in the event schools are closed early.

School Insurance

Student Health and Accident Insurance is offered as an option and service to interested families at the beginning of the school year. Purchases and claims are made directly to the vendor. Parents are responsible for providing insurance coverage for medical expenses in case of an accident. If you choose not to take out school insurance for your child, please be advised that Partee Elementary will not be responsible for medical expenses if accidents occur.

Snacks

At the teacher's discretion, he/she may schedule a time for a daily nutritious snack (fruit, crackers, cheese, popcorn, etc.). Cookies, cakes, potato chips, and candy are not permitted as snack items. **Likewise, at no time are flavored juices or carbonated beverages (soda) permitted as a part of snack; however, students may bring bottled water.** Please check with your child's teacher for specific details about the snack procedures for the classroom. **Please notify your teacher, the clinic, and the cafeteria if your child has any food allergies. Please keep serving sizes to meet the needs of one individual. Large bags of snacks should not be sent to school.**

Special Programs

Partee has various programs that meet the needs of special populations. Evaluation of a student for any special needs program is a very complex process requiring professional testing, observation, and study.

Parents may request testing for their child at which time a team of Partee staff members will meet with the parents to decide if testing is appropriate. Staff members collaborate to review available

data and to make decisions on student evaluations. Teachers may refer students for testing to determine eligibility for the following programs:

1. ESOL/MLL - Learner support is offered to students whose native language is that other than English. Students will receive this support by the ESOL teacher if students qualify for ESOL services.
2. Special Education - "It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate for individuals with documented disabilities for free. Individuals may contact their local school for information regarding such services." Programs are available at Partee for students with various special education requirements. GCPS offers a wide variety of programs to meet the needs of the children with specific learning disabilities (SLD), the mildly intellectually disabled (MID), emotionally and behaviorally disordered (EBD), other health impaired (OHI), autism, Pre-k special education, or the gifted child (FOCUS) in various ways. A speech and language therapist is available to work with students having speech or language disorders severe enough to affect their ability to benefit from small group instructions.
3. Fostering Originality Creativity Understanding and Self Awareness (FOCUS) - Another program for students is the FOCUS or gifted program. A student's regular program is enriched through a resource and/or cluster model in the regular classroom.
4. Advanced classes are offered in grades 3, 4, 5. There are specific requirements in order to qualify.
5. Early Intervention Program (EIP) - Additional support is given to students in the area of Math and Reading based on an EIP Rubric for grades K-2 and the Georgia Milestones for grades 3-5.

Student Support Team (SST)/Response to Intervention (RTI)

The Student Support Team is a group of at least three of the following people: the classroom teacher, an administrator, the school counselor, the school psychologist, and/or other support staff as needed. The group meets to discuss concerns about specific students' academic or behavioral progress. The group provides suggestions for alternative teaching strategies, behavioral interventions, and may recommend special testing after completing the RTI process. Parents are invited to actively participate in SST meetings for their child and are notified in writing regarding the meeting date and time. Due to student privacy requirements, neither teachers nor administrators will discuss a student with anyone (including family members) unless a parent or guardian is present.

Technology

Technology will be used as a teaching tool to enhance learning and as a means for gaining information at the various grade levels. Each school in GCPS has an Instructional Technology & Innovation Coach (ITIC) that works with teachers on the efficient use of technology and also works with students. In the event of inclement weather, all students are expected to access their teacher's eClass page in order to view and complete digital learning assignments.

All GCPS students will have a Chromebook assigned to them for the 2024-25 school year. Families can also checkout a hotspot for internet access based on demonstrated need. It is the family's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition in which it was received.

Parents, please be reminded of the following expectations regarding use of a device checked out from Partee ES.

1. This device is on loan from Partee ES to allow your students an opportunity to access resources for instructional purposes in school and at home. Chromebooks and accessories are expected to be returned in proper working condition.

2. There is a fee for damaged or lost devices per District Policy and Procedure PJS and the agreement noted in the Student/Parent Handbook, fines can be assessed to the student if the device checked out is damaged or not returned at all. All devices checked out to students must be checked back into the local school at the end of the 2024-25 school year.

Title I Program

Partee Elementary is a school-wide Title I School. Schools are designated as Title I based on the percentage of free and reduced lunch students. Title I provides funds for additional school personnel, materials to support teaching and learning, and parent involvement.

Title I Mission

The mission of the Gwinnett County Title 1 Program is to comply with Every Student Succeeds Act to help low achieving students meet Georgia's challenging academic achievement standards. Title I teachers, in consultation with parents, administrators, teachers, and pupil services personnel, will effectively identify students who may be at risk for failure or who are having difficulty in reading and math. They will provide additional educational assistance to individual students assessed as needing help in meeting the State's challenging student academic achievement standards.

Title I Program Overview

Title I, Part A is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state and academic standards and assessments. The program focuses on promoting reform in high-poverty schools and ensures student access to scientifically-based instructional strategies and challenging academic content.

There will be several Title I Committee meetings throughout the school year. Please make every effort to attend and provide us with valuable input as we work together to increase student achievement. In addition, numerous Title I sponsored parent workshops will be held to provide parents with valuable resources to assist their child at home.

Visitors/Volunteers

We love volunteers and visitors! The Partee community is essential in helping to meet the needs of students and staff. Volunteers can assist our school in many ways, such as reading to students, working with students in classroom activities, coordinating school-wide student activities, assisting with media center materials, and supporting our Parent Center. We encourage you to be partners in supporting our students. For the safety of our students, **ALL** visitors who enter any Gwinnett County Public School must report to the front office/lobby to sign in. You are required to show your photo ID before entering any additional parts of the school building. You must wear a visitor sticker at all times while on school property. Teachers have been instructed to monitor our visitors and to contact the office if there is anyone without a badge. To help provide you with our undivided attention, parents and visitors should make an appointment in order to meet with teachers,

administrators, counselors, or to visit classrooms. When leaving the school, return to the front lobby to sign out and return your visitor sticker. We encourage parents to visit the school, but for the protection of all children, parents and visitors must follow these procedures. All visitors are expected to do their part to protect our children by complying with established procedures. Persons that insult or abuse school personnel in the presence of students, will be ordered to leave the premises. Upon failure to do so, such person shall be guilty of a misdemeanor and consequences will be imposed.

Walkers

Walkers must have written permission from their parents and do so at their own risk. Please send written permission to your child's teacher. The school will not be responsible for supervision except at the crosswalk on school property. Think safety first and arrange to pick up your student in the front office if they are going to be a walker. For student safety, students are not able to ride a bike to school unless he/she is accompanied by an adult.

Withdrawals

When it becomes necessary for a student to withdraw from school, the teacher should be notified at least one week prior to the withdrawal date. All technology, library books, or other school material must be returned, and lunch charges paid. A Withdrawal Form will be sent home on the last day of attendance and should be given to the new school upon enrollment. When you arrive at your new school, you should sign a Records Release Form, which the new school will forward to Partee Elementary. Upon receiving the signed release of records form from the new school, Partee will transfer the entire file to another Gwinnett school or send the requested information if the school is outside of Gwinnett County Public Schools.