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HOPKINS

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Parent & Student Handbook 2022 – 2023

Mission:

**“Collaboratively Working Together to help Children
Achieve their Personal Best”**

Vision:

**“Working Together to Cultivate Learners, Empower
Families and Strengthen Communities”**

Hopkins Elementary School

1315 Dickens Road

Lilburn, GA 30047

Main Line: (770) 564 – 2661

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GWINNETT COUNTY PUBLIC SCHOOLS VISION AND MISSION STATEMENT

VISION:

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

MISSION:

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

HOPKINS ELEMENTARY SCHOOL VISION, MISSION, AND CORE VALUES

VISION:

At Hopkins Elementary School we are working together to cultivate learners, empower families, and strengthen communities.

MISSION:

At Hopkins Elementary School we are collaboratively helping children achieve their personal best while increasing student achievement.

CORE VALUES:

- Accept and celebrate diversity.
- Pursue excellence in academic knowledge, skills and behavior by setting high academic standards.
- Set high expectations for each student.
- Administer accurate and meaningful assessments and utilize the results.
- Provide continuous training and professional development of school personnel to become lifelong learners.
- Establish community partnerships.
- Increase the parent involvement program.
- Provide a safe, secure, and organized learning environment.

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

Students are expected to be at school on time daily and not leave school property without permission. Hopkins staff is involved in planning, conferencing, and staff meetings prior to 7:30 a.m. **Students should NOT be dropped off at school prior to 7:30, unless they are attending school related clubs or activities.** Learning begins when students arrive at school. Please attempt to have your child arrive to school by 8:15 a.m. Students arriving after 8:15 a.m. will be marked tardy and are to be escorted to the front lobby for check-in.

7:30 a.m.	Students may enter the building and go to classrooms for instruction
8:15 a.m.	Students will be counted tardy and need to be checked in by a parent/guardian
2:40 p.m.	Announcements/ Prepare for Car rider/Daycare van dismissal
2:45 p.m.	Bus/Car dismissal

ARRIVAL

Morning drop-off for students will take place in the side parking lot and begins at 7:30 a.m. Drop-off time: 7:30 a.m. – 8:15 a.m. **Remain** in your car while waiting to advance forward to unload your child(ren). Students should not be dropped off in the front of the school. After 8:15am, please bring your child(ren) to the front lobby for check-in and to receive a tardy pass to class. **If a student is tardy more than 3 times per semester, they will not be eligible to receive a perfect attendance award.**

DISMISSAL

Car Riders and Day Care Riders are released at the same time. Please teach your child their car rider number. It will help the dismissal process go much smoother and faster.

Pick-up time: **2:45 p.m. – 3:10 p.m. at the Car Rider Side of the building**

Display your car rider number in the front window and drive slowly as directed.

Remain in your car and do not park to walk up to get your child or pull around other cars in the line.

Please come to the front office with your identification to sign out your child(ren) if you arrive to pick up your child after 3:10p.m. Students who are habitually picked up after 3:10 will be referred to an administrator.

Please be aware that cars arriving without numbers for pick-up will be asked to park and report to the office to show proof of identification (i.e. driver's license). If you have not been issued a car rider number, you may obtain one in the front office.

EARLY CHECK-OUT OF STUDENTS

All student check-outs should occur prior to 2:00 p.m. A parent wishing his or her child to be released from school must sign out via computer at the reception desk. For security reasons, anyone checking out a student **will be** required to show a picture I.D. (i.e. Driver's License) prior to having a child released to exit the building with him/her.

IN AN EMERGENCY SITUATION REQUIRING A STUDENT TO BE CHECKED OUT, PLEASE ASK TO SPEAK TO AN ADMINISTRATOR.

CHILDREN ARE RELEASED ONLY FROM THE OFFICE AND ONLY TO PARENTS OR ADULTS DESIGNATED BY PARENTS ON THE EMERGENCY CONTACT INFORMATION. VISITORS SHOULD STAY IN THE LOBBY OR OFFICE AREAS UNLESS ESCORTED BY A SCHOOL STAFF MEMBER. THIS IS TO MAINTAIN THE SAFETY AND SECURITY OF ALL STUDENTS, STAFF, AND VISITORS AT SCHOOL.

SCHOOL ABSENCES

Please help us to increase our student attendance percentages by ensuring your child is at school each day. Please review the school calendar and make an effort to schedule appointments after school or during school closings. Also, check our school website, student agendas, and marquee for additional information. In the event your child has an appointment in the morning or afternoon of a school day, please bring them to school for part of that day based around their appointment time. **If a student is tardy more than 3 times during the semester, they will not be eligible to receive a perfect attendance award for the semester.**

Excused absences include:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in the student's immediate family requiring absence from school.
3. A court order or an order by a governmental agency mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions making attendance impossible or hazardous to student health or safety.

ABSENCE NOTES

Please remember that if your child is absent from school, you need to send a note upon their return to the school stating the reason for his/her absence. Students are marked unexcused for their absence until documentation is provided by the parent to the teacher for an excused absence. Should the reason on the documentation be one noted above, your child's absence will be marked excused.

A new state truancy law (O.C.G. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences." Letters are automatically generated by Gwinnett County Public Schools for any student who misses 5 unexcused days from school. Parents will be invited to attend a Student Attendance Review Committee meeting with the counselor and social worker if there is a pattern of excessive absences, which impact student learning.

Vacations are NOT excused absences. Students who are absent from school for ten consecutive days (unexcused absences) will be withdrawn from the school. Upon return, parents can re-enroll students but placement in the previous classroom cannot be guaranteed.

SCHOOL COMMUNICATIONS

Hopkins Elementary offers several different methods to keep our parents and community informed about upcoming events and timely information through:

- School Website: <https://www.gcpsk12.org/HopkinsES>
- School Monthly Newsletter
- School Messenger via e-mail
- School Marquee/Digital Sign
- GCPS Parent Portal
 - Grades, Discipline records, Daily attendance, MyPaymentsPlus (Lunch accounts, fundraisers, field trips, etc.)
- Teacher eCLASS Page
 - Digital learning, homework, daily lessons
- Student Agendas/Friday Folders/Kindergarten Daily Folders
 - Daily homework and teacher messages
 - Parents should sign daily
- Semester Report Cards

PARENT CONFERENCES

Formal parent conferences are scheduled two times during the school year during the **FALL** and **SPRING**. If you desire to have a conference with a teacher prior to the scheduled conference dates, please send the teacher an email or write a note in your child's agenda to schedule a conference. Teachers are available to meet with you during school hours in the morning before school or after school.

COMMUNICATION TO TEACHERS

Teachers are available by email and phone. The best method of communicating with a teacher is through email. Calls are received by the school between 7:30a.m. and 3:30 p.m. **We protect the importance of instructional time and take messages for teachers to return calls or to conference with parents.** Please allow 48 hours for teachers to return calls or emails, not including weekends. Parents may access the **Parent Portal** daily to verify grades, attendance, lunch accounts, etc. If you would like to speak with a teacher regarding your child's progress after viewing the Parent Portal, please email the teacher or call the school office at (770) 564-2661. **Please email or call the front office to make an appointment to meet with counselors, teachers, and administrators. We are happy to meet with you to answer any questions or address concerns.**

MESSAGES TO STUDENTS

To protect instructional time and minimize classroom disruptions, only messages of an emergency nature can be delivered to students after verifiable identification of parent/guardian has been provided. Students will not be called to the phone to retrieve messages from parents or guardians even during an emergency. Use of the telephone by children is permitted with supervision only when parents need to be notified regarding emergency situations. Based on the situation and circumstances, local school administrators have the right to determine what constitutes an emergency and if information will be provided over the phone in order to protect students' safety.

TRANSPORTATION

Please go to the bus stop to wait with your child(ren) in the morning and to meet the bus in the afternoon. It will increase the safety and security of students at the bus stop. Buses will not stop for late students chasing the bus. Parents will need to make arrangements to pick up any child who was returned to the school for any reason. Students who are returned to the school more than 3 times can risk losing their bus privileges temporarily. Riding the bus is a privilege and students are expected to adhere to bus safety rules and maintain appropriate behavior expectations. Students who do not follow the expectations can have their bus privileges suspended. Please be sure to communicate bus concerns to the bus driver and/or transportation supervisors first, and they will communicate with the school in writing after going through their protocols and procedures to investigate and address the concerns.

CHANGES IN STUDENT TRANSPORTATION

Transportation changes are not permissible without prior written notice from a parent/guardian. Only those listed as legal parent(s)/guardian(s) can make transportation changes. To protect the safety and security of all students, transportation changes will not be accepted over the telephone, email, fax, or Dojo apps. We need to verify the identity of the individual making the request. Should an extreme emergency arise, the parent/legal guardian will need to come to the front office and speak with an administrator with their identification.

Students who move within the Hopkins Elementary attendance boundaries must provide proof of address for the new address before a new bus tag will be issued for the student to ride a different bus. Students will not be permitted to continue riding the same bus without proof of address. Students who move are not allowed to continue riding the same bus and be picked up at their old address by a parent/guardian.

CAR RIDER/DAY CARE GUIDELINES

The following guidelines have been established to provide the highest level of safety for our students and staff. All day care riders will be issued a day care tag for their book bags. All car riders will be issued a car rider tag for their book bags. Car riders should have a number to hang from the rear-view mirror of their car. Students should exit the car from the back seat of the passenger side when directed by staff. Your car must be completely stopped before your child will be permitted to exit or enter your vehicle. For the safety of the staff, they will not open your car door. Students will need to open the door themselves. Please obey the “No Left Turn” and the “No U-Turn” signs as you exit the parking lot, so our car rider line is not disrupted. For the safety of our students, please do not enter the bus lane during student drop off and pick up times.

VISITOR CHECK-IN

For the safety of our students, **all** visitors who enter Gwinnett County Public Schools must report to the front lobby receptionist to register your visit. You must wear a “visitor” sticker at all times while on school property. All staff have been instructed to monitor our visitors and to direct those without a badge to the front lobby to sign in. Visitors will not be allowed in the classrooms or in the cafeteria without a visitor’s badge for that area. When you leave the school, **return** to the reception desk and enter the time of your departure in the visitor log or computer. Although we encourage parents to visit the school, we ask that safety and security procedures are followed for the protection of all children. Parents and visitors **must** check in at the front reception desk and receive a visitor’s badge before being allowed to visit classrooms or go throughout the building.

CLASSROOM VISITS

Please make an appointment for classroom visitation and/or conferences in writing with the teacher. During these visits, the regular school program must continue to avoid interruptions of instructional time. If you need to meet with a teacher, please schedule a time by contacting the teacher directly by email. Please allow your child to become an independent and responsible student. We ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book-bags, etc. Due to students’ privacy requirements, neither teachers nor administrators will discuss another student’s information or consequences with anyone (including other family members) unless the parent or guardian of that student is present.

BIRTHDAYS

Birthday parties are not permitted at school. Unless everyone in the class is invited, invitations to parties will not be sent from the school in order to prevent students’ feelings from being hurt. Parents may order ice cream or provide cupcakes for your child’s class to be served during lunch time. **Cupcakes, brownies, cakes, cookies, etc. brought to school to be distributed to students during lunch should be store bought.**

BRINGING FOOD/DRINK TO SCHOOL & LUNCH VISITS

Students may bring a nutritious snack to school. In compliance with state standards, parents and students should not bring food into the cafeteria from “fast food” restaurants. Students should only bring clear liquids and no carbonated drinks such as Coke, Pepsi, or Sprite. Please make use of the cafeteria menu when eating lunch with your child. Please bring the required amount of cash to purchase an adult lunch. Parents are expected to return their visitors’ badge to the lobby after eating lunch with their child/ren.

EMERGENCY PROCEDURES

Safety drills are held monthly at Hopkins. Fire and tornado drills are held throughout the school year to help students and faculty to be prepared in the event of an emergency.

Remember these basic rules for a fire:

- Check the instructions posted in each classroom indicating how to leave the building in case of fire.
- Exit the building by walking quickly and quietly to designated areas. There should be NO talking.

Remember these basic rules for a tornado:

A “tornado watch” means conditions are favorable for a tornado but one has not been sighted.

A “tornado warning” means a tornado has been sighted and everyone should take cover.

- Students should crouch by the nearest solid interior wall and protect their heads by covering them with their hands and arms.
- The all-clear signal will be one long bell sound.

LOCK DOWN PROCEDURES

Safety of our students and staff is one of our top priorities at Hopkins Elementary. If a potentially dangerous situation arises on or near campus that warrants a “lock down”, no one will be permitted in or allowed out of the building until the situation has been cleared by the SRO (school resource officer) or police. Parents will be notified by a letter sent home with students to notify parents of the lockdown situation. Parents will also be notified through School Messenger.

DIGITAL LEARNING PROCEDURES

Hopkins Elementary will implement weekly classwork and homework assignments that will be delivered in an online format through eCLASS. Students and parents should log on weekly for updates and announcements from teachers. Assignments will be recorded for grades and mastery of the AKS. School staff and parents will work together to support teaching and learning for all students. The school will provide devices to students for digital learning days. Although packets can help in some cases, these do not replace teaching and learning. Packets are only used for review of content. Parents are expected to communicate with the school on the best means to obtain digital content to support students at home.

STUDENT ACADEMIC INFORMATION

STUDENT PROGRESS REPORTS

Elementary report cards will be sent home every semester. Midterm reports are sent home every nine weeks. Parents can also stay informed about student academic progress by signing up for the parent portal. Parent conferences are held during the second and third quarters. Teachers will contact parents to schedule these conferences.

GRADING

All grading procedures follow the Gwinnett County Public Schools grading percentages and weights. Please visit the district website for continued updated information on grading procedures.

www.gcpsk12.org

SPECIAL EDUCATION

Special Education programs are designed to fit the individual needs of the child and operate on a resource and self-contained basis. Some of these programs include Speech and Language, Interrelated Resource, ASD Level 2, ASD Level 3, and MOiD. These programs address students identified as ASD,SLD, OHI, S.I. Developmental Delays, and Emotional/Behavioral Disorders. Referrals for Special Education are made at a Student Support Team (SST) meeting. Parent and teachers may refer a student to SST.

GIFTED EDUCATION PROGRAM

Students who meet state criteria and guidelines are served through our school gifted education program (FOCUS). Students are served through an interdisciplinary model. Teachers, counselors, parents, or administration may refer a student for an evaluation. The eligibility team determines eligibility and placement in the FOCUS program. Criteria for placement are established by the Georgia State Department of Education and may differ from that in other states. Students transferring from out of state must meet Georgia requirements for placement. Students transferring within the state, having met eligibility requirements, may be considered for placement in the gifted education program.

ADVANCED COURSES

Students who meet the criteria and guidelines are served through advanced classes in 4th and 5th grade. Students are served through a pull-out model. Students standardized assessment scores and grades merits invitation to the program.

HOMEWORK

Homework is an extension of the learning process that reinforces Academic Knowledge and Skills (AKS) that have been taught in class. It is also a method of helping students establish self-discipline and study skills. Time spent on homework should promote productive and positive experiences. Homework is a way to keep parents informed and involved with their child's schoolwork. Parents can help students with homework by reviewing it and offering encouragement and reinforcement. It is also beneficial for parents to help their child establish set times to complete homework without distractions. Homework assignments will be written in the students' agenda book. Your child's teacher may also place homework assignments on their eClass page. If your child has no current assignments, the time can be used for reading.

MAKE-UP WORK

Teachers provide students with hands-on engaging activities during the school day. Due to the level of rigor of instruction, teachers are not able to complete packets of work to send home with students during unexcused or excused absences. Assignments missed during a short- or long-term absence will be given upon the child's return. Students will have 3 days to make-up missed assignments. Students who will miss ten or more days due to serious illness may be eligible for homebound instruction.

ASSESSMENTS

Hopkins Elementary administers state, district, and local assessments to help measure and monitor student progress and mastery of AKS/Common Core Standards. Please mark your calendars for the state assessments. District Assessments are administered at the beginning of the year, at the end of each quarter, and at the end of the year. Students also take local assessments throughout the year to monitor mastery of standards. Please check your child's agenda for dates for the classroom assessments. State assessment dates will be posted on the school website, marquee, on the newsletter, and in your child's agenda.

GENERAL SCHOOL POLICIES AND PROCEDURES

EXPECTED DRESS

Students are asked to dress appropriately, suitable to weather conditions, and in good taste. Students' attire should not display any inappropriate language, gestures, or pictures. Students should refrain from wearing clothing with midriff showing, spaghetti straps or strapless shirts, jeans with material cut out, shorts above the mid-thigh, short skirts above the mid-thigh, leggings/tights without an appropriate length top and sagging pants. Students should not wear flip flops and should wear tennis shoes to participate in P.E.

MYPAYMENTSPLUS

All payments will be accepted using www.mypaymentsplus.com. Please sign up for a MyPaymentsPlus account to pay for all school related events, lunch, clubs, activities, field trips, etc. You will need the student identification number to set up your account. You will need a pre-paid card, checking account, credit card or debit card to set up your account.

FIELD TRIPS

Field trip contributions are requested for the cost of admission and transportation. If enough funds are not secured, the field trip for the entire group or grade level will be cancelled or modified to the amount of money collected. However, no student will be denied or penalized for failure to contribute.

LOST AND FOUND

Items found in hallways, playground, or cafeteria will be taken to the Lost and Found area in the hallway outside of the cafeteria. Students should check the area to retrieve lost items. Unclaimed items are donated to charitable organizations on the last Friday of each month. The items will also be donated in January and June. Please write your child's name on all personal property for easy identification.

TEXTBOOKS

The school district provides textbooks for all students at no cost. Textbooks and other school materials must be paid for if lost or damaged. Electronic versions of several textbooks can also be found on your child's eClass page on their Student Portal account.

MEDIA CENTER

The media center operates under an open policy to allow students to come as individuals, small groups, or with their entire class. Students who lose a media center book will not be allowed to check out a book until the lost book is paid for or found.

SCHOOL PHOTOS

Individual school pictures will be taken in the fall and spring. Group pictures will be taken in the spring. Pictures are offered as an option to students and parents for purchase.

CLINIC

When your child is ill or not feeling well, please do not send them to school and risk infecting others. Inform the school when your child has an infectious or contagious disease. The clinic is available to students who get hurt at school or feel ill during the day. The clinic has limited ability and is not allowed to pull teeth or remove splinters. Parents will be called if students are too sick to remain in school. It is important to ensure your emergency contact information is updated. Students who are too sick to remain at school will not be permitted to ride the bus home in the afternoon. Students who leave school with a fever are not permitted to return until they have been fever free for over 24 hrs. The clinic is funded by parent donations and local school funds. If you would like to make monetary donations or other supplies, contact the clinic at (770) 931-7002.

Prescription Drugs: We encourage parents to administer dosages so that none will be given during school hours. If that is not possible, you should fill out the "Administration of Medication Request" form and return it to the clinic. On that form, indicate the specific length of time the medication is to be given, dosage, and time it should be given to your child. Prescription medicines must be in the original container. Parents will need to bring the medication to the clinic. **NO CHILD IS TO CARRY MEDICATION ON HIS OR HER PERSON!** This includes aspirin and cough drops. These items are to be checked into the clinic for dispensing to students. Please see the clinic worker regarding specific guidelines relating to the use of inhalers for asthma.

Over-The-Counter Medications: We strongly discourage requests for the clinic to administer over-the-counter medication such as Tylenol and antacids. Parents may visit the school to provide individual administration.

CAFETERIA

We are very proud of our cafeteria and the nutritious meals served there. Rather than having to keep up with money, students use lunch numbers to pay for their lunches through an account. Lunch accounts can be paid using www.mypaymentsplus.com or cash. Parents are always welcome to have lunch with their children in the cafeteria in the area designated for visitors. Due to safety and security, only those who appear on a student's information profile will be permitted to eat lunch with the student.

BREAKFAST AND LUNCH PREPAYMENT

A prepayment system for both the breakfast and the lunch program is available. My Payments Plus is the safest and easiest way to pay and keep track of your child's lunch account. When a payment is received, the child's number and amount of the prepayment is entered into a computer. The computer subtracts the meals each day as the number is entered. Prepayment for both the breakfast and lunch programs can be made with the same check. Lunch and breakfast program checks must be separate from all other checks made payable to the school.

The following information must be noted on the check:

- Amount for the lunch program
- Amount for the breakfast program
- The child's first and last name
- The homeroom teacher's name

Please put a sealed envelope with the teacher's and child's names written on the front. Prepayments of five meal increments can be made by the week, month, or any period of time preferred. Please see the school website for updated meal costs.

FREE/REDUCED LUNCH

Free or reduced lunch applications are required to be submitted each year for each child in your home. **Students are responsible for the full cost of breakfast and lunch until the free/reduced lunch applications have been approved.** Free or reduced lunch applications are always available upon request in paper form from the school. On the GCPS website the application can be submitted electronically.

ICE CREAM

Ice cream will be sold for \$1.00 in the cafeteria on Friday during lunch. Purchases for ice cream will be cash only. This is voluntary and teachers do not manage ice cream money.

LUNCH CHARGES

Gwinnett County Public Schools' policy for lunch charges will be followed. Elementary school students will be allowed to charge up to \$11.25. Once the charge limit has been met the student will receive a designated alternate meal as defined by the School Nutrition Program. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student. Additionally, once the charge limit has been met the parent/guardian will be notified by the local school via phone call, letter, or email. If you have any questions, please call the Cafeteria Manager at (770) 381-4285.

GWINNETT COUNTY SCHOOL LUNCH REQUIREMENTS

Breakfast: A breakfast consists of a minimum of three menu items: milk is served as a beverage and any two other foods. Breakfast is self-serve for all students, and the cost is \$1.50.

Lunch: A lunch includes an entrée, two side dishes and milk. Elementary students must have all four items on their tray. The cost of student lunch is \$2.25. Students who bring their own meals are allowed to purchase milk, juice or water to go with their meal. As a reminder, **no red, canned or carbonated beverages should be brought to the school.**

Special Diet/Food Allergies: In order to substitute juice for milk as part of the regular daily diet, documentation from your physician specifying an allergy is required. Special diets should be provided from home. If your child is allergic to milk or other foods please inform our cafeteria manager, at (770) 381-4285.

STUDENT CONDUCT

Hopkins Elementary follows GCPS code of conduct. All discipline follows the GCPS Discipline Handbook. Please see the GCPS handbook for details.

The Expectation for Students is to be at their B.E.S.T!

Be Respectful
Engage in Learning
Strive for Success
Take Responsibility

We know students learn best in a safe, positive, and orderly environment, and we are excited to see the positive changes in student behavior that PBIS has helped to inspire. In this environment, all students are capable, with support and encouragement, of being responsible for their own behavior. Parents and educators must work together as partners in teaching students to make decisions about behavior and to understand the consequences of that behavior.

Hopkins Elementary School strives to foster a sense of responsibility. We have school expectations that will be encouraged in all areas of our building. Students earn "B.E.S.T. Tickets" daily for meeting and exceeding expectations in our school environment including coming to school every day each week, getting agenda books signed by the parents and daily behavior. Students will use their B.E.S.T tickets for classroom incentives, to shop in the B.E.S.T. store, and to participate in scheduled PBIS celebrations. Please encourage your children to be at their B.E.S.T. each day!

In order to continue to provide the excellent learning climate your child so richly deserves, we will be focusing on highlighting the positive behaviors a student exhibits. Our approach is to allow students to change and prevent behaviors that impact their learning in the classroom.

Students who are unable to correct or modify their behavior could earn Minor Incident Referrals or Disciplinary Referrals. These referrals will be evident on the students' discipline record.

SCHOOL REGISTRATION, PROGRAMS, AND SERVICES

SCHOOL ENTRANCE REQUIREMENTS

Birth Certificate: A student entering school for the first time must present at the time of registration an official copy of the birth certificate. Children must be five years old on or before September 1 to enroll in the Kindergarten class. Students must be six years old on or before September 1 to participate to enroll in a First Grade class.

Immunization Certificate: Before enrolling in a Georgia school, each student must have on file an official Georgia Department of Human Resources Certificate of Immunization (Form 3032). This certificate may be secured from local physicians or the County Health Department.

Hearing, Vision and Dental Certificate: Each student entering school for the first time must present an official Georgia Certificate of Ear, Eye and Dental Examination (Form 3300), by the Health Department, a physician and/or dentist licensed by the State of Georgia.

Proof of Residency: School officials must require that the parent or guardian provide two proofs of residency in the attendance zone at the time a student is initially enrolled in a school. Proof of residency consists of two different utility bills listing the parent's name and address. When residing with other individuals in their home or apartment, a notarized affidavit must be submitted verifying that the enrolling parent/guardian is residing in that home or apartment. **All residency affidavits should be notarized at Hopkins Elementary, outside notarized affidavits will not be accepted.**

Student Records

Gwinnett County Public Schools provide the student and his or her parent with 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 by parents (in case of students over the age of eighteen, by students) within 45 days of 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 that 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 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.

Copies of a student's education record may be transferred to officials of other schools or school systems in which the students seek to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of your student records, the records transfer to the enrolling school or school system will occur without further notice.

CHANGES IN SCHOOL RECORDS

The enrolling parent must be present to make changes to student records.

In order to keep our records current, please notify the office immediately of a change in any of the following:

- Address
- Telephone number
- Employer and phone number of each parent
- Change in guardianship with official documentation
- Person to call in case of emergency or when the parent cannot be reached

WITHDRAWAL INFORMATION

Please notify the teacher at least one week before your child is to be withdrawn from school. A Record of Pupil Withdrawal form will be ready for pick up on the last day of attendance. Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school. When coming to the school to withdraw your child, please allow 24 hours for withdrawal paperwork to be completed.

STUDENT SUPPORT SERVICES

Our school has programs that enhance the learning experiences for all students. Our counseling program provides a support system by working with individual students, entire classes, small groups, and parents. School counselors can also help provide contacts for additional resources.

SCHOOL INSURANCE

Student Health and Accident Insurance is offered as an option and service to interested families at the beginning of the year. Purchases and claims are made directly to the vendor. Parents are responsible for providing insurance coverage for medical expenses in the case of an accident.

CONTRIBUTIONS

The following contributions enable the students to receive materials and programs that are not covered by your tax dollars. Below is an explanation of the various items included in our contribution form:

Elementary School Contributions: \$10.00 per child - This contribution is used to purchase consumable supplies to support the curriculum.

Technology Contributions: \$10.00 per family - This contribution is used to purchase technology and software for the school.

Clinic: \$5.00 per child - This contribution is used to provide clinic supplies for all students.

The school requests instructional fund donations as approved by the Gwinnett Board of Education. These funds are over and above any funds provided under the Quality Basic Education Act of 1985. No student will be denied access to or participation in any course funded by the Gwinnett Board of Education or by the State of Georgia.

TITLE I FAMILY ENGAGEMENT

The Board recognizes that a child's education is a responsibility shared by the school and family. The schools and parents must work as knowledgeable partners in order to effectively educate students. Family engagement is an on-going process that assists parents and families in meeting their basic obligation as their child's first teacher and promotes clear, two-way communication between the home and school.

The Board and all Gwinnett County Public Schools shall abide by and support all rules and regulations pertaining to Title 1, Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110. A written plan for Title I family engagement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will include a home/school compact. The plan will support the development, implementation, and regular evaluation of the parental involvement program.

The Superintendent or his/her designee shall supervise the development and annual review of the Gwinnett County Public Schools Title I Family Engagement Policy to be incorporated into the plan developed pursuant to 20 U.S.C.A. § 6312. The Title I Family Engagement Policy shall be developed jointly with, approved by and distributed to parents. The Title I Family Engagement policy shall establish Gwinnett County Public Schools expectations for family engagement and shall describe how Gwinnett County Public Schools will:

- (1) Involve parents in development of the plan required under 20 U.S.C.A. § 6312 and the process of school review and improvement.
- (2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- (3) Build the schools' and parents' capacity for strong parental involvement;
- (4) Coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other instructional pre K-12 programs;
- (5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Family Engagement Policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the Title I Family Engagement Policy.
- (6) Involve parents in the activities of the schools served under this part.

ADDITIONAL INFORMATION

Please note that an electronic copy of the GCPS Student/ Parent Handbook which contains additional information will be available. Please contact the school office at (770) 564-2661 if you have any questions.