

**Peachtree City  
Elementary  
School**

**2022-2023**

**Student  
Handbook**

**Subject to change**

## **“LEARNING AND GROWING TOGETHER”**

Dear Parents and Students:

Welcome to Peachtree City Elementary School, home of the Panthers. This handbook has been provided to help all students and parents in adjusting to, and becoming an integral part of Peachtree City Elementary School for the 2022-2023 school year.

Peachtree City Elementary’s staff will provide a challenging academic curriculum in a safe and supportive environment where all children can succeed. Your child will be involved in a variety of educational experiences in the areas of reading, language arts, science, mathematics, social studies, art, music, physical education, media, and technology. The curriculum is designed to address the needs of all children, whether there is a need for enrichment or remediation.

We want each of you to feel welcome and needed as we work together to reach common goals. Our program is what it is because of a dedicated staff and a community that concentrates on the processes that spur continuing advancement- evaluating what we have, determining what we can do to improve, and identifying what we need to make those improvements. Your interest in our program is vital. We encourage you to get involved in your child’s education by helping with homework, encouraging reading, volunteering at school, attending parent/teacher conferences, and supporting PTO.

We are very happy to have you and your child with us at Peachtree City Elementary School!

Sincerely,

Kristin Berryman  
Principal

John Gibbs  
Assistant Principal

**PEACHTREE CITY ELEMENTARY SCHOOL**

201 Wisdom Road  
Peachtree City, Georgia 30269  
(770) 631-3250  
FAX (770) 631-3249  
After School Program - (770) 487-5355

**ADMINISTRATION**

**Principal**  
**Assistant Principal**

**Kristin Berryman**  
**John Gibbas**

**MASCOT - Panther**

**SCHOOL COLORS - Black and Gold**

**MISSION STATEMENT**

The mission of Peachtree City Elementary School and the Fayette County School System is to forge and equip a community of learners who confidently face challenges, embrace opportunities, and positively impact our world.

**BELIEF STATEMENTS**

- Public education is the foundation of a free society.
- Schools exist to promote the intellectual, social, and personal development of all students.
- All children can learn in a safe, supportive, and nurturing community.
- Education is a partnership among students, families, school, and community.
- Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future.

## ATTENDANCE POLICY

### County Guidelines:

#### 2022-2023 Attendance Procedures

The homeroom teacher will mark attendance each day during the homeroom time. All students will appear on the attendance page. A student will be marked present if he is in the building and absent if he is not in the building.

**School Day – Students may enter the building at 7:15 a.m. If students arrive before 7:15 a.m. It is the responsibility of the parent to supervise their child(ren) until the 7:15 a.m. bell rings.** Official school hours are 7:40 a.m. to 2:20 p.m. Students who arrive in their classrooms after 7:40 a.m. are tardy and should report to the office to be signed in by a parent or guardian. **It is the responsibility of the parent to come to the office and check in students who are tardy. This should never be the responsibility of the child.** A late arrival card will be issued to each student; and the student will complete a lunch choice ticket that he/she will deliver to the cafeteria.

**Early Dismissal - If parents need to pick up a child during the school day, they should come to the office and sign the child out on the Sign-Out Sheet.** The child will be called over the intercom to come to the office to leave. Parents are to wait in the office for the student in order to reduce classroom interruptions. A child returning to school the same day needs to report to the office to sign in noting the time of return. A child must be present a total of 3 ¼ hours to be counted present for that day. Please do not check out students after 1:50 p.m. This makes dismissal more congested and you will have to wait until PA system or radios are free for use by others.

**Reporting Absences:** If a child is absent from school for any reason, a written note must be submitted to the teacher. If you are sending a note via e-mail- it must be submitted to both the teacher and perry.aisha@mail.fcboe.org. Submitted documentation will determine if the absence is excused or unexcused.

**All doctor's notes must have an original signature (NO STAMPED SIGNATURES will be accepted) from a staff member at the Dr's office or be faxed to the school 770-631-3249.** Failure to comply with this procedure will result in the absence being marked as UNEXCUSED.

**Compulsory School Attendance Laws in Georgia**  
**O.C.G.A. 20-2-690.1**

A committee was established by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences. The following is a summary of the attendance protocol written by the committee.

<b>Number of Unexcused Absences</b>	<b>Procedure</b>
5 cumulative unexcused absences per semester	The school notifies parents by first class mail of the unexcused absences and includes a summary of the consequences.
10 cumulative unexcused absences	The Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.

*Pursuant to O.C.G.A 20-2-690-2- STUDENT ATTENDANCE PROTOCOL COMMITTEE - a committee established by the chief judge of the superior court of each county for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences and tardies from school.*

*♦ After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.*

*\*All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law.*

**Summary of Consequences**

Any parent, guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester, and after the child’s school system notifies the parent, guardian or other person who has control of any child, upon each day’s absence from school shall be guilty of a misdemeanor and court action may be pursued for formal intervention.

**Penalties:** Subject to;

- 1) **Fine** – not less than \$25 and not greater than \$100.00

- 2) **Imprisonment** – not to exceed 30 days
- 3) **Community Service**, or any combination of such penalties, at the discretion of the court.

**Lawful absences (excused)** are defined by State Board of Education Rule 160-5-1-.10 Student Attendance:

- Personal Illness
- Death in immediate family
- Religious Holiday
- Instances in which attendance could be hazardous as determined by the Fayette County School System
- Service as page in legislature
- Court Order
- Absence to vote in an election

### **Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for **excused absences** was completed satisfactorily.

➤ **Make-up Work** - When a student is out of school for an excused absence make up work will be provided when they return. If it is an excused (Dr's note must be provided) extended (3 or more days) absence, then the teacher will work with you on providing assignments.

### **AFTER-SCHOOL PROGRAM** **Phone # 770-487-5355**

Peachtree City Elementary's After-School Program (ASP) is an extension of the regular school day, available from 2:20 p.m. to 6:30 p.m. The program provides activities in a structured and safe environment. USDA approved snacks, supervised study hall, physical activity, and enrichment classes are included in the daily schedule. Children must be registered with the program in order to attend. Payment must be received the Friday prior to attendance in order to reserve space. Emergency drop-ins are allowed based on daily availability. Parents are required to call the ASP site coordinator to verify available space before sending a drop-in student.

All parents **MUST** complete an Emergency ASP form in case of an emergency. All children participating in after-school clubs **MUST** have an emergency form on file in order to participate in the club.

## ARRIVAL/ DISMISSAL

The procedure below is to be followed when delivering your child to school by automobile or golf cart. Your cooperation is appreciated.

1. Student car rider drop-off is at Riley Field Road.
2. Always be courteous and aware that there are other children in the area.
3. Always pull forward as far as you can next to the canopied area.
4. Students may arrive no earlier than 7:15 a.m. Supervision of students is not provided before 7:15 a.m.
5. Safety patrols or staff members will hold any items handed to them as children enter and exit the car on their own.
6. To expedite traffic flow, please have your child ready to exit the vehicle as soon as the car has stopped.
7. You may use the front parking lot, second entrance lane from the building. (First entrance lane from the building is the bus and day care bus lane.) **Parents must park their car and walk the children across the bus driveway to the front sidewalk where school supervision begins.**
8. **Cell phones carried by students may not used and must be turned off once the child enters the building or until the child has left the building and is in the care of the parent.**
9. **If you are walking your child to the classroom, please remember we ask you to say goodbye at the door and not enter the room.**

### Dismissal

The front drive is designated for buses only. After the buses have loaded and departed (by 2:30 p.m.), students who are walking, or riding bikes will be dismissed. Students, who are car riders, will be picked up at the pick-up area on the Riley Field (west end) of the building.

All students riding in cars should be picked up no later than 2:45 p.m. After 2:45 p.m., children will be placed in the After School Program for supervision. The cost of this supervision will be determined based on fee schedule set by ASP.

All students who walk or ride bikes should have a note on file in the office from parents granting this permission. **All bike riders must wear a bike helmet.**

### Early Check outs

**Please send a written note** (do not email this information) **with the date and time on the day a child has to be checked out early.** This way the teacher can have the child packed up and ready to go. If it is during a time that the class will not be in the classroom, then the child will have their belongings with them. If the teacher is not notified in advance, you may have to wait for your child to gain entrance into the classroom to collect their belongings. We do request

that if you have an unexpected need to check out early, please try to do so before 1:50 PM, which is prior to dismissal procedures beginning.

### Car Riders at Dismissal

#### **Our car rider area is a CELL PHONE FREE ZONE.**

The procedure below is to be followed when picking up your child from school by car or golf cart. No “walk-ups” at this dismissal area. Walkers are dismissed between 2:25- 2:32 p.m. through the front doors.

- If your usual mode of transportation is by car or golf cart, **please use the card provided in your beginning of the year packet.** Previous year cards will not be honored. Then display daily your car rider card in the front window of your car or golf cart for pick-up.
- Drivers that are not displaying a school pick-up card with the child’s name will be asked to show a photo I.D in the front office. Parents can take a new card and get back in line or wait until 2:45 p.m. to have their child(ren) brought to the front office.
- Use the Riley Field drop off area only from 2:20-2:45 p.m. If the driveway is completely filled with cars waiting for pick-up, turn into the Riley Field parking lot and line up to wait your turn for car pick up. Any student not picked up by 2:45 p.m. will be placed in ASP (all ASP fees apply).
- Always pull forward as far as you can next to the canopied area.
- Please remain in your car as you wait for your student(s) to be called and brought to your car.
- Please do not park your car in the pick up line and leave to go into the building.

### **TRANSPORTATION CHANGES**

To ensure the safety of our students at all times, **DO NOT send transportation changes using e-mail to the teacher. All transportation changes should be sent in with the child in the morning in a written note and given to the teacher upon entering the classroom.**

Staff may not check their e-mail until the end of the day, and substitutes cannot access the teacher account. Please call the front office if a transportation change is necessary after the school day starts.

For Car riders and Walkers only:

A **dated and signed note** is required any time a change in the normal routine for getting home from school is necessary. **If a child is going home with a friend, BOTH families must send a**



**note: one from the family stating the change and one from the family letting us know they are aware of the change.** All notes will be brought to the office where they will be approved/disapproved and recorded.

**Changes in transportation/supervision will only be accepted by telephone in extreme emergencies.**

## BUS TRANSPORTATION

Only buses are to use the front entrance driveway during the hours from 7:00– 7:40 a.m. and 2:00 – 2:45 p.m.

Most students ride school buses to and from school. To ride a bus is a privilege, and a student is required to behave in an acceptable manner in order to be allowed this privilege. The driver must be able to concentrate without distractions and student related problems. Bus safety rules are part of the Fayette County Code of Conduct. Please review these safety rules with your child.

School bus drivers may assign students to seats. If further disciplinary action is necessary, the driver may refer students to the administration, and the administration may take further action. A bus driver should be considered the authority figure on the bus and should be treated in a respectful manner by the students. If a student continually fails to behave in a respectful and safe manner, the student will be denied the privilege of riding the bus. Students suspended from riding one bus may not ride another bus. The student is not suspended from school and is expected to attend.

### **BUS RULES FACE COVERINGS ARE REQUIRED**

1. Being on time at the bus stop is essential. Each student should be at the bus stop five to ten minutes before the time the bus normally arrives.
2. Students are expected to sit facing the front of the bus and to remain in their seats until the bus stops for unloading.
3. Students will be permitted to carry only books and other items related to school work which can fit in the student's lap. This includes musical instruments.
4. No eating or drinking is permitted on the school bus.
5. Route will be run the same way each day. Exceptions may be made for rain or cold weather.
6. Students are permitted to talk in a normal tone while on the bus. Loud talk or screaming cannot be tolerated. Absolute silence will be enforced at all railroad crossings and hazardous intersections.
7. Students should always cross in front of, and never behind the bus.
8. Students should not open or close windows without permission from the driver.
9. Students should not behave in any manner that would jeopardize the safety of the bus.

## **BICYCLES AND SCOOTERS**

Any student riding a bicycle or scooter to school must have written permission from their parents on file with their teacher prior to riding these. Bikes and scooters are to be parked and locked in the bike rack. The school is not responsible for any bikes or scooters. **By law, bike helmets are required.** It will be the family's responsibility to retrieve the bicycle or scooter. **Skateboards and skate shoes are not allowed on campus.**

## **BALLOONS/FLOWERS/GIFTS**

Deliveries of items to students will not be accepted from outside sources.

## **BIRTHDAY CELEBRATIONS**

### **BIRTHDAYS**

Birthdays are a special day and an important time to celebrate with classmates. However, due to new nutrition regulations and with the growing number of students with severe food allergies, our elementary school will not allow outside food being brought in during lunch for the class. Alternative suggestions to celebrate your child's birthday:

- School ice cream pass for the class during lunch. The school ice cream has been approved to comply with the Smart Snack regulations from the Federal government and is nut free.
- Donate a book to the classroom library in honor of your child's birthday
- Donate a board game or puzzle in honor of your child's birthday

### **SCHOOL PARTIES and ACTIVITIES**

In an effort to provide a safe and healthy environment for all of our elementary students, school parties and activities should emphasize activities (such as crafts or games) and limit refreshments and/or treats. Room parents are expected to consult with the classroom teacher to determine if any students have food allergies or diet restrictions.

**School parties and activities are for your child, and we invite parents to attend, if appropriate. This is not a time for school-aged siblings/family/friends to attend/visit our school. Siblings may attend a program or an awards ceremony that is held in the cafeteria. All other activities are restricted to only the child/ren enrolled in the classroom and younger siblings who are not of school-age.**

**Invitations to private parties may not be distributed at school unless all girls or boys or the whole class is invited.** The practice of passing out invitations to select children at school can cause both hurt feelings and class disruptions.

## **BUILDING SAFETY PROCEDURES**

For the protection of our children and to maintain the integrity of our instructional program, the following building safety procedures must be strictly adhered to:

- By law, all parents and visitors must use the main entrance to the school and register in the front office immediately upon entering the building. OCGA20-201180
- Please indicate your location in the building on the sign in sheet, you are only authorized to go where you signed in to go.
- All visitors to the campus, including the playground, must wear a visitor's badge at all times.
- All visitors must sign out in the office before leaving the building.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, TV, and newspapers. The first source of information that a parent can access is WSB radio (750 AM) and WSB TV news. In the unusual circumstance where school must be cancelled during the school day, the school will use Infinite Campus to send a voice and electronic message. **Please do not try to call the school because this ties up lines and will not allow our chain to work properly.**

Because of limited phone lines, the number of students and the short notice that is given of a school closing during the school day, individual students will not be allowed to call home. Generally, most students are placed on their normal school bus and transported home. Students in the After School Program will be handled as indicated on the After School Program Registration Form.

## **C.A.R.E. TEAM**

The Children At Risk in Education (C.A.R.E.) Team is comprised of a committee of staff members whose purpose is to support our students, parents, staff, and community. In addition to facilitating and coordinating resources of the community to deal with issues of at-risk students in our school, the team plans and implements projects and programs that provide the nurturing and assistance needed in a school. Mentoring, tutoring, student scholarships, and parenting workshops are a few examples of our C.A.R.E. Team's work. Contact person – School Counselor

## **CHARACTER EDUCATION**

Character education is extremely important to the healthy moral, ethical, and social development of our children and society. It is essential to building and sustaining healthy relationships that consider the needs, rights, and feelings of everyone. The foundation of this development begins through direct teaching and modeling by family members and significant others prior to entry into public or private school experiences.

Character development highly impacts a child's ability to successfully engage consistently and productively in rigorous learning experiences that are designed to challenge and promote successful academic growth.

Character education programs in the school setting are designed based on a core set of values that have been identified as being the foundation to helping children build the overall character traits that are necessary to support academic, personal, relational, and social growth over a lifetime as well as develop a comfortable school climate. It is the joint effort of the home, school, and community that ensures that this growth takes place consistently and progressively.

As we work to support the healthy character development of our children that is sustainable over a lifetime, it is critical to always be mindful of the importance of the home, school, and community partnership in this effort. At PCES we have adopted a program called The Voyage. Please use this link for more information <https://thevoyageforschools.com/>.

## **CHECKS AND MONEY**

The school accepts personal checks for all activities or materials. Separate checks should be issued for each child and for each activity. School lunch checks must be issued separately and indicate the student's ID number. Ice cream money cannot be included in a check for lunches. There is a service charge for each returned check. After a returned check from a family, the school will no longer accept checks from them, and all transactions must be on a cash basis. We do not keep money on hand to cash checks.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their children are concerned. Please contact administration for individual questions and concerns.

## **CIVILITY POLICY**

The Fayette County Board of Education has a civility policy to encourage positive civil and professional behavior between school system employees and citizens. All exchanges

between employees and citizens are to be considerate and professional. Under no circumstances should unpleasant exchanges with inappropriate language take place in the presence of children. Should an incident of this type occur, the offending party will be reminded that children are present and that this type of behavior is unacceptable. If the behavior continues, the school will use the necessary means to see that the behavior stops.

### **CLASSROOM OBSERVATION PROCEDURES**

In recognition of the importance of parent involvement in the educational process, parents are welcome to visit their children's classrooms. For the protection of our children and the integrity of the instructional program, all parents and visitors must check in at the school office for classroom observation, delivery of articles and messages to students or volunteer work. For the protection of instructional times, the following procedures are delineated to assure fair and equitable access to our schools:

- All observations must be arranged through the school administration or designee.
- Observations are limited to no more than two parents/guardians at a time.
- Younger siblings are not allowed during the observation.
- Scheduling an observation shall take place one to two days prior to the visit and must be done with the consent of both the principal/designee and the teacher.
- Parent observers should respect the confidentiality of all students.
- A staff member may be assigned to accompany the parent/guardian during the observation.
- Observations will be limited to thirty minutes.

Observations for any other purpose than to address instructional needs of enrolled students are scheduled at the discretion of the school administrators.

### **CLINIC INFORMATION**

The Clinic Staff is proud to be part of the team effort that supports student success in our county. As the School Clinic Staff works with you this year, we need your assistance and cooperation in preparing for the possibility that your child might need to take medication, become ill, or have an accident during school hours. We hope this letter will explain our procedures. **This parent letter, Immunization Information, the School Medication Policy, School Medication Authorization, Health Care Plans, and more detailed information are available on the Fayette County Board of Education web site at [www.fcboe.org](http://www.fcboe.org).**

### **STUDENT EMERGENCY/SAFETY INFORMATION**

Please make corrections, sign and return your child's Student Emergency/Safety Card. This information must be updated annually to enable us to contact you in case of an emergency. **If any information**

changes during the school year, please contact the school and make changes on the Infinite Campus Parent Portal.

### IMMUNIZATION CERTIFICATES

All students entering or attending Grades Pre-KG-12 in the Fayette County School System are required to have a completed Georgia Certificate of Immunization (Form 3231) and issued by a licensed Georgia physician, Advanced Practice registered Nurse, Physician Assistant or qualified employee of the local Health Department or the State Immunization Office in accordance with Georgia Law, OCGA 20-2-771. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at school.

### SCHOOL MEDICATION ADMINISTRATION

The Fayette County School's *Medication Policy* will be followed for all medications given during school hours.

**·The parent or legal guardian must complete and sign a *School Medication Authorization* for all medications given at school. For prescription medications, homeopathic or supplement medication, a duly-licensed, Georgia physician must also complete and sign the *School Medication Authorization*. A copy of the *School Medication Authorization* is available on the web site or from your school clinic.**

**·A parent/legal guardian or other designated adult must bring all medication, accompanied by the *School Medication Authorization*, to the school clinic unless special permission given by the principal or Clinic Staff.**

**·All over-the-counter, prescription, homeopathic or supplement medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. **Parent/Guardian must provide over-the-counter medications to the clinic.****

**·If your child has a serious condition (i.e. asthma, diabetes, or allergic reaction), permission may be granted to carry the medication (such as inhaler, glucose tablet, Epi-pen, or internal Insulin pump) on his or her person from the child's physician and parent/guardian on the *School Medication Authorization* or Health Care Plan.**

·Saline eye drops, antibiotic ointment, lotion to control itching (i.e. Calamine lotion), alcohol, peroxide, petroleum jelly (i.e. Vaseline), oral Benzocaine (i.e. Anbesol) and aloe vera gel are routinely used in the school clinic unless instructed differently by the parent/guardian.

HEALTH CARE PLANS- MUST be updated every year

**If your child has a severe allergy, asthma, cardiac condition, diabetes, seizures or other chronic health condition which may require medication, we recommend you and your healthcare provider complete and sign a *Health Care Plan* to assist us in caring for your child during the school day. All *Health Care Plans* are available on the website at [www.fcboe.org](http://www.fcboe.org) or from your school Clinic Staff.**

#### STUDENT ILLNESS/INJURY

The main reasons for keeping your child home are he/she's too sick to participate comfortably at school or might spread a contagious disease to other students. **If your child has been diagnosed with a contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms.**

Reasons Your Child will be Sent Home from School:

1. Fever >100.4 degrees- student should stay home until there is no fever for 24 hours without medication.
2. Vomiting or Diarrhea- student should stay home with one event of vomiting or watery diarrhea.
3. Drainage from a wound, rash or eyes- student should stay home with drainage from a wound, rash or eyes.
4. Head lice or Scabies- student should stay home until after treatment is complete and no lice or nits. The student must be cleared by the Clinic to return to school.
5. Unexplained rash- Student should stay home with an unexplained rash. Call your doctor for treatment.

Your student may not return to school until they have been fever free and symptom free for ONE FULL school day. (i.e. if your child goes home sick on Monday, they may not return to school until Wednesday.) Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure Infinite Campus is up to date with all contact information.

#### **COUNSELOR**

Peachtree City Elementary has one full-time counselor. The counselor will be teaching monthly lessons to all classes as well as working with small groups and individual students as needed. The counselor helps students deal with crisis situations as well as emotional, self-esteem, and school related issues. In addition to working with students and teachers, our counselor is available for parent consultation.

#### **DISCIPLINE**

Corporal punishment is not permitted in Fayette County Schools. Therefore, in order to maintain a productive learning environment, Peachtree City Elementary will employ guidelines and consequences set forth in the Fayette County *Student Code of Conduct*.

The faculty and staff at Peachtree City Elementary promote a positive school climate for our children. Students are taught guidelines to follow in order to live successfully with other people, where all students are valued and appreciated, where appropriate behavior is encouraged and recognized, and where logical consequences for inappropriate behavior are consistent and fair. Each student is expected to act in such a manner that there will be no interference with the learning of classmates. The home and school must work closely together to emphasize effective discipline.

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task, which requires a strict, no-nonsense approach to any words, or deeds that reflect the violence of our times. At Peachtree City Elementary School, we will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property, as acts of malice and endangerment. We appreciate your support as the school's disciplinary action will be immediate and severe. Incidences may be reported to the police and/or sheriff's department depending on the specific jurisdiction.

Our discipline procedures are age appropriate and designed so that the degree of discipline will be in proportion to the severity of the behavior leading to the consequences. The previous discipline history of the student being disciplined and other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed. A copy of the system's Code of Conduct will be sent home with each student. Parents will be asked to sign a statement that they have read it.

### **Georgia Bureau of Investigation (GBI) School Safety Hotline:**

In an effort to curb ever-increasing instances of school violence, the GBI has joined with the Georgia Department of Education to establish a School Safety Hotline. This was established as a result of a recommendation by the Statewide School Safety and Violence Task Force, which recognizes that violence in and around our schools threatens the well being of students, staff, and communities and impedes student learning and achievement. This hotline is toll free from anywhere in Georgia and the number is 1-877-729-7867. It is housed at the Georgia Department of Education, manned by a certified safety expert, and supervised by the Safe and Drug Free Schools and Communities coordinator. The hotline hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. After 5:00 p.m. all calls will be forwarded to GBI headquarters. Students are encouraged to report anyone who has brought or has threatened to bring weapons to school. Callers will not be required to reveal their identities in order to ensure anonymity. Information received over the hotline relating to potential violations of state law will be forwarded to the appropriate law enforcement agency.



## **DRESS CODE**

Students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School Administrators are responsible for determining dress code violations.

Inappropriate school dress for all students includes: clothing containing inappropriate language; advertisement of drugs, tobacco, alcohol or sex; gang related symbols; suggestive lettering or pictures advocating/glorifying death and/or violence; transparent or mesh clothing without an appropriate shirt underneath; cleat-type shoes; hats, bandanas, or caps. Shorts may be worn, provided they are not tight or of the short-short variety.

Recognizing that there is a difference in the nature and maturity of K-5 elementary students, the following additional restrictions address fourth and fifth grade students: pants, shorts, slacks and skirts of inappropriate size and fit or that have holes above the fingertips; pants and slacks that touch the floor; shorts and skirts that do not reach the finger-tips when arms are extended by the side; trench coats; shirts and/or dresses that do not cover the waist, shoulders, and back; sleeveless shirts that do not cover the entire width of the shoulders; clothing that is excessively form fitting (Spandex); headbands or bandanas; and wallet chains or other type chains that may be dangerous or disruptive. Students will be sent to the office to change or have parent bring appropriate clothing. If clothing is not changed, student will be assigned in-school suspension for the remainder of the day.

## **EARLY INTERVENTION PROGRAM**

Qualifying students are able to receive assistance in math and reading. The EIP program provides small group specialized instruction to students who might be at risk in the areas of reading and math. The goal of this program is to give students interventions that will make them successful in these two critical areas.

Parents of participating students will be notified and will be kept abreast of their child's progress. Our school has 1.5 teachers who work with the classroom teacher or in small groups to provide these services.

## **ENRICHMENT PROGRAM**

Because students should be nurtured and should have the opportunity to develop the full range of their strengths and talents, programs for the gifted and talented are an essential part of the curriculum of Fayette County schools. These programs, which enhance and extend the adopted curriculum, are intended both to encourage individual and group exploration in a variety

of areas and to promote the critical, creative, and practical application of knowledge. All public schools in Georgia are mandated to operate a program for academically talented children. In Fayette County, this program is called Enrichment.

Elementary enrichment students follow a resource model in which they are scheduled into Enrichment classes for a specified amount of time but remain in their regular classes for the majority of the school day. The Enrichment Program supports exploration of different areas of learning which are a part of the regular education curriculum. In-depth investigations, extension of interest into related areas, and activities which require critical thinking are a part of the elementary gifted experience. For information about eligibility criteria, please contact the school or visit [www.fcboe.org](http://www.fcboe.org).

### **ENROLLMENT REQUIREMENTS**

When a student initially enrolls in the Fayette County School system, the parents are required to furnish:

1. Records of previous school attendance (if not entering kindergarten or first time first grade). These are normally requested from the last school attended.
  2. Georgia Immunization Certificate - Georgia Form 3231
  3. Georgia Ear, Eye, and Dental Screening Form - Georgia Form 3300
  4. Official State Certified Birth Certificate
  5. Social Security Card
  6. Original and most current electric bill
  7. Original tax bill or lease agreement showing address being used for registration
  8. If you live with someone else who is the homeowner, you and the homeowner must go to the Fayette County Board of Education at LaFayette Educational Center in Fayetteville, with the homeowners' tax bill and their current gas or electric bill, so that an Affidavit of Residency can be issued.
124150672. Picture I.D. of parent or guardian  
124150673. Guardianship papers if the child does not live with the natural parents  
124150674. A child is eligible for admission to kindergarten if he reaches his fifth birthday on or before September 1<sup>st</sup> of the current school year. A child is eligible for admission to first grade if he reaches his sixth birthday by September 1<sup>st</sup> of the current school year.

NOTE: An underage child moving into Georgia may be admitted to kindergarten or first grade if the parents and child have lived outside the State of Georgia for two years and the child has been enrolled in an accredited program. The child must reach age five (5) for kindergarten or age six (6) for first grade by December 31st.

### **STEAM PROGRAM**

Our county provides an extended day After School Reading and Math (STEAM) to those students who qualify. Information will be sent home about these programs. If you have questions, contact your child's teacher or the school's office.

## **FIELD TRIPS**

We believe that field trip experiences are an important part of a child's educational process. They provide experiences from which a teacher may base many valuable lessons. Therefore, during the year, field trips will be scheduled for your child. In order to defray the cost of the trips, parents may be asked to provide a donation. This donation is strictly voluntary, and no student will be denied going on the field trip because the donation is not paid. Parents wishing their child to participate in a field trip need only to sign a permission slip. If you do not wish your child to participate in a field trip, alternative educational activities will be provided at school. When field trips are planned, if enough donations are not received, then it will be necessary to cancel the trip.

Field trips are grade level specific. **Other siblings, older or younger, may not attend a field trip. Chaperones are limited to parents or legal guardians only.** Chaperones are expected to ride along with students on the bus.

Chaperones **MUST** have completed the Volunteer Training prior to the selection process.

There are times when the number of chaperones must be limited. This could be due to space availability on the bus or at the facility of the event. In the event that chaperones must be limited, a drawing will occur to determine who will chaperone. If this becomes a necessary procedure for multiple trips, only those interested persons who were not drawn for a previous trip will be entered into the drawing.

## **GRADING PROCEDURES**

Report cards will be sent home every nine weeks. Please note the grading scale below.

### **Explanation of Grading System (K to 3)**

Students in grade K through 3 will be issued a Standards Based report card. The purpose is to inform the parent of progress toward mastery. Fayette County defines "mastery" as: The student knows, understands, and can do what is demanded by the standard.

The reporting scale will consist of 4 performance levels.

- 4.0--Exceeding proficiency of the standard.
- 3.0--Meeting proficiency of the standard.
- 2.0--Developing proficiency of the standard.

- 1.0--Beginning to demonstrate understanding of the standard.

### Explanation of Grading System (4th/5<sup>th</sup>)

A+ 98-100	C+ 78-79	4 Working above grade level standards	S Satisfactory NI Needs Improvement
A 93-97	C 73-77	3 Working at grade level standards independently	
A- 90-92	C- 71-72	2 Working at grade level standards with interventions	
B+ 88-89	D 70	1 Working below grade level standards with interventions	
B 83-87	F Below 70		
B- 80-82			
* Not formally assessed			

AND

Students in grade 4 and 5 will also receive a Standards Based report. The purpose is to inform the parent of progress toward mastery. Fayette County defines “mastery” as: The student knows, understands, and can do what is demanded by the standard.

The reporting scale will consist of 4 performance levels.

- 4.0--Exceeding proficiency of the standard.
- 3.0--Meeting proficiency of the standard.
- 2.0--Developing proficiency of the standard.
- 1.0--Beginning to demonstrate understanding of the standard.

### **HOMEROOM PARENTS**

Homeroom Parents' duties are to assist in planning parties and help the teacher as needed. They may be called upon to assist the P.T.O. in areas where appropriate.

### **HOME SCHOOL /TRANSFER STUDENTS**

Students who enter our school from either home school or a non-accredited private school will be placed in a grade that is appropriate for his/her chronological age. The school will administer reading and math tests to determine appropriate placement. If the child does not successfully pass the test, s/he will be placed in the grade appropriate for one year below his/her chronological age.

## **HOMEWORK**

Homework is designed as additional needed preparation in a given subject area which is assigned, suggested or approved by the student's teacher. This is to be completed within a specified time limit and normally is of such length and/or of such a nature that the students may complete part or all of the assignment during class time. Reasonable purposes for homework include completing unfinished class work, projects for extra credit, makeup work due to absences, reinforcement and drill of previously taught skills, enrichment, remediation, completion of projects that by their design will take greater than one day to complete, and special interest assignments.

## **INFINITE CAMPUS**

Infinite Campus, the parent portal for the Fayette county online student information system, is open for parent access. In the parent portal, you will have access to your child's grades (4<sup>th</sup> and 5<sup>th</sup> only), attendance, schedule, assignments, lunch balances, and more.

You will need to set this up. You will be able to access the information on the FCBOE website ([www.fcboe.org](http://www.fcboe.org)) by going to **Parent Information>Online Gradebook: Infinite campus**. In order to set up your account, you will need the student identification number and birthday for one child in your household. The student identification number is printed at the top of progress reports/report cards. New students will receive a letter with directions.

A feature of Infinite Campus is the automated email system which will be used by teachers and administrative staff to inform parents of upcoming events or tasks for your child.

## **INSURANCE**

Scholastic accident insurance is offered to all students at the beginning of each year. If you do not purchase the insurance at that time, you may purchase it later. An application form may be obtained from the school office.

## **INTERNET USE PERMISSION**

Children at Peachtree City Elementary School are not permitted to use the Internet without adult supervision. If you do not want your child to have access to the Secure Student Internet, please write a letter to the school notifying us of this request. This is in keeping with the National Child Internet Protection Policy.

## **LOST AND FOUND**

**Please put your children's names on clothing and personal things that are brought to school.** Taking time to do it now may save you the cost of buying replacements. Things found at school will be placed in the "lost and found", located in the cafeteria. Students and parents are invited to look there for lost items. **If these items are not claimed, they are sent to various charitable organizations.**

## **LUNCHROOM PROGRAM**

**All children need to be able to open all items independently from a home lunch.** Many of the store items are difficult to open and parents may need to re-package in a more child friendly container. If lunches are brought from home, please do not use glass containers or send soft drinks. Unopened items will be sent home.

If a parent is bringing a lunch to school for a child, it is our expectation that the parent be on time. If a parent does not have the lunch to the child by the scheduled lunch time, the child will go through the line and will be charged full price for a school lunch.

Each student has a "lunch account." Note that this is a debit account not a credit account which means money must be deposited into the student's account so that the child can purchase ala cart items. This system works much like your personal debit card. At lunch, the student will enter his/her assigned PIN (Personal Identification Number) into a keypad at the register in order to allow access to their account. The cashier will then deduct the purchase amount from his/her available funds. Deposit envelopes are available in the lunchroom and the office. Details, menus, and meal prices are on the FCBOE web page under School Nutrition.

If you wish to purchase a school lunch, please send a note to your child's teacher so she can include you in her lunch count, or call the office by **9:00 a.m.** for a reservation. If you bring a lunch from home, you do not need a reservation.

## **VISITORS AT LUNCH**

**A limited number of seats are available for visitors during lunch.** Visitors must eat at the Visitor's Tables, not at classroom tables. **Only parents and their PCES children may sit at the Visitor's Table.**

The Visitor's Table has the same rules for school enrolled students as if they are eating at their assigned table. Inappropriate behavior such as leaving trash on the table or floor, not staying seated, etc. will be subject to discipline.

**No visitors will be allowed to eat lunch with any student unless they are listed on the student emergency /pick-up form or the birth parent. All visitors for lunch must be 21 or**

**older and immediate or extended family. Any non-family visitors must be accompanied by the parent or guardian of the child.**

### **MEDIA CENTER**

Peachtree City Elementary's Media Center is an exciting place to visit. It provides books for reading and other valuable resources. Media Center guidelines will be presented to your student during the first few weeks of school.

If a student has an outstanding library book at the end of the year, his/her report card will be held until the item is either returned or the full amount of the item paid to the Media Center. Reports cards will be available to be picked up in the front office at the time that payment for the missing item is delivered.

### **MENTORING PROGRAM**

We have a mentoring program for adult volunteers who wish to mentor a student. A mentor is a caring friend who develops an on-going, one-on-one relationship with a student in need. A mentor encourages, listens, gives advice, advocates, acts as a role model, and shares information and experiences. Our mentor volunteers will receive training (a two-hour workshop) for some information, activity suggestions, and tips on how to mentor. Mentors and their students will work together once or twice a week in the school setting either before, during, or after school (during our After School Program hours). If you are interested in becoming a mentor, please contact our school counselor.

### **NO PASS - NO PARTICIPATION**

**Attention All 5th Grade Students** - According to our local school system policy, you must meet the following criteria in order to participate in extracurricular activities in the 6th grade:

1. You must pass all major academic subjects (Reading, Language Arts, Science, Math, Social Studies).
2. You must have a passing average in each of these subjects for the last three grading periods. (Your last 2 nine weeks grades must average at least to a score of 70).

Please call the school if you have any further questions on this policy.  
Immunization records must be updated prior to entrance to the sixth grade.

### **PARENT-TEACHER CONFERENCES**

We feel that communication between parents and teachers is of prime importance. A good way to establish a working relationship between the school and the home is through parent-teacher conferences. Teachers will request conferences from time to time during the year, and you should request a conference any time you have questions and/or concerns about your child's education. Please feel free to contact the teacher regarding a conference. You are asked to contact your child's teacher during school hours. As a courtesy, please refrain from calling teachers at home or requesting a conference during instructional time unless prearranged with the teachers.

### **PARENT AND SCHOOL VOLUNTEERS**

All parents of our students are vital to our school community. The Peachtree City Elementary faculty and parents form a team to educate children to their maximum potential. Each year, all volunteers must view an on-line informational video and then sign off that they understand their responsibilities and role prior to being a volunteer or chaperone. In addition to serving on the PTO Executive Committee or Board, you may volunteer to work directly in the classroom (listen to a reading group, use flashcards, file papers, prepare bulletin boards or other special displays, work with the computer, etc.), chaperone a field trip or extracurricular activity, participate in a school committee, or mentor a student. Volunteers with extra time or special talents are always needed and appreciated to support the school's many programs. Check with your child's teacher or contact our Assistant Principal, to sign up.

Out of respect for our students, family, and community, volunteers shall keep in confidence any personally identifiable information regarding students or their family members that has been obtained in the course of working with Peachtree City Elementary.

As with any visitors, volunteers are asked to sign in at the office, indicate your location in the building and get a badge.

### **PERSONAL PROPERTY & LIVE ANIMALS**

All students may bring personal items to school, which enhance their educational experiences. These items must be non-breakable, and able to fit in a bag or backpack. **We recommend that parents transport personal items when possible.** As per the Student Code of Conduct, radios, tape players, electronic games, and beepers may not be brought to school. Students should not bring live animals to school, unless cleared by the teacher and the office. Parents **must** transport animals to and from school. The animal must be in a cage or carrier that is closed.

### **PEACHTREE CITY ELEMENTARY PARENT TEACHER ORGANIZATION**

The P.T.O. (Parent Teacher Organization) of Peachtree City Elementary School is designed to promote the welfare of children in the home, school, and community. We strive to



develop a closer relationship between the parents and school staff to secure for every child the highest advantages in physical, academic and social education.

In addition to the request for PTO donations at the Meet the Teacher Day held in August, numerous other fundraising events are held throughout the school year. As we progress through the year, the PTO welcomes your support and donations to sustain, enhance, or contribute to and or purchase successful programs, equipment, etc., for the school, teachers, and students.

Membership is as specified in the PTO. by-laws. We invite all parents to come to the meetings. The date and time will be noted on the calendar we send home monthly.

The PTO Board consists of the officers, committee chairs, committee members, and school principal. The date and time of the Board meetings will be noted on the calendar posted on [www.pces.org](http://www.pces.org). Anyone interested in serving on a committee is encouraged to call that committee chairperson or any officer. These phone numbers may be obtained from the office. Any help you can provide is greatly appreciated.

### **PRE-K PROGRAM**

Peachtree City Elementary is proud to offer a lottery-funded program. These funds are used to fund a four year old Preschool Program for 22 students. These students are randomly drawn in a lottery each spring. Specific information on this program can be obtained in the office. **Eligible students living in the Peachtree City Elementary attendance area will be given first priority.**

### **PROMOTION AND RETENTION**

Fayette County utilizes an instructional rubric to determine promotion and retention.

Individual Education Programs for handicapped students shall establish standards for promotion.

Both the law and State Board rule mandate that all students in third grade must pass the reading sections of the Georgia Milestones in order to be eligible for promotion to the next grade level and that all students in the fifth grade pass the reading and math sections of the Georgia Milestones in order to be eligible for promotion to the next grade level.

It is expected that most students will achieve a level of academic proficiency and social development each year, which will enable them to benefit from the teaching and learning experiences at the next higher-grade level. However, given the variability in the motivation, interests, abilities and development among children, some students may take more than the usual time to master the approved curriculum. Assignment for the upcoming year will be based upon a careful and continuous evaluation of each student and the completion of an instructional rubric. Retention of students is an administrative matter and decisions should be made through the SST process involving teachers, administrators, and parents.

### **PHYSICAL EDUCATION GUIDELINES**

Physical Education is an essential and integral part of the total school program. According to state and local standards, all students must have some form of physical education.

All county physical education teachers are trained specialists and want the best possible physical education program for your child. In order for your child to receive full benefits from the program, it is suggested that the following guidelines be adhered to.

1. For the safety of your child, tennis type or lace up rubber soled shoes need to be worn to all physical education classes.
2. Loose, comfortable clothing should be worn enabling the child to move freely.
3. Dresses are discouraged, but if worn, shorts must be worn underneath during physical education class time.
4. A dated written excuse from physician is requested to excuse the child from participation in class. A doctor's excuse is required for an extended injury or illness so that we may make arrangements for your child during the physical education class. A note following an absence is recommended to alert the instructor of the student's condition.

### **PUBLICITY, PHOTOGRAPHS, AND VIDEO TAPES**

From time to time students are photographed or they may participate in activities which may be videotaped for school related news stories or broadcasts. These may be released to newspapers, radio or television, possibly citing the child's name for school publicity. If you would prefer that your child's picture and/or name not be published, please write a letter to that effect to the principal and to the child's teacher. Please refer to the Family Educational Rights and Privacy Act (at the end of this section) for additional information regarding release of directory information for further clarification.

### **SCHOOL COUNCILS**

The school council shall be managed by a minimum of 7 school council members of whom a majority shall constitute a quorum (the number of council members shall be specified in the council's by laws - which means that the school could have more than 7 members).

\*Parents/Guardians must make a majority of the council.\*

- A number of parents/guardians must have students enrolled at the school (excluding employees) - these parents/guardians must make up a majority of the council (4 out of 7)
- 2 full time certified teachers must be on the School Council
- The school principal
  - An employee of the local school system may serve as a parent representative as long as their child attends the school and they are not an employee of the school
  - Terms of the Council shall be staggered
    - \* Council members may serve for more than 1 term. A term is defined

as 2 years.

- \* Officers of the School Council are chairperson, vice chairperson, and secretary.
- o The chairperson must be a parent.

## **STUDENT RECORDS**

It is the policy of the Board of Education to protect the confidentiality and the personally identifiable information in student's records against all persons except those with a need to know in normal operation of the schools or school system. Exceptions are made only when a specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and any otherwise specified by federal or state laws. Further, the parent or legal guardian of eligible students shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

All information in the student records shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

The records shall be expunged periodically to eliminate records no longer valid or pertinent to the student.

## **STANDARDIZED TESTING**

Each year the Fayette County School System administers standardized tests. Test results are used to identify a child's potential areas of strengths and weaknesses, to examine and compare system level scores and individual school's scores, and to determine and prioritize staff development needs of our faculty and staff.

### **Description of Commonly Used Tests**

Norm-Referenced Tests (ITBS) - These tests measure general academic achievement and compare your child to children in his/her class, grade, school, school system, and nation. This is usually done through percentile ranking.

Criterion-Referenced Test (Georgia Milestones) – This test assesses student knowledge and skills in the areas of reading, English/language arts, writing, mathematics, science and social studies based on the state's curriculum. This test is state mandated for grades 3 through 8.

Cognitive Abilities Test (CogAT) - This type of test measures your child's intellectual potential. This test will also determine whether or not your child is working up to his/her ability level.

Georgia Kindergarten Inventory of Developing Skills(GKIDS) - This is a developmentally appropriate measure of skills obtained in kindergarten. Students are assessed during the entire year on structured test items as well as observations. This test is one measure used to determine a child's readiness for first grade.

## **TEACHER QUALIFICATIONS**

In compliance with the requirements of the No Child Left Behind statute, the Fayette County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact one of the school administrators.

The following information may be requested:

1. certification information;
2. college major/graduate certification or degree held by the teacher;
3. whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
4. qualifications of the paraprofessional, if paraprofessional services are provided.

## **TELEPHONE**

The office telephone is for school business, but may be used by students in case of an emergency.

## **WEAPONS POLICY**

A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, knives of any type, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

Penalty may range from 3 days ISS/referral to school resource officer to recommendation for a tribunal with the possibility of expulsion.

## **WITHDRAWAL OF STUDENTS FROM SCHOOL**

Parents should notify the school office and teacher of any student who is withdrawing during the year. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

## **VANDALISM**

Our school and equipment is public property. Willfully damaging or destroying this property is cause for immediate disciplinary action and possible suspension. The school requires that vandal damage be paid for by the student(s) causing the damage. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

## **SCHOOL SPONSORED ACTIVITIES**

Notification to parents and guardians **shall** be provided upon formation of a school-sponsored extracurricular activity, student organization or club. At minimum, the notification **shall** provide the name of the school faculty sponsor or advisor (monitor for religious clubs), the complete name, mission or purpose, past and future activities, and national affiliation (if any) of the school-sponsored extracurricular activity, student organization or club. Schools may satisfy the notification requirement by posting this information on the school website, agenda or student handbook. Each local Board of Education **shall** require all schools to annually obtain written permission from a parent or legal guardian in order for the student to join or become a member of each school-sponsored extracurricular activity, student organization or club. Schools may satisfy this requirement by instructing the faculty sponsor to collect signed permission forms from the parent or legal guardian of each participating student.

## **STUDENT ACTIVITIES THAT MAY BE OFFERED**

The following are descriptions of activities that may be available at Peachtree City Elementary School for students. All students must maintain passing grades in all core subject areas in order to remain in a club. If before school services are recommended by the school, the child's participation in the club may be suspended until academic improvement is documented. Students who do not maintain grades or appropriate behavior may be immediately dismissed from any optional activity provided by the school.

**Book Clubs (various grade levels)** - Selected students will participate in the reading and discussing of assigned books. Activities may occur during a Lunch Bunch group or after school. Sponsors include (depending on age group): Amanda White, Maggie Lachmayr, Sharon Moore, April Morgan, and Amy Vu.

**Chess/Strategies Games Club-** Selected students will meet once a week to practice and compete. Sponsors are Brandi Thornton and Laura Edwards.

**Chorus Program** – The 2022-23 Peachtree City Elementary School Chorus is a select organization that meets the National Standards for Music education. The purpose of the chorus is to allow students to experience performing in a choral group by singing, alone and with others, a varied repertoire of music as well as evaluating music and music performances.

Bill Stadelmeyer is the chorus director. The chorus performs a winter and a spring concert at the school. The chorus may also participate in local seasonal tours. Four to six outstanding fifth grade students are selected to represent our school at the Georgia Music Educators Statewide Elementary Honors Chorus in November.

**Pay It Forward/Community Service Club-** A club in which students give back to others and learn how they can serve their community. This club will promote a lifetime of service and volunteering to various causes. A parent volunteer is not necessary, but would be a tremendous help in several ways. Involvement in actual club meetings would not be obligatory, but permitted if the desire exists.

**Students:** Grades 3-5. Application, not all children are selected.

**Dues:** TBD

**Teacher Sponsor(s):** Julie Wood, Casey Brown, Shawn Agur, and Michelle Halm

**DARE** is a unique drug prevention education program delivered by a Resource Officer designed to equip fifth grade students with skills for resisting peer pressure to experiment with drugs and alcohol. It uses well-trained uniformed law enforcement officers to teach a formal curriculum to students in the classroom on a regular basis. The students will all participate in this program supported by the Fayette County Board of Education, although fifth grade will receive the greatest emphasis, as they will soon be leaving us for middle school where peer pressure becomes more intense.

**Diamond Art Club:** Students involved participates in creating unique crafts. . The sponsor is Shelly Jones.

**Recorder Group – for grades 2 -5-** Bill Stadelmeyer is the recorder director. This club meets before school. They may also participate in local seasonal tours.

**Running Club-** open to all students in grades 1 -5 who meet grade and behavior requirements. Students run laps and accumulate miles. This is a before school activity and is sponsored by Coach Fogg and Coach Rucker.

**Safety Patrols** - Fourth and Fifth grade students are selected to hold these positions. Safety patrols help promote safety in the school. They are stationed at various posts throughout the school. Mrs. Linda Williams is the sponsor

**Scrabble Club-** The purpose of the Peachtree City Elementary Scrabble Club is to promote educational fun while providing and enhancing spelling, vocabulary, dictionary, and basic math skills. The Scrabble Club will be open to fourth and fifth graders through an application process which will include an essay. Membership will be limited to a maximum of 24 students. Applications for admission will be given out in September. Ms. Mobley is the sponsor.

**School Store Workers** - School store workers sell school store items to the students in the morning before the bell rings. The school store is open from 7:20 - 7:40 a.m. Bookkeeper is the sponsor.

**Science Olympiad** – 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students participate in academic interscholastic competitions which consist of a series of team events. Events are balanced between the various science disciplines of life science, earth science, and physical science. There is also a balance between events requiring knowledge of science facts, concepts, processes, skills and applications. There will be 24 students selected through an application process. Mrs. Julie Weida and Mrs. Holly Coffman are sponsors.

**Student Broadcast Team** – Selected fifth grade students comprise the morning broadcast team for WPCS. This team has the responsibility of planning, writing, and delivering our morning broadcasts. Amanda White and Caroline Mrizek are the sponsors.

**Student Ambassadors** - is a club for fourth and fifth grade students who work together to make a positive difference in our school and community. Elections are held to select one representative from each homeroom. Every student that wants to participate, has their parents' written consent, and maintains satisfactory grades will be allowed to run for election. The mission of our Student Ambassador program is to provide its members with opportunities for personal growth and leadership skill development. Linda Williams is the sponsor.

**Student Clubs** – Various clubs may be offered. Information will be sent home for your review.

## **SEXUAL HARASSMENT**

All students have a right to an education free from sexual harassment. If a student feels his or her rights have been violated, this should be reported to the principal. If you do not feel

satisfied with the results, you may utilize the Fayette County Board of Education Policy on Sexual Harassment.

## **STUDENT SUPPORT TEAM**

### **Response to Intervention and Pyramid of Interventions**

If we truly believe that “all students can learn,” then we need to be sure that we are doing “Whatever It Takes” to help all students be successful whether they struggle or they can go beyond the regular curriculum.

Response to Intervention (RtI) and our Pyramid of Interventions (PoI) provide a framework for us to ask the following questions:

- Are our kids learning?
- How do we know what they are learning? And most importantly,
- What are we prepared to do when they do not learn or they already know what is to be learned?

With RtI and the PoI, we have a four-tiered process to systematically develop and deliver instructional and behavioral interventions to struggling learners as well as extremely high-level learners. It provides us with a common focus and a common language regarding instructional practices and interventions. It can serve as a way to explore all avenues to assist students in their learning process.

The essential components of our PoI and RtI include the following:

- providing scientific, research based instruction and interventions in the general education classroom;
- monitoring a student’s progress in response to these changes in instruction and interventions; and
- using this information to shape instruction and make educational decisions.

**Tier 1 is Standards-Based Classroom Teaching and Learning.** It consists of high quality instructional and behavioral support that is provided for all students in general education. This includes implementing the Georgia performance Standards (GPS) using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress on a regular basis. Parents are notified of concerns related to their child’s academic or behavioral struggles. If students still struggle or they need a more enriched curriculum, Tier 2 instruction is recommended.

**Tier 2 is Needs Based Teaching and Learning.** Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The “Success Team” work collaboratively to formalize interventions in addition to Tier 1 instruction. If indicators suggest a need for greater academic challenge, students will be assessed



for gifted services. Otherwise, the teacher, remedial teachers, connection teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. As always, communication with parents is vital, and the school's intervention plan must be communicated to parents. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 level instruction is considered.

**Tier 3 is Student Support Team (SST) Driven Teaching and Learning.** At this point the SST reviews the student's progress and generally plans for more intensive and systematic instruction. Individualized assessments and evaluations are used to tailor interventions to the specific needs of a child. The interventions are provided one-on-one, in small groups, or in classes (based on gifted assessment) developed to accelerate learning and provide greater challenge. This instruction is more frequent and for longer periods of time. Progress monitoring is implemented more frequently to determine continued instructional interventions.

If, with all the interventions and intensive instruction provided, the data indicates a student still shows lack of appropriate academic or behavioral progress, Tier 4 interventions are considered.

**Tier 4 is Individually Designed Teaching and Learning.** At this point, the student is referred for specialized programs through special education. Grade or subject-area acceleration may be considered for learners demonstrating the need and readiness. Other students may require adapted content and instructional delivery while still having access to the general curriculum.

## **STUDENT COMPLAINTS AND GRIEVANCES**

In accordance with the policy of the Fayette County Board of Education adopted August 1988, it is the policy of Peachtree City Elementary that students shall have the right to present and resolve complaints relating to matters affecting the student relationship at the lowest organizational level possible.

Peachtree City Elementary School encourages all students to resolve complaints informally in a spirit of trust where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the student desires to pursue this procedure.

- Step 1. The student shall present the complaint to the teacher, staff member, counselor or administrator with whom the student has the complaint.
- Step 2. If the situation cannot be resolved, it is to be presented by the student to (if against a teacher, counselor or staff member) an Assistant Principal.

Step 3. If the Assistant Principal cannot resolve the situation, it will be turned over to the Principal for final dispensation.

### **EQUAL OPPORTUNITY POLICY**

It is the policy of the Fayette County Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex or handicap and will provide a free and appropriate public education for each student and an appropriate work environment to each employee within its jurisdiction.

It is the intent of the Fayette County Board of Education to ensure that students and employees that are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, The Individuals with Disabilities Education Act (IDEA), The American Disabilities Act (ADA), and Title IX regulations are identified, evaluated and provided with appropriate education services and/or working conditions. Students and employees may be defined as handicapped under any of the above listed laws or regulations.

The contact phone numbers are listed below:

#### Section 504 and Americans with Disabilities

Act Coordinator	770-460-3990
Title VI-B Coordinator	770-460-3990
Title IX Coordinator	770-460-3990

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Fayette County Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Board of Education decides not to amend the record as requested by the parent or eligible student, the Board of Education will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

At times the school system is served subpoenas for student's records, including academic, attendance, and behavior records. Parents will receive written notification of such requests.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Board of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Board of Education has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Board of Education to comply with requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue  
Washington, DC 20202-4605