Ivy Creek Elementary School

Celebrating the Greatness of Every Child

Student/Parent Handbook 2026-2027



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The officers, employees and officials identified in this handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein, and nothing in this handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

Attendance

School attendance is important because it underscores the significance of learning and the importance of obtaining an education. It teaches responsibility, develops good habits, and correlates strongly with improved grades. School attendance is the responsibility of both parents and students. Attendance is extremely important to a successful school experience for your child, as well as for attainment of the Academic Knowledge and Skills (AKS) required for promotion from one grade level to the next. We encourage parents and students to make prompt and consistent attendance a priority.

School Hours: 8:15 a.m. - 2:45 p.m. **Office Hours: 7:30 a.m. - 3:30 p.m.**

Arrival: Students may enter the building between 7:45 a.m. and 8:15 a.m. Students may eat breakfast in our cafeteria from 7:45 a.m. to 8:15 a.m. To be counted present for the entire day, students must attend the equivalent of half the school day. This does not have to be continuous time. Please read the section on absences carefully.

Tardies**:** Tardiness is a part of attendance. **Students are considered tardy if they are not in the classroom by 8:15 a.m**. After 8:15 a.m., parents must sign their child in at the front office.

Unexcused Absences: As mandated by Georgia law, Ivy Creek teachers and administrators are required to follow Gwinnett County Public Schools' attendance protocol. The classroom teacher maintains accurate records concerning a student's attendance.

Interventions:

Absent two days: Homeroom teacher contacts parents by phone, written note, and/or email.

Five unexcused absences: When such student has five unexcused absences, the school will notify the parent, guardian, or other person having charge or control of the student. The notice shall outline the penalty and consequences of such absences, and that each subsequent absence shall constitute a separate offense.

Ten unexcused absences: When such student has ten unexcused absences, the school will notify the parent, guardian, or other person having charge or control of the student. The letter shall advise parent/guardian of the referral to the Student Attendance Referral Committee (SARC).

Fifteen unexcused absences: When such student has fifteen unexcused absences, the school will send a letter to notify the parent/guardian or other person having control of the student. This letter shall outline the consequences, indicating the student's non-compliance with the GA Compulsory Attendance Law.

Check In/Check Out: Students arriving at school after 8:15 a.m. must be signed in by a parent/guardian. Students may be dismissed before the school day officially ends when a parent or guardian appears in person requesting the student's early dismissal. In order to maintain school safety and minimize interruptions to instructional time, parents must come to the office to check out students. *Please do not go to your child's classroom*. Anyone checking out students must show a government issued photo ID. We ask that all check outs be completed before 2:20 p.m. each day. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.

Absences

If your student is absent from school, you need to send written communication to the school stating the reason for his/her absence. **The note should be sent on the day your student returns to school.** Should the reason be one noted below, your child's absence will be marked excused. If the student fails to bring a note, the absence will be regarded as unexcused. **Absence notes must be received during the semester the absence occurs.**

Parents are urged to make dental, medical, and other appointments for their children after school, or holidays if possible. In compliance with state law, only those absences due to the following reasons are ***excused***:

1. Personal illness or attendance in school endangers a student's health or the health of others. Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating the absence is an excused absence.
3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.
6. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
8. Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the Armed Forces of the United States or the National Guard (maximum of five school days per year).

Students enrolled for the current school year who do not attend school for ten consecutive days are considered withdrawn. Students who are enrolled in school but are not attending regularly and do not have permission to be absent from school are considered truant. **Vacations are not excused absences.**

Cafeteria

Lunch Purchases: The cafeteria is a vital part of our school health program. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Lunch may be purchased on a cash basis, pre-paid, or online at www.mypaymentsplus.com. Money is applied to each student's individual account. Students may purchase additional à la carte items. If you do NOT want your child(ren) to purchase additional items, please notify the cafeteria manager in writing and a "block" will be placed on the account. At the end of the school year remaining balances will roll over to the next school year. To request a refund, please see the cafeteria manager. If your refund is greater than $50.00, you must complete the reimbursement form, and a check will be mailed to you from the central office. Student lunches are $2.50; adult lunches are $4.75; extra milk is $.40. The lunch menu is posted on our school website.

Food Allergies: Federal guidelines require students who purchase breakfast or lunch from the cafeteria that have food allergies or intolerances requiring special accommodations, must have a copy of the dietary order written by a physician on file in the cafeteria and clinic. If you have any questions, please call Mrs. Roxana Castro, Cafeteria Manager at 678 714-3671.

Free or Reduced Lunches: In compliance with federal regulations, free and reduced priced lunch applications are available on the Ivy Creek website or www.gwinnett.schoollunchapp.com. If your child currently receives free or reduced lunch, you **must** reapply within thirty days from the beginning of the new school year. New applicants must apply and be approved. Charges will accumulate prior to approval and must be paid. The program will not pay for a side item, extra milk, water, or extra entrée.

Lunch Charges: According to district guidelines, students are not allowed to accumulate more than $11.25 in charges. However, no child will be denied lunch, they will be given an alternative meal with a juice or water until the balance is paid in full. Low balance and charge emails will be sent home weekly. Outstanding charges will be deducted from payments received and the balance made available for future

meals. **No charges are allowed after spring break**. Parents may check their students balance on-line at www.mypaymentsplus.com. For more information, contact the cafeteria manager.

Reimbursable Lunches: All lunches are following a food-based menu planning approach and contain five food components. Fruits, vegetables, grains, meat/meat alternate and milk. A reimbursable meal must contain three of the five components at a minimum and five of the five components at a maximum. A reimbursable meal must also contain at least one serving of the fruit and vegetable component. Students may take up to two servings from the vegetable and fresh fruit components.

Lunch/Snacks from Home: Carbonated or colored beverages, food in glass containers or items requiring microwaving are not allowed. Students who bring food from home should bring it in non-breakable containers they can open easily on their own. Healthy snacks are encouraged.

Breakfast Program: The breakfast program will begin on the first day of school and is available from 7:45 a.m. until 8:45 a.m. and costs $1.75. Students who qualify for free lunch will receive free breakfast. Students who qualify for reduced lunch ($.40) will be charged $.30 for breakfast. Students will go directly to the cafeteria upon entering the building. Students will be supervised as they eat. Students eating breakfast are expected to be in their classrooms by 8:15 a.m. or they are considered tardy. The breakfast menu is posted on our school website.

Lunch Guests: Students eat in the cafeteria on a rotating schedule. **Beginning September 21st**, authorized parents and relatives are welcome to join their child for lunch during their class's scheduled cafeteria week. Because seating is extremely limited, we ask that students host only **one guest at a time**. Teachers will share the specific cafeteria schedule with parents.

Please check in, meet your child directly at the cafeteria, and enjoy lunch at the designated guest tables. When lunch ends, please say your goodbyes at the cafeteria door. To ensure student safety and privacy, guests may not walk students to the restroom or back to their classrooms, and outside guests may not share meals with other students. While outside vendor food (e.g., McDonald's, Chick-fil-A, Subway) is discouraged, photos and videos are welcome provided they capture **only your own child**.

Cafeteria Rules and Procedures:
Please review the following expectations with your child(ren).

1. Children will enter the cafeteria quietly and proceed through the serving line, walking quietly to their table.
2. Children will be respectful to the cafeteria staff and monitors and will exhibit good manners and respect for others.
3. Children will practice good eating habits. There will be no trading of food.
4. Children will not save or exchange seats unless told to do so by an adult.
5. Children will raise their hands if help is needed from an adult.
6. Children will remain seated unless there is an emergency.
7. Tables and floors should be left clean. Cleaning supplies will be provided.
8. **When parents join their child for lunch, they are requested to follow the established rules and procedures.**

Change of Address or Phone

We ***must*** have current information on each student. Please notify the office and teacher of any changes in address, phone numbers and email so they can be noted on the school database. **Any changes in address must be verified with our school registrar by bringing current proof of residency.**

Clinic

The school clinic/office staff will maintain the clinic to assist with injuries or emergencies which cannot be addressed by the teacher. It is crucial the clinic worker have sufficient emergency information for each

child. Please send any changes in emergency or medical information to the clinic immediately. Students in need of clinic services come with a clinic pass from their teacher.
Illness or Injury: The school provides limited emergency first aid to children who become ill or suffer injuries at school. Parents will be notified in case of an accident. Should the parent be unavailable, the other person(s) listed on the clinic card will be notified. All first aid will be administered by the clinic worker, trained first responders, or designated staff members. Our clinic worker does not diagnose illnesses and does not treat injuries which occurred at home.

Medication: Only clinic/office staff is authorized to administer medication to students. Student medications are stored in the clinic and a *Gwinnett County Public Schools Administration of Medication Request* form must be completed by a parent. **Medication must be brought to school by an adult in its original container. Under no circumstances shall a student have in his/her possession any prescription or over the counter medication. This includes delivery from home to the clinic. Any exceptions (EpiPen, inhaler, insulin pump) must be approved by a physician. Medication stored in envelopes, baggies, etc., will not be administered. Cough drops must be kept in the clinic. Always notify the clinic and teacher if your child is taking daily medication.**

The clinic will be aware of all field trips so appropriate first aid and medication arrangements for the trip can be made ahead of time.

Parents will be called, and students sent home if they are too sick to remain at school. No child will remain in school who shows evidence of an acute illness such as a sudden rash or a temperature of 100.4 degrees or greater or who has continuous spasms of coughing or vomiting. Please do not send your child to school and chance infecting others. **Before returning to school, a child must be fever free for twenty-four hours from the point medication is stopped.**

Closing of School/Inclement Weather

In the event of severe weather or other conditions, school starting time may be delayed, or school may be closed. Announcements will be sent via Parent Square and made over radio stations WSB or WLAW (Lawrenceville station), on WSB TV, or posted on the Gwinnett County Public Schools website (www.gcpsk12.org). Reports in the morning will be between 5:30 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.

Clubs and After School Activities

The school provides a variety of before and after school clubs and activities for students. Specific information about clubs and activities will be published in September. Although we are aware emergencies do occur, children who are picked up late from after-school activities on two occasions will be dismissed from the club/activity. A staff member will remain with the student until they have been picked up by a parent. Please work with us by picking up your child(ren) on time so they may benefit from participation. Before and after school activities will adhere to the same rules and safety guidelines as those during the regular school day.

Collection of Money from Students

Throughout the year, teachers will need to collect money for various reasons, such as, lunch, lost or damaged books and equipment, field trips, school pictures, fundraisers, and other items. Gwinnett County Public Schools and MyPaymentsPlus provide a secure online environment for payments. Please visit www.mypaymentsplus.com to create an account for your student.

Communication with Parents

Communicating effectively with our parents is a staff priority. There are several ways we communicate with parents throughout the year:

Classroom Communication: Each teacher establishes a weekly communication system for information about classroom activities and events. Teachers review these communication systems with parents during our fall Curriculum Night.

Our school newsletter, "*Cub Connection,"* is shared with parents on a weekly basis. Cub Connection contains school wide and individual classroom news.

Curriculum and Instruction Communication: Parents may access Gwinnett County Public Schools curriculum and instruction information through the school system's website at www.gwinnett.k12.ga.us.

Communication: Teachers may be contacted via e-mail, by visiting our school website www.ivycreekes.org. To minimize disruptions, teachers will only access e-mail before and after school. Teachers will respond within twenty-four hours.

ParentSquare: Our school district uses a form of school-to-home communication called ParentSquare. This unified communications platform is designed to keep parents and guardians informed and encourage greater engagement and connection with your child's school and Gwinnett County Public Schools. ParentSquare provides a safe way for district administrators, school principals, teachers, staff, and parents to receive and send information, such as:

- Weather-related closings & delays
- School and class information
- Share pictures and files
- See calendar items
- Upcoming class activities

The district and school information will be sent to your computer or phone via email and/or text via ParentSquare. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices).

Parent-Teacher Conferences: Early release conferences are scheduled twice during the year. Additional conferences may be scheduled as needed.

ParentVue: Parents can use their smartphones to access ParentVUE to find grades, schedules, and more! The ParentVUE mobile app is available in Google Play for Android devices and the App Store for Apple (iOS) devices.

School-wide Communication: There are many options available for you to stay informed about events, activities, weather, etc. at Ivy Creek. Be sure to sign up for ParentSquare.

- Cub Connection Weekly Newsletter
- Facebook: facebook.com/ivycreekelementary
- Ivy Creek Announcements: ivycreekes.org/ivy-creek-announcements
- Ivy Creek Website: ivycreekes.org
- ParentVue: Mobile App in Google Play and App Store
- Parent Square: parentsquare.com/Mobile App in Google Play and App Store

Counseling Services

Counseling is part of the school curriculum, and counseling services are available to all Ivy Creek Elementary students. Each student will be assigned a specific counselor who can talk to him/her as needed individually or in a group setting. The counselor will visit classrooms during the school year to teach the Gwinnett County Public Schools core curriculum. If parents would like their child(ren) to be excluded from any counseling activities, the student's specific counselor must have the request in writing.

Dress Code

Students are expected to dress in a manner appropriate for school. The following items are not permitted.

1. Bare midriffs
2. Halter tops
3. Spaghetti straps

4. Clothing with offensive language or pictures
5. Clothing with alcohol/drug advertisements
6. Hat and headgear except for special events
7. Any clothing distracting the learning environment

If a student comes to school in clothing which creates a disruption in learning and is in violation of any of the above stated rules, he/she will be asked to call his/her parents to bring something more acceptable.

Electronic Device Policy:

The Distraction Free Education Act (GA HB 340) is designed to reduce classroom distractions and improve student focus, engagement, and academic outcomes. This legislation applies to students in grades K through 8, prohibiting the use of personal electronic devices during the school day. Students at Ivy Creek are NOT allowed access to electronic personal devices during the entire school day, from the first bell to the final bell, including recess, transitions, and assemblies. Ivy Creek will follow a progressive discipline plan, which may include a warning, parent contact, or temporary confiscation—consistent with the GCPS Student Conduct Behavior Code.
These devices include:
Any portable device that can send or access communication, data, or media—such as cell phones, smartwatches, tablets, e-readers, or headphones.
https://www.gcpsk12.org/families/student-electronic-devices

Gifted Education Program

Procedures for identifying and placing students in the gifted program are governed by the rules and regulations approved by the Georgia State Department of Education. Referrals to the gifted program may come from teachers, parents, or as a result of system wide test scores. A school's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. The evaluation includes student's aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

At Ivy Creek Elementary, students who qualify for gifted services, per State of Georgia regulations, are provided a differentiated curriculum in one or more subjects by a gifted certified teacher within the general education classroom. Instructional interventions and approaches are varied and adapted to meet the individual needs of each gifted identified student. Instructional interventions are provided within the regular education "gifted cluster" classroom. Gifted students will also be scheduled for a STEM course taught by a gifted certified teacher.

Grading - Reporting to Parents

Reporting Procedures: Elementary report cards describing student progress are sent to parents or guardians at the end of each semester. Curriculum Night is scheduled during the first month of school and two parent-teacher conferences are scheduled with parents and/or guardians during the school year. Parents will be notified regarding the time for these conferences.

For subjects graded by letter grade, this scale is used:

Elementary (K – 1)			
Academic Achievement		Special Areas, Work Habits, and Conduct	
E =	Excellent	E =	Excellent
S =	Satisfactory	S =	Satisfactory
N =	Needs to Improve	N =	Needs to Improve
U =	Unsatisfactory	U =	Unsatisfactory

For subjects graded by letter grade, this scale is used:

Elementary (2 – 5)

Academic Achievement			Special Areas, Work Habits, and Conduct	
A =	90 – 100	Excellent Progress	E =	Excellent
B =	80 – 89	Above Average Progress	S =	Satisfactory
C =	70 – 79	Average Progress	N =	Needs to Improve
U =	0 – 69	Unsatisfactory Progress	U =	Unsatisfactory

Students' grades in subject areas reflect their grade level achievement of the essential Gwinnett County Public Schools' AKS. In addition, parents will receive feedback at conferences regarding their child's progress in all core subjects.

Special Areas: Grades for special areas (art, music, physical education, etc.) are based on classroom participation, assessments, and student's understanding of the AKS covered in class. Students who master content will receive an "S" grade. Students who do not will receive an "N" or "U" grade. Students in grades 2-5 who surpass these expected requirements will be awarded an "E". Developmental differences will be considered when assessing a student for performance-based AKS.

Instructional Program

Academic Knowledge and Skills: The Gwinnett County AKS, and the school system's standards in core subjects serve as our essential curriculum. Teachers plan instruction using the Gwinnett County AKS as a foundation. sed frequently to provide meaningful and engaging work for students. In addition, teachers use Board of Education adopted materials as well as approved supplementary materials to support instruction.

Tutoring: A list of tutors is available through school counselors. All private tutoring must take place off Ivy Creek campus and logistics must be worked out between the parent and tutor. This list is provided as a service to parents and does not serve as an endorsement of tutors.

Assessment: Students participate in several standardized assessments. Student performance on assessments give teachers and parents information on how their child(ren) compare(s) with students of the same age taking the same tests, as well as how students have mastered the objectives for their grade level. Parents will receive more information about these assessments throughout the year. Scores will be available via Parent Portal.

Homework: Homework is one way to provide students more time and opportunity to practice, extend, and apply skills or to preview new learning. Homework is assigned using the following guidelines:

Kindergarten	Up to 10 minutes
First Grade	10 – 20 minutes
Second Grade	20 – 30 minutes
Third Grade	30 minutes
Fourth Grade	40 – 50 minutes
Fifth Grade	50 minutes

Individuals with Disabilities Service: It is the practice of the Gwinnett County Public Schools to provide instructional and appropriate related services to provide a free appropriate public education for individuals with documented disabilities. Ivy Creek Elementary School offers a range of special education services for qualifying students. More information can be obtained by speaking to our special education assistant principal. Ivy Creek Elementary School wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues/handicapped access, please contact the office.

Student Complaint and Grievances

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination based on race, color, religion, gender, age, national origin, or

handicap. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three-step procedure outlined in Gwinnett County Public Schools Board of Education Procedure P.JCE which is summarized as follows:

Step I
If a student has a complaint of discrimination or unfair treatment, he/she should report concerns to the principal, the local school's Title IX coordinator, teachers, counselors or other school administrators. If a student is not satisfied a complaint presented to the member of the school staff has been resolved satisfactorily, the student or his/her parent may request a meeting with the principal following which the principal will inform the parent in writing of his/her decision on the complaint.

Step II
If after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the Cluster Superintendent for that school within ten working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision and be limited to the matter under review.

Step III
A complaint may be reviewed by the district Title IX coordinator. To file a complaint, send a detailed letter to the Director of District Title IX Compliance, Ivy Gardner, 437 Old Peachtree Rd, Suwanee, GA. 30024, telephone number 678-301-6175.

Rehabilitation Act of 1973
Section 504 is an act which prohibits discrimination against persons with handicaps in any program receiving federal financial assistance. The act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination of any person with a handicap will knowingly be permitted in any of the programs and practices of the school system. School districts have specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services.

If a student, parent, or guardian on behalf of a student desires to file a complaint under Section 504, contact Gwinnett County Public Schools Board of Education.

Family Educational Rights and Privacy Act ("FERPA")
Parents have certain rights with respect to student educational records pursuant to the Federal Education Rights and Privacy Act. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. These rights are summarized as follows:

- The right to inspect and review student educational records maintained by the school.
- The opportunity to challenge the content of the student educational records.
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school the designated information should not be released with prior consent.
- The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purpose; (D) in connection with the student's

application for financial aid; (E) state and local officials pursuant to state law; (F) organizations conducting studies on behalf of the school; (G) accrediting organizations; (H) parent of the dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

Privacy: Parents and students have a right to expect privacy in educational records. Accordingly, only school system staff, their agents, representatives, and /or consultants have access to student records on a discernable need to know basis. If educational records are requested or subpoenaed by others, parents or adult students will be notified.

Interventions: We provide several interventions to assist students when they are having difficulty achieving curriculum and performance standards.

Make Up Work

Children too ill to be in school are generally too ill to work on assignments at home. When students are not well enough to attend school, we believe it is important they get plenty of rest and concentrate on getting better so they can return to school as soon as possible. For that reason, students will receive assignments they missed **upon their return to school.** If a student is absent for more than one day, a twenty-four-hour notice is required for makeup work to be prepared by the teacher. Students who miss ten or more consecutive days may be eligible for homebound instruction.

Media Center

The Media Center has a variety of resources available for students and parents that support the AKS objectives. Hours of operation are 7:45 a.m. to 2:30 p.m. daily. Books, magazines, and other materials are available for checkout for a two-week period. There are no fines for overdue books, however, there is a fee for materials lost or damaged (hardback books $15 and paperback books $5.) Student accounts must be clear of overdue books and fines for the student to check out additional materials. An orientation session for all students is provided each year to review book care and other policies of the media center. Students are expected to follow school and media center rules. The media staff and volunteers are always available to assist those who need help.

Media Release Opt-Out

As the parent/guardian of a student, you may elect to withhold your consent for Gwinnett County Public Schools' use of photographs, audio recordings, and/or video recordings of you and/or your child. In order to withhold your consent for the disclosure of your and/or your child's photographs, audio recordings, and/or video recordings, you (The parent/guardian of the student) must notify the principal of the school the student attends in writing within 10 days of attending school.
https://www.gcpsk12.org/students/handbook-information-for-students-and-families/media-release

Messages to Students

Only messages of an emergency nature will be delivered to students. Please remember our purpose is to provide an excellent learning environment. Use of the telephone by a student is permitted ***with teacher assistance*** in emergency situations only.

Instructional Interruptions: It is important we keep instructional interruptions to a minimum. In order to encourage responsibility, students will not be allowed to call home for materials, assignments, or lunches which have been left at home. In the case of lunches, the student will not go hungry but will be given an appropriate meal. Instructional time will not be interrupted for delivery of homework or snacks. Please help your child practice responsibility by having him/her check for these items before leaving home in the morning.

PBIS/SEL

Ivy Creek Elementary is a Positive Behavioral Interventions and Support/Social Emotional Learning (PBIS/SEL) school. PBIS/SEL is a researched based framework that is used in schools throughout the nation and includes a set of clear practices that are embedded into a support system for students.

Respect Yourself, Respect Others, Respect Your School

The expectations for Ivy Creek Elementary School students are broken down into three main categories: Respect Yourself, Respect Others, Respect Your School. The matrix lists each major location on campus and breaks down the specific expectations for that environment. The expectations are separated by the categories respect yourself, respect others, and respect your school. Copies of the matrix are posted throughout the school to remind students of expectations and to serve as a guide for behavior.

Students will be taught each expectation through a series of videos and classroom discussions that are standardized, school wide. The expectations will continually be reviewed throughout the school year in classrooms and on morning announcements.

Mission Statement:

Each morning on announcements, students repeat our mission statement as a school community:

Ivy Creek Elementary: Respect Yourself, Respect Others, Respect Your School!

Incentive Program:

To reinforce behaviors that meet Ivy Creek Elementary Schools expectations, students will have an opportunity to earn Cub Cash throughout the school day. Cub Cash will be earned in all areas of the school.

Students will be able to spend their Cub Cash on special items and events throughout the school year.

Respect the Creek

	Hallways	Cafeteria	Playground	Restrooms	Buses
					
Respect Yourself	• Walk on right side	• Eat your food only • Raise your hand if you need help	• Be responsible for your belongings • Stay on safe side of yellow line	• Wash your hands with soap and water • Walk • Return to class quickly and quietly	• Be packed and ready to go
Respect Others	• Be quiet • Keep hands and feet to yourself	• Whisper to your neighbors at your table when music is off • Line up quietly • Keep feet under table and stay seated	• Take turns • Use kind words • Walk until you reach playground • Line up when called	• Be quiet and give privacy	• Listen to bus driver • Use a quiet voice • Keep hands, feet and objects to yourself
Respect Your School	• Keep belongings in book bag • Finish snacks before leaving the classroom	• Pick up your trash and throw it away • Sit at your assigned table • Walk	• Use equipment as taught • Leave the environment as you found it	• Keep the bathroom clean • Report problems	• Keep bus clean

Overall Goals of PBIS/SEL:

- To improve and sustain a positive and safe school climate.
- To be consistent with consequences and interventions school wide.
- To decrease the amount of class time used to manage misbehaviors.
- To encourage and celebrate behaviors that are meeting expectations.
- To teach students how to manage and correct problem behaviors.

Interventions and Consequences: Should student behavior become a concern, teachers will contact parents first unless the behavior presents an immediate risk to themselves or other students. In those cases, students may be referred immediately to the office. In addition, some of the interventions that may be used include temporary classroom timeout, timeout in another classroom, or referral for administrative support. Also, teachers, counselors, or administrators may work with parents and students to develop individual behavior goals as well as supporting checklists or behavior contracts. Consequences for referrals to administrators include verbal and written apologies, cleaning up after damage to property, conflict resolution, time out and isolation, and out of school suspension. When students are referred to an administrator, parents will receive a copy of the discipline referral form. Persistent disruption or major offenses may result in a disciplinary tribunal. Abuse of another person (child or adult) is not tolerated at any time. In all cases, we strive to work closely with parents regarding student behavior.

PLEASE NOTE: PARENTS AND STUDENTS ARE RESPONSIBLE FOR REVIEWING GWINNETT COUNTY PUBLIC SCHOOLS STUDENT DISCIPLINE HANDBOOK.

Parent Involvement

Parent Teacher Association (PTA) is an active part of our school. All PTA programs, activities, and functions are dedicated to the best interest of our children.

The Local School Council meets four times a year. The purpose of our School Council is to develop and nurture parent participation, bring parents, community, and educators together to better understand and respect each other's concerns, and to share ideas for school improvement. In accordance with council bylaws, the school council consists of the principal, two teachers, four parents; two which are businesspersons (elected by peers) and is governed by guidelines established in Georgia Law. Volunteers are invaluable in helping meet the needs of students and staff. They offer positive influences to promote character and well-being. They assist our school in many ways, such as reading to students, working with classroom activities, coordinating school-wide activities, and assisting with the media center. We encourage parents to be active participants at Ivy Creek Elementary School. Email: icesvolunteers@gmail.com if you wish to be a volunteer.

For the protection of all children, all visitors must sign in through the front office, show a government issued photo ID and wear a visitor's badge throughout their visit. Any visitor on campus without a visible badge will be instructed to go to the office. Visitors should sign out and exit the building from the front entrance. Please note for safety/security reasons all outside doors, will remain locked during the school day. The above procedure is based upon Georgia Legal Codes 20-2-1180 and 16-11-127.1

We require all volunteers to read and sign a volunteer confidentiality statement. Parents who volunteer at the end of the school day and will be transporting their child(ren) home must check the student(s) out before 2:25 p.m.

Parents are allowed to observe in their child's classroom. In order to do so, we require parents to schedule an appointment with the grade level assistant principal. Appointments are scheduled for a 30-minute session. During your visit the regular school program must continue, so please do not expect teachers to hold a conference with you at this time.

Parties

School-wide: Gwinnett County Public Schools Board of Education policy permits two school-wide parties per year on days designated by the local school. PTA room representatives plan parties with the classroom teachers. The first party will be during the week prior to the winter break. The second party date is held in the spring and is scheduled by the classroom teacher. The parties are for students only. **There are no parties for holidays such as Halloween, Valentine's Day, St. Patrick's Day and Easter**.
Birthdays: Parents may deliver a simple treat, such as cookies or cupcakes (not drinks) to the school office on their child's birthday. If the birthday treat is going to be served at lunch (without the parent

present), it should be precut or prepared for individual servings. Keep in mind as you plan, some children have food allergies, so be sure to discuss with the teacher ahead of time. The teacher will assist in serving the treat at an appropriate time. Birthday parties are not allowed at school. Do not send balloons, flowers, etc. to students while they are at school. Unless every child in the class is receiving an invitation, party invitations will not be distributed at school.

Important: No teacher may substitute lunch/party food items for the cafeteria lunch. There will be no school-related parties held off campus.

Personal Property

Students should check "lost and found" for lost articles. **Please write your child's name inside clothing items.** At the end of each month, unclaimed items will be sent to a charity.

Inappropriate items brought to school will be sent to the office and if necessary, consequences will be administered.

Procedures for Students at School After School Hours

With the focus on safety and security for each child in the Gwinnett County Public Schools, the following procedures are implemented county-wide concerning students who are at school after hours for the following reasons:

1. Students who refuse to go home due to fear of punishment.
    - The principal or designee will speak with the student, develop a safety plan, and put the student on the bus.
    - The principal or designee will call the parents(s) or guardian to share concerns and make the adult aware the child is emotional.
    - The principal or designee will follow up with the child the next day.

2. Students who are not picked up from car riders or who are returned to school on the bus because there is no one home to meet them.
    - During the first week of school parents, guardians, emergency contacts will be called to pick up child.
    - After the second week of school:
        - **First incident**: The school will contact the parent(s), guardian, or emergency contacts for pick up.
        - **Second incident**: The school will contact the parent(s), guardian, or emergency contacts for pick up.
        - **Third incident**: The school will contact the parents(s), guardian, or emergency contacts for pick up and will contact the Gwinnett County Public Schools Department of Safety and Security. A Gwinnett County Public School Resource Officer will contact the parent(s) and explain. The Department of Family and Children Services (DFACS) will be contacted the next time the student is left past the 3:15 pm pick up time or returned to school.

Created by the Office of Safety and Security and the Office of Advisement and Counseling with approval by The Associate Superintendent of Academic Support. 7/07

Registration/Records/Withdrawal

Registration: School officials require the parent/guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in school. A copy of the birth certificate, Georgia Immunization certificate GA3231, Vision, Hearing, Dental and Nutrition certificate GA3300 and two proofs of residency are required for registration. A copy of the student's social security card (or waiver form) is requested. Students will not be placed on a class list until registration is complete.

Records Release: To request copies of active student records, including but not limited to immunization certificates, birth certificates, VHD, requestors must complete and submit a Records Release Request form. When requesting active or inactive records, requestors must present a photo ID. Ivy Creek Elementary School will charge $5.00 for copies of records. If records are requested from another school, there is no charge.

Student Transfers/Residency Affidavits:
Parents may apply for a student transfer/residency affidavit. These documents are valid for one school year only. Students will not be placed on a class list until student transfers and/or residency affidavits are resubmitted for approval for the next school year. The receiving principal has sole authority to approve or disapprove all transfers except those for medical/legal reasons and special education placement. Medical/legal transfers are approved by the Office of Health and Social Services. Special education placements are made through the Department of Special Education. The receiving school principal, with written notice, may revoke any student transfer if a student fails to attend school regularly, acquires excessive tardies, becomes a discipline problem, or if a parent fails to cooperate and support the school. Student transfers will be revoked immediately if discovered it contains false information. Student transfers should be requested as early as possible and in no case be made later than seven (7) days after each semester begins. Student transfer requests must meet the criteria listed below.

- Permissive Transfers: Only approved to schools where enrollment is below building capacity. Receiving school principals have sole authority for approving and revoking building capacity transfers. Students must be in good standing in his/her home school. Building capacity transfers must be renewed yearly.
- Child Care Hardship Transfers: Only considered for grades K-5. Type A requests (single parent **and** proven economic hardship that precludes commercial childcare, and the parent has access to free or significantly reduced childcare cost in district where applying) can be approved to schools over capacity. Type B (parent(s) work schedule is such they leave home too early or arrive home too late for the operating hours of commercial childcare facilities in their home district) requests can be approved **only** to schools under capacity. Documentation must be provided from at least two providers in home district indicating hours of operation, and parent(s) must provide a statement from employer(s) certifying work hours. Receiving school principals approve, disapprove, and revoke childcare hardship transfers.
- Medical/Legal Transfers: Only submitted to, evaluated and approved through the Office of Health and Social Services. These transfers, when approved, are made to a school selected by the Coordinator of Health and Social Services.

Under no circumstances will a transfer student be transported on a Gwinnett County Public School bus. Transfer of a student does not guarantee transfer of a sibling. A student may receive only one transfer during a school year. Student transfers are approved for one school year only. Students must return to their home school the following year or reapply under applicable criteria each year.

Residency Affidavits: If you live with a friend or family member, you will need to submit a residency affidavit application to the local school. **GCPS policy requires the person you are living with MUST come with you to the school to provide identification and their proof of residency**. Receiving principals have authority to approve the application. Documentation required includes:

- Proof of residency, verified by presenting a current utility bill (excluding telephone bills) with one of the following documents:
    - current lease/rental agreement
    - current warranty or quick claim deed
    - Settlement statement or closing disclosure
    - Mortgage statement
    - current homeowner's insurance policy
    - current residential property tax statement or bill

Documents presented for residency verification must include the same address as the accompanying utility bill. The parent ID must match the residency, and the parent must present a piece of mail addressed to them at the same address. ***Failure to complete the required procedures to verify current residency will result in your child's withdrawal from Ivy Creek Elementary for the 2026-2027 school year.***

Homeless Children: The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state academic achievement standards to which all students are held.

Parental Rights: Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights pertaining to student records. These rights include:

- The right to receive this information in a format understandable to the student and parent.
- The right to inspect and review student records (and in the case of students over the age of eighteen, by students) within three days of the request and the right to have the records explained.
- The right to copies of student records.
- The right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes.
- The right to request material be removed from student records and the procedures for doing so.
- The requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances.
- The rights of separated or divorced parents and legal guardians pertaining to student records.
- The schedule of destruction of particular student records.
- The content, location, and particulars concerning permanent records, official records and supplemental records.

The student or parent may contact the local school for more information about the above list of rights.

Withdrawals: We require at least a twenty-four-hour notice to withdraw your child. This gives the teacher time to finalize grades and determine if all textbooks and library books have been returned or paid for. This also allows time to make sure all lunchroom charges are paid, or lunchroom refunds are returned to parents. If such notice is not provided, we may be unable to give the parent the withdrawal information necessary for entrance into another school. Students enrolled for the current school year who do not attend school for ten consecutive days, without notifying the school of the absence, may be withdrawn from school and will have to re-enroll upon their return.

Safety/Security

Ivy Creek Elementary School provides a safe and secure environment for every child. We have developed a comprehensive security plan for possible disaster or emergency situations. Safety plans are reviewed regularly with staff and students and practice drills are performed monthly.

Fire, tornado and lock down safety drills are held at regular intervals throughout the school year. Instructions are posted in each classroom indicating how to exit the building in case of a fire and where to go in case of a tornado. During a lock down, no one may enter or leave the school building. A sign will be posted on the front doors of the school. Teachers are well versed in the school's emergency plans and review them with students regularly. Student behavior which interferes with any safety drill will not be tolerated.

Student Insurance
Student insurance for accidents which occur at school or on the way to and from school is available during the first week of school. School insurance is voluntary and is not managed by the school.

Spirit Day
Spirit days are every Friday. Students and staff members are encouraged to wear Ivy Creek spirit wear.

Student Grievance Procedure
If any student believes he/she is being mistreated by school employees based on race, color, religion, gender, national origin or handicap, the student should report it to any school employee in whom he/she has confidence, most particularly the principal, guidance counselor, or trusted teacher concerning the complaint about the manner of treatment.

Student Recognition
Ivy Creek students are recognized throughout the year for academic excellence, attendance, birthdays, and leadership. Teachers also recognize students with other classroom incentives. Students are recognized at the end of each semester.

<table>
<tr><th>Pre-K and Kindergarten</th><th>1st Grade</th><th>2nd – 5th Grades</th><th>5th Grades</th></tr>
<tr><td rowspan="2">Jag Cub Award:
All S's in special areas, conduct and work habits.</td><td rowspan="2">Principal Honor Roll:
All A's or E's in academic areas with E's or S's in work habits, conduct and special areas.</td><td>Principal Honor Roll:
Straight A's with E's and/or S's in work habits and conduct</td><td rowspan="2">Five Year Award:
For any student that all A's in grades 2-5 in academic areas for all five years.</td></tr>
<tr><td>Merit Roll:
A's or B's with nothing below a "B in academic areas. E's or S's in work habits, conduct and special areas.</td></tr>
</table>

Student Support Team
The Gwinnett County Board of Education believes Student Support Team (SST) is an effective method of meeting the instructional needs of students who are experiencing problems in school and assisting teachers in addressing these problems. Implementation of SST procedures should occur for any student experiencing problems in school before a referral is made to other supplemental or support services. The SST is an interdisciplinary group that shall engage in a six-step process: 1) identification of needs; 2) necessary assessment; 3) education plan; 4) implementation; 5) follow up and support; 6) continuous monitoring and evaluation. SST meetings are held on Tuesdays. Parents will be notified via email and Parent Square if a meeting is scheduled.

Technology
As part of our efforts to provide high quality educational experiences at Ivy Creek Elementary School, our students have access to many instructional technology tools such as Chromebooks, video and audio equipment, and the Internet. With the privilege of use comes the obligation to use the equipment responsibly. The following expectations constitute our school's **Responsible Use of Technology and Electronic Media Policy (P.IFBG)**:

Grades K–2: Chromebooks are issued to students for **digital learning and inclement weather days**. They remain at school during regular instruction.

Grades 3–5: Students are issued a Chromebook for daily homework.

- Students' use of instructional media must be in support of mastery of grade appropriate Gwinnett County Public Schools' AKS and Elementary Instructional Technology Competencies (EITC).

- Students are expected to use all instructional media in a manner which does not harm equipment or endanger people. Student safety is of paramount concern to staff at Ivy Creek Elementary. Students are expected to treat all equipment well and report any misuse to school personnel.
- Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students are expected to respect the work and ownership rights of students and staff as well as people outside the school. This includes abiding by copyright laws.
- Gwinnett County Public Schools provides Chromebooks for all students. Every student is expected to take care of his/her Chromebook, charger and carrying case. Teachers will notify parents in writing or by phone if a device has been lost. If parents indicate the equipment cannot be found, a replacement fee will be assessed.

Transportation

Bus Riders: Riding a bus to school is a privilege. Improper conduct on the bus will result in suspension from the bus. Each bus driver has complete charge of students riding the bus. Students who refuse to obey the school bus safety guidelines will forfeit their privilege to ride the bus.

Students riding a bus must ride their designated Gwinnett County Public School bus. **No transportation changes will be accepted via phone/email.** Notes indicating changes in your child's transportation should be given to your child's teacher in writing and include the first and last name of your child, a phone number where you can be reached, the first and last name of the student your child will be going home with, and the address where they will be getting off the bus. Parents will be called to verify if these instructions are unclear.

Students annually receive instruction in safe riding procedures. Bus drivers share guidelines and safety procedures beginning the first day of school, with monthly reviews to enhance the safety of children being transported. The Gwinnett County Public School Transportation Office may be reached at 678-765-4953.

Alternate Bus Stops: Transportation Supervisor approval is required for any alternate bus stop. Approval will be granted in the following situations.
1. The morning and/or afternoon address is for all five days.
2. The morning and/or afternoon address is within your assigned school zone, or the sitter/daycare provides all transportation.
3. Your child goes to a daycare/sitter/relative before and/or after school.
4. You agree to submit to the school a new **alternate bus stop registration** form for any change to your child's permanent transportation. Alternate address forms with requests need to be faxed (678-745-2194) or e-mailed to the Ivy Creek Transportation Supervisor (Lori.S.Major@gcpsk12.org).

Please review the following bus rules with your child:

1. Students will follow directions of the driver.
2. Students should be at the bus stop five minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped and after the students have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something has dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to assigned seat when entering the bus. Aisles and exits should be kept clear.

7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of bus windows.
12. Students will be silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from their bus seat.
14. Students must provide a written note, signed by a parent or guardian and a school official giving permission to ride a different bus or to get on or off at a different bus stop location.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus including, but not limited to, cell phones, pagers, radios, tape, or compact disc players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Vehicle traffic is <u>not</u> permitted in the bus entrance during the following hours:

7:45 a.m. - 8:15 a.m.
2:25 p.m. - 3:15 p.m.
12:00 p.m. - 12:45 p.m. on Early Release days

There are no exceptions. For parent conferences, please park in the side parking lot.

<u>Car Riders</u>: Parent pickup is routed to the side entrance of the school. For the health and safety of students and staff, car engines must be turned off if arriving before 7:35 a.m. or 2:45 p.m. The car rider line will be open in the morning until 8:12 a.m. The entrance to the car rider line will close promptly at 8:15 a.m. to allow staff to report to classrooms. If you arrive at 8:12 a.m. or later, please park in the side parking lot and escort your child(ren) to the front office for check-in. For safety reasons, new car rider tags are issued at the beginning of each school year. Parents driving children should obtain a car rider tag at fall orientation. We encourage all parents to get a car rider tag in case of an emergency, or for after school club participation. Each family with car rider students will receive two tags. Additional tags may be purchased for $5.00 each. This number identifies the student to the vehicle. Parents without a tag must check their child(ren) out through the front office. Picture ID is required.

Safety of all students is an ongoing concern for Ivy Creek staff members. **We cannot assume responsibility for students picked up in unsupervised areas**. Parents are required to follow car rider policies and procedures.

Please help us keep students safe and the car rider line moving efficiently by remembering:

- Remain in your vehicle at all times.
- Students should exit independently from the **right side** of the vehicle when stopped at the curb.
- If needed, practice unbuckling seatbelts and opening the right-side door at home.

<u>Day Care</u>: If your child normally takes day care transportation and you need to change those arrangements at any time, please be sure to contact your day care provider.

<u>Walkers/Bicycle Riders</u>: Due to traffic on Ridge Road, students are discouraged from walking or riding bikes to school. Students who walk to school <u>must</u> be accompanied by an adult.

Visitors & Vestibule

The safety and security of our students continues to be a top priority for the staff at Ivy Creek Elementary. For this reason, parents will be asked to show a government issued photo ID when signing in to visit the school or when checking out a student. Visitors to Ivy Creek will continue to receive a visitor badge and are asked to wear the badge in a location that is easily identified. All visitors should sign out and exit the building from the front entrance. We are grateful for your support and understanding as we strive to ensure a safe environment for everyone at Ivy Creek.

Parent Checkout Process



Beginning the first day of school, we are introducing a new, more efficient system. When you come to pick up your child, simply have your driver's license ready for a quick check under our document camera. Use our user-friendly iPad to enter your child's name for checkout. Then, relax and enjoy our newly revamped parent waiting area in the vestibule.
These changes are all about making things smoother and easier for everyone involved. As always, thank you for your support and cooperation!

Student Item Drop-Off: To help ensure a smooth and organized process for dropping off forgotten student items, we'll have a designated cart in the school vestibule. When dropping off an item, please make sure it's clearly labeled with your child's full name and their homeroom teacher's name. For your convenience, items will be delivered to classrooms twice daily, at 10:30 AM and again at 1:00 PM.
We appreciate your cooperation in helping us keep our learning environment focused and minimize disruptions to instruction.