



Beaver Ridge Elementary

Parent/Student Handbook

1978 Beaver Run Road
Norcross, GA 30071-3828
Phone: 770-447-6307
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<https://schools.gcpsk12.org/Page/2078>

Mrs. Martina Luna-Liranzo, Principal
Mrs. Jenny Abreu, Assistant Principal
Mrs. Nicole Browne, Assistant Principal
Mrs. Magaly Gonzalez, Assistant Principal
Mr. Reginald E. Watkins, Assistant Principal

Beaver Ridge Elementary Parent/Student Handbook

Dear Beaver Ridge Elementary Families,

Our Parent/Student Handbook is designed to help you better understand Beaver Ridge Elementary and provide information to support your child's education. It includes explanations, guidelines, and school procedures.

At Beaver Ridge Elementary, our goals focus on creating opportunities for all students to become lifelong learners, achieving academic and personal excellence. We encourage you to partner with us by enriching your child's learning at home. This can be done by ensuring your child is in class by 8:10 a.m. daily, reading together, discussing their school day, reviewing assignments, and staying informed through ParentSquare and the Parent Portal. These communication tools also allow you to connect with your child's teacher regularly.

Our PBIS behavior expectations for students are:

- B - Be Brave
- R - Respect Yourself and Others
- E - Exhibit Excellence
- S - Show Sensible Choices

These expectations create a safe and respectful learning environment for all students every day.

Our dedicated teachers and staff are always available to assist in any way they can. If you have any questions or concerns, please don't hesitate to reach out. When school and home collaborate, our students have the best chance to grow and succeed. Remember, the school day starts at 8:10 a.m., and it's crucial for your child to be in class on time.

We hope you feel welcomed and appreciated at Beaver Ridge Elementary as we work together for the benefit of our children.

Warm regards,

Martina Luna-Liranzo

Proud Principal of Beaver Ridge Elementary

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Mission

The mission of Beaver Ridge elementary School is to develop life-long learners achieving academic and personal excellence.

Vision

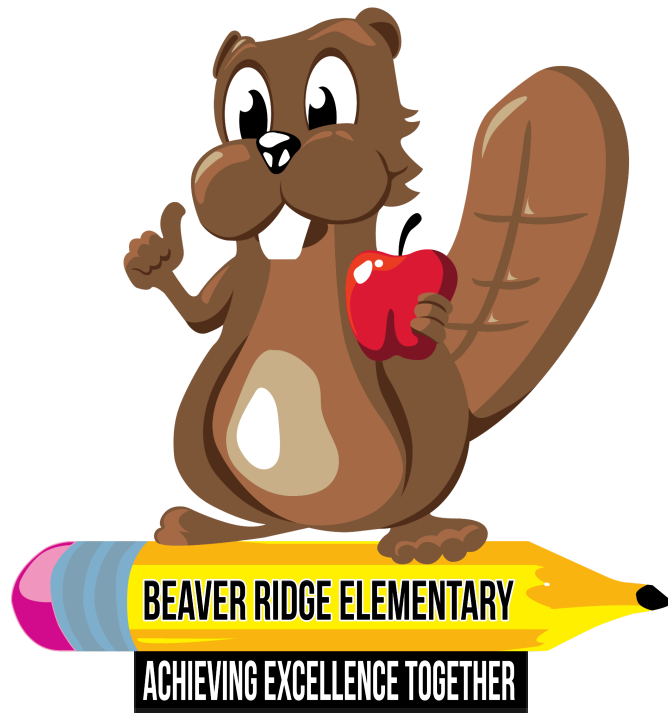
The vision of Beaver Ridge elementary is to be a community of empowered and productive lifelong learners.

Mascot

Bucky the Beaver

School Colors

Navy, White, and Silver



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GWINNETT COUNTY SCHOOL BOARD

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

Superintendent: Dr. Calvin Watts

Norcross Cluster Schools

Board Member: Dr. Tarece Johnson-Morgan , District V
Cluster Assistant Superintendent: Dr. Reuben Gresham

Norcross Cluster Schools	
<u>Norcross High School</u>	<u>Summerour Middle School</u>
<u>Paul Duke STEM High School</u>	Baldwin Elementary School
<u>Pinckneyville Middle School</u>	<u>Beaver Ridge Elementary School</u>
<u>Peachtree Elementary School</u>	<u>Norcross Elementary School</u>
<u>Stripling Elementary School</u>	<u>North Metro Academy of Performing Arts (NMAPA)</u>
<u>Simpson Elementary School</u>	

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Addressing Concerns at School

Gwinnett County Public Schools finds that the quickest and most effective way to resolve a concern regarding your child is by addressing it at the most direct level. In our school district, we care about each and every student. We also believe that open and honest communication between parents and teachers is a key to student success. Thank you for partnering with your child's teacher and school to address any concerns.

1. Teacher - First, talk to your child's teacher or a counselor at school for assistance. Most concerns are resolved at the classroom level.
2. Assistant Principal - If the concern is not resolved at the classroom level, please contact your child's assistant principal.
3. Principal - If working with the AP does not adequately address the issue, please contact the school principal.
4. Cluster Superintendent - If the issue persists, please call 678-301-6000, and ask to speak to the cluster superintendent who is assigned to the school your child attends.
5. Chief of Schools - If, after following steps one through four, your concern has not been resolved to your satisfaction, please contact the Chief of Schools for School Improvement and Operations.

Assessments

Common student tests are listed below. Specific dates will be communicated to parents.

- i-Ready (Grades K-5)
- District Assessments will be offered for grades 3-5 in math, science, and social studies.
- Gwinnett Writes will be administered in grade 4.
- Milestones will be administered in grades 3-5
- Classroom Formative Assessments (Grades K-5)
- State/National Assessments Students
- GKIDS Kindergarten
- ACCESS 2.0 English Learners

Attendance

The responsibility of school attendance is that of both parents/families and students. School attendance is important as it underscores the significance of learning and obtaining an education in our ever-evolving society. Regular school attendance also correlates strongly with improved grades and it helps students develop good work habits that will carry over in life. To aid students in being academically successful, attendance is required for attainment of the Academic Knowledge and Skills (AKS) standards. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

Attendance in a public school, private school, or home school program is required for children between their 6th and 16th birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their 6th and 16th birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) § 20-2-690.1

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Awards Criteria

Grades K-5 Awards			
Award Title	Category	Criteria	Description
Principal's Award	Academic	All E's or A's	All (6) content areas (Reading, Writing, Spelling/Word Study, Math, Science, Social Studies)
Honor Roll	Academic	All E's & S's All A's & B's All B's	All (6) content areas (Reading, Writing, Spelling/Word Study, Math, Science, Social Studies)
Student of the Month	Academic	Awarded to one student in each classroom who has consistently demonstrated outstanding character traits throughout the month.	
Perfect Attendance	Attendance	Zero (0) Days Absent No more than Three (3) Tardies	Attendance Only
Academic Honor Roll	Academic		Awarded to students who demonstrate great effort in one or more of the four core subjects: ELA, Math, Social Studies, Science.
Specials Awards	Academic		Awarded to students who demonstrate great effort in one or more of the Specials Classes: Comp Science, Art, Drama, Music, Spanish, PE, Health.

Birthdays

- Birthday snacks may be provided for the entire class to be eaten during the last ten minutes of lunch (please leave at Front Desk) – Must be ready to be served/no refrigeration/no cutting/no drinks. Please communicate with the classroom teacher in advance so she/he can ensure students with allergies/special diets are not affected.
- All birthday snacks should be store-bought, in a sealed container, and clearly labeled with ingredients (to ensure students with allergies are safe).
- Ice cream from the school may be purchased for the class. This is something the students really enjoy.
- Ice cream is \$1 per student. You can send the money to your child's teacher and the entire class will be able to choose an ice cream in honor of the birthday boy/girl.
- Please do not bring birthday favors/balloons/gifts to school.
- Birthday party invitations should only be given out at school if all children in the class receive an invitation.

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Cafeteria Service (770) 447-2683

The school cafeteria is maintained as a service to students and parents and is a vital part of our health program. To encourage good nutrition, a well-balanced lunch and breakfast are served. Student accounts must be kept current. Parents are encouraged to keep up with their student accounts through MyPaymentsPlus or through notices sent home. You are always welcome to call our cafeteria to check on an account.

Breakfast

Beaver Ridge Elementary is a Title 1 school – Therefore, all students will receive breakfast at no charge for the 2024-2025 school year.

Lunch

Free and Reduced-Price students will receive lunch at no charge.

Students with Full Pay eligibility will pay \$2.50 for lunch.

Your children may qualify for **free meals or for reduced-price meals.**

Visit the following website to apply for free meals or reduced-price meals:

<https://www.nlappscloud.com/District.aspx#loaded>

As an emergency, your student may charge up to \$11.25. Charges are not allowed for supplemental or ala carte items. Once the charge limit of \$11.25 has been met the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program. Charging for meals is not allowed after April..

Thank you for your understanding. Please contact our cafeteria manager if you have any questions regarding charges or our nutrition program.

- **Applications for free and reduced lunch/breakfast are available online** at <https://www.nlappscloud.com/District.aspx#loaded> . If you have any questions, please contact the Free and Reduced Help Line at 678-301-6307. Parents are responsible for full price charges until the application is approved. Applications need to be **resubmitted every year.**
- **MyPaymentsPlus allows you to go online and manage your student's meal account.** MyPaymentsPlus allows you to make deposits at no cost and create settings to auto replenish your account or receive free reminders when the balance is low. Visit the following website to log on and use MyPaymentsPlus. <https://www.mypaymentsplus.com/> For support on your MyPaymentsPlus account, please call 1-877-237-0946
- **Parents who come to eat lunch with their children should sit in the designated parent area and only with their child.** Due to limited seating, we ask that you leave immediately after you have finished lunch with your child to allow other parents to sit and eat with their children. We begin allowing visitors for lunch after the first 2 weeks of school in order to get routines and procedures in place. Visitors will be limited to two (2) per child.
- **Do not bring fast food into the cafeteria.** Visitors may purchase a school lunch. They may also bring their own food from home. However, we ask that you not bring fast food or restaurant labeled food into the school cafeteria.
- Glass bottles and cans can be a danger and should not be brought in lunches from home. Students must eat lunch before they get their ice cream.
- **There are no lunch visitors on testing days or days in which the schedule requires lunch changes.**

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During lunch, music is played in the cafeteria. While the music is on, students do not talk and are encouraged to eat. This also helps to keep the noise level under control. The music is on for 3 minutes (followed by 6 minutes when students may talk). This rotates throughout the lunch time which allows each class a total of 21 minutes to talk with classmates. (Note: Students also have 20 minutes of Teacher Directed PE each day which gives additional time for them to talk with their classmates.)

Cell Phones and Electronic Devices

- Cell phones should remain OFF and in the student's book bag during school hours unless the classroom is using the device for a lesson.
- If a cell phone or other electronic device is being used without permission, it will be taken up and turned in to an administrator. The parent will need to come to school to retrieve it.
- No games or other electronic devices should be brought to school without permission.
- It is the responsibility of the student to keep up with all electronic devices brought to school. The school is not responsible for any device broken, stolen, or lost.

Changes in Student Information

In order to keep our records current, please notify the office in writing and your child's teacher immediately of a change in any of the following:

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

Class Parties

- The Gwinnett County Public Schools Board of Education policy permits two school-wide classroom parties each year. At Beaver Ridge Elementary School, those days are before winter break and before the last day of school. School parties will not exceed one hour and fifteen minutes in length.
- Birthday parties are not allowed at school.

Clinic (770) 447-2684

- The clinic worker is not a medical professional or nurse.
- A clinic worker is available to provide first aid assistance to students. The clinic worker has been trained on many procedures and routine care, but is not a registered nurse. If you have any concerns regarding your child, it is suggested you consult your preferred healthcare provider.
- Parents/guardians will be called if a child is too ill to remain at school. The parent is expected to pick up the child or send a designated person listed on the student information card within 30 minutes of being called by the school. Remember to bring a picture ID for check out of student.
- Students with a fever of 101 or higher will be sent home and need to be fever free for 24 hours before returning to school.
- Parents should go to the front reception desk to sign out a child. The parent or designated person on the student identification card should bring a picture ID to check out the student.
- If a parent wants to administer medication themselves at school to a student, this must take place in the clinic with school personnel present. For student safety, we need to be aware of the medication and dosage in case there are any adverse reactions.
- The clinic worker is authorized to administer medications to students when proper paperwork is completed. All medications should be brought to school and picked up at school by the parent/guardian and must be in the original container. These procedures are a safety precaution for your child, both on

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the bus and when they visit the clinic. Please discuss any medical situations with the clinic worker that may need approvals from school or district personnel.

- Parents should inform the school if their child has a contagious disease. Please do not send your child to school when he/she is feeling ill and there is risk of infecting others.

Closing of School

- The primary ways to share information with families regarding school closings or delays are the local television stations, radio stations, GCPS messaging system such as ParentSquare, and GCPS website/social media. Please consult these sources instead of calling the school.
- If no report is broadcast on the local television stations or GCPS website, school will be in session as normal.

Counselor

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

Digital Learning Days

- Teachers will provide digital (asynchronous) lessons and independent work. This means that students will be required to participate in digital instruction on a specific schedule and complete activities and assignments (asynchronous learning) on their own time to meet assignment deadlines.
- On Digital Learning Days, teachers will post assignments to their eCLASS page by 8am. Students will use their My eCLASS student portal to log in to their eCLASS page where they can access assignments, resources, and other materials. If a student does not have access to a computer or device, the student can get the assignment done once school resumes.
- **Dates for the 2024 - 2025 School Year Digital Learning Days:**
 - September 19, 2024, Digital Day #1
 - November 4, 2024, Digital Day #2
 - February 6, 2025, Digital Day #3
 - March 13, 2025, Digital Day #4

Early Checkouts

Parents wishing to check out their child early from school must sign the check-out card at the front reception desk and present a picture ID. Children must be checked out prior to 2:00 p.m. and only to parents or adults designated in our records. Parents/adults will be asked to show a picture ID. If you arrive after 2:00 pm to check out, you may not be able to check out your child in time prior to him/her being released the normal way home.

Excused Absences

State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

- Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may request students to present appropriate medical documentation to school for the purpose of validating that the absence is an excused absence
- A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
- A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

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- Observing religious holidays, necessitating absence from school.
- Public school students visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard are allowed five excused absences per school year.
- Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.

Parents or guardians are encouraged to contact the school on the day of the student's absence to indicate the reason for the absence. **Parents or guardians also must send a signed and dated written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number.** In order to ensure the opportunity of the student to complete make-up work and for local schools to record excused absences, it is best if a parent note or third-party excuse be delivered to the school the day that the student returns after being absent.

If a parent note or third-party excuse is not delivered to the school, the absence will be regarded as unexcused. Local schools can employ proven best practices to improve student attendance for both excused and unexcused absences. This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused). Parents or guardians will receive written notice when a student has five (5), ten (10) and fifteen (15) unexcused absences.

When such a student has **10 or more unexcused absences**, the school will make contact with parent, guardian or person having charge or control of the student to notify them of the additional unexcused absences along with possible consequences and interventions. This includes, but is not limited to, a referral to the combined Student Support Team (SST)/Student Attendance Review Committee (SARC) meeting. Schools shall send written notice inviting the parent or guardian to the SST/SARC meeting.

After the school system notifies the parent, guardian, or other person who has control or charge of a child that such child has ten (10) days of unexcused absences, each additional unexcused absence may result in misdemeanor charges against the parent or guardian (O.C.G.A. 20-2-690.1).

Please visit the following website for more information on Attendance Policies and Procedures:

<https://www.gcpsk12.org/students/handbook-information-for-students-and-families/attendance-policies-and-procedures>

Grades

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

Kindergarten and First Grade: Students are assessed on progress toward the AKS by the following scale:

- E - Excellent
- S – Satisfactory Progress
- N – Needs to Improve
- U – Unsatisfactory Progress

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Grades 2 – 5: The grade mark is a report of the individual student’s progress to his/her parents, and to others who are concerned with the student’s progress in education.

The following scale is used:

90% and above	A	excellent progress
80%-89%	B	above average progress
70%-79%	C	average progress
0%-69%	U/F	unsatisfactory progress/failure of acceptable progress

When reporting progress (positive attitude, effort, participation, completion of tasks) for connection areas such as Art, Music, Physical Education, Technology, and Media, the following scale is used:

E = Excellent Progress

S = Satisfactory

N = Needs To Improve

U = Unsatisfactory

Please note, if behavior interferes with learning and/or teaching in the Connections classes, it may affect the student’s participation, thus lowering the grade.

Homeless Children and Youth

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

Homework Guidelines

Meaningful homework can be a way for children to practice what they have learned in school, and in doing so, communicate the curriculum to the parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. Homework is often assigned Monday through Thursday for 10 - 50 minutes depending on the age of the child. Occasionally, there will be homework on the weekends. Reading is expected every night in addition to homework

assignments. All children in grades K-5 use a *Student Agenda Book* to help communicate curriculum assignments.

Individuals with Disabilities Service

It is the practice of the Gwinnett County Public Schools to provide instructional and related services to provide a free and appropriate public education for individuals with documented disabilities. Individuals may contact the

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school for more information.

Lost & Found

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

Make Up Work Policy

- Student work missed due to an absence will be given to the student upon return to school.
- It is the responsibility of the student to make up work following an excused absence.
- Please do not call the school on the day your child is absent and ask to pick up work for him/her to do that night.
- We believe if a child is too sick to come to school, he/she should be resting at home.

Parent Involvement

- We welcome and encourage parents to volunteer; however, we ask that parents, who are here as volunteers, not bring siblings/small children into the classrooms. (This includes class parties and field trips.)
- We strongly encourage parents to visit the Parent Center. You will have access to resources to help your child with school.
- Beaver Ridge loves to see family participation at the various Parent Nights like Literacy Night, Movie Night, STEM Night, etc. These are perfect times for the whole family to come together at school.
- We encourage our parents to become members of our PTA for a small membership fee. The PTA is here to support the work of our students and staff. Even if you are not able to give of your time, your donation assists the work of the school.

Parent Portal

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

Recess

Students will have recess everyday for 20 minutes. Recess can be waived on days when students have physical education or other "structured activity time," such as games led by a teacher. Recess can also be waived for scheduling conflicts, bad weather, field trips or other unavoidable obstacles.

Safety and Security Procedures

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

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

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

School Cancellation/Inclement Weather

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

School Council

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

School Hours

- School hours are 7:45-2:45. Buses are unloaded at 7:45. Students will enter the building at 7:45 AM.
- Do not drop off students earlier than 7:45 as there is no supervision.
- We will have class morning meetings and announcements beginning at 8:10 AM.
- All students should be in their classrooms when the 8:10 bell rings. (Note: If you are in the Car Rider line at 8:10 and your child has not entered the school, he/she will be considered tardy. If your child is tardy, we ask that you park and walk your child to the front reception desk to get a late pass. Students arriving after 8:10 must be signed in at the front desk.)
- Students will be dismissed at 2:45. If you must check your child out early, please go to the front reception desk. Students should not be checked out after 2:00, so we may prepare for a safe and secure dismissal.

Student Agendas, Friday Folders, and School Newsletters

- The ParentSquare, agendas, and weekly Friday Folder serve as the primary form of communication to our families. Please read your child's agenda daily. Also, read the information contained in the Friday Folder each week. This folder contains important information about your child's progress and upcoming school events.
- We ask that you empty out Friday Folders and send them back each Monday.
- The school newsletter is emailed monthly to parents and families via ParentSquare.

Student Conduct Behavior Code Positive- Behavioral Interventions and Supports (PBIS)

- Our school is committed to providing an educational program that allows all students to achieve; therefore, no student should interfere with the rights of other students to learn.
- At Beaver Ridge we have four overall school rules:

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	Cafeteria	Bathrooms	Hallways	Buses	Playgrounds
Be a Role Model	Clean up area before you leave.	Use the restroom, wash your hands, and leave.	Walk in a straight line while facing forward at all times.	Use kind, thoughtful, and quiet words.	Listen and follow the teachers' directions at all times.
Respect Myself and Others	Use good table manners.	Keep the bathrooms clean.	Remain silent in the hallways.	Keep your hands/feet to yourself.	Be responsible for your belongings.
Exhibit Excellence	Use kind words.	Be quiet, quick, and neat.	Use only your eyes to look at all wall displays.	Listen to the driver's directions at all times.	Be nice and respectful to others.
Show Smart Choices	Use quiet voices when talking to friends sitting next you.	Report any problems to a teacher.	Go directly to your destination.	Stay in your seat and face forward at all times.	Use equipment correctly.

- Our local school discipline plan is based on the [Gwinnett County Public Schools Student Conduct Behavior Code](#). Please familiarize yourself with the GCPS Code of Conduct as it will be followed by school personnel.
- There may be consequences for students who choose to break a classroom, school, or county rule.

Student Dress Code

Students are required to dress appropriately for school. The purpose of a student dress code is not to inhibit any person's taste in attire, but rather to ensure a positive environment for learning, to promote safety, and to prevent disruptions. Any student dress or appearance, not specifically stated, which the faculty or staff deems distracting will not be permitted.

- Students may call home for a change of clothes or be asked to wear school-issued apparel.
- Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.
- Student dress and hair style should not cause any distraction from the instructional program.
- Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste.
- Hats, bandanas, and sweatbands should not be worn in school.
- Students should wear shoes that allow for safe play at outside time and PE class.

Student Records

Under the Family and Educational Rights and Privacy Act of 1974, parents have certain rights:

- The right to inspect and review educational records of their child
- The right to challenge the content of those records
- The right to control the release of education records of their student
- The right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law
- The right to be informed of these rights just listed

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To obtain a copy of Gwinnett County's policies of compliance with the law, or to request the opportunity to inspect and review your child's records, contact an administrator at Beaver Ridge Elementary. Copies of a student's educational record may be transferred to officials of other schools or school systems in which a student seeks to enroll. Unless parents express, at the time of enrollment in Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records will be transferred to the enrolling school or school system without further notice.

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

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

Tardies

Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

Technology

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

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

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

1. This device is on loan from Beaver Ridge Elementary to allow your students an opportunity to access resources for instructional purposes in school and at home. Chromebooks and accessories are expected to be returned in proper working condition.
2. There is a fee for damaged or lost devices Per District Policy and Procedure PJS and the agreement noted in the Student/Parent Handbook, fines can be assessed to the student if the device checked out is damaged or not returned at all. All devices checked out to students must be checked back into the local school at the end of the 2024-25 school year.

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Fine Amounts

	Damage	Loss
Chromebook	\$25	Any lost device: \$200 (No cost with a police report for stolen item)
Power Adaptor	\$25	\$25

Textbooks and Library Books

GCPS provides textbooks for all students in the county at no cost. Students are also allowed to check out books from the school media center. Every student is obligated to give his/her books the best care. Textbooks and library books must be paid for if lost or damaged.

Title I Program Overview

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

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

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

Toys and Electronics

In order to provide the best learning environment for students, please do not allow your child to bring the following items on the bus or to school. Additionally, students may not buy or trade items at school.

Transportation Procedures

- **Arrival/Dismissal**

Students are expected to be at school on time. Children who are driven to school should not arrive before 7:45 AM. This is for student safety. There is no one on duty to supervise students prior to this time. Staff members are involved in planning, conferencing, and meetings prior to 7:45 AM. Attendance is taken by 8:10 AM. Students will be marked tardy if they arrive in their classrooms after 8:10 AM.

- **Students may not be dropped off at the building after 8:10 AM.** If a student arrives after 8:10 AM, a parent must accompany their child to the front office to sign him/her in so a tardy slip admitting the child to class can be generated.

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- **BUS** - All bus riders must have a GCPS bus tag on their backpack or school bag. Please make sure your address information remains current in the front office. Kindergarten students must have a parent/guardian at the bus stop or the child will be returned to the school. Please discuss or communicate any information about this policy with your bus driver. Students must pay attention at dismissal. If they miss their bus, parents will be called and must pick up their child or send a designated person to pick up in the front office. Please remember to bring a picture ID for check out. Riding a school bus is a privilege contingent upon proper conduct. If a student does not follow proper rules/procedures, he/she may be suspended from the bus. We must maintain safe transportation for all students.
- **CAR RIDER** – The following car rider guidelines have been established to provide the highest level of safety for our students:

Morning Car Rider Procedures

- Instruction begins at 8:10 AM.
- Students may enter the school beginning at 7:45 AM.
- Staff members will be present to help students enter the school each morning from 7:45 AM-8:10 AM.
- Car drivers should remain in their vehicle and refrain from using their cell phone during drop off.

Please note: *If a student arrives **after 8:10 AM**, he or she likely will not be able to arrive in his/her classroom prior to the 8:15 AM bell. The best suggestion to avoid tardiness is to allow students to ride the school bus or drop off in the car rider lane between 7:45 AM – 8:00 AM.*

Afternoon Car Rider Procedures

- Cars need a tag number to pick up a student in the afternoon. If you know your child will be a car rider for various after school activities during the school year, please secure a car rider tag. Car rider tags are available in the front office.
- Hang your car rider number from the rear view mirror where it is easily visible.
- Advance forward slowly as you approach the pick-up area where students are entering cars, and pull all the way up in the driveway, as close to the STOP sign, so several cars can be loaded/unloaded at the same time.
- Please stay in line and do not try to go around the other cars.
- Staff members on duty will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. Children must load and unload from the passenger side of the vehicle only.

- For safety reasons, no child standing in the car rider lane will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up their child, the child will be taken to the front office where the parent will be able to sign the child out. Please bring identification.
- Please be aware that cars without numbers will be asked to leave the car rider line and go to the front office to check out the student.
- Students should be dropped off and picked up only through the Car Rider/Parent Pick-Up line.

If your child is a car rider on a daily basis to and from school and frequently arrives late or is picked up late, you may be asked to show current proof of residency.

NOTE: *We have had problems with the volume of car riders at times (especially on rainy days). There are a finite number of cars that can make it through the line during the thirty minutes. Students who ride the school bus will not be counted tardy if the bus arrives late; however, those who come as car riders (regardless of the weather or traffic) are considered tardy after 8:10.*

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- **WALKER** - Walkers will be dismissed at 2:45. Staff members will monitor who exits the building as a walker through our card system. Students are expected to follow all school walker procedures for their safety. A walker permission form must be on file signed by the parent to allow the child to be a walker. If you want to meet your child to walk home, you should wait in the designated area outside (benches). Please be there by 2:40 in order to see your child when he/she exits the school. If a parent picking up a walker is late, and your child chooses to remain on the bench, he/she will be brought inside by staff members at 3:10pm. The parent must go into the front office to check out the child and a picture ID will be required to pick up the child from the front office.

Transportation Changes

It is helpful to students to have consistent transportation plans. It can be very confusing for students as well as teachers to alternate between day care, parent pick-up, and buses.

Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for our students. Therefore, should there be a need to change transportation, a written note to the teacher from the child's parent or guardian (with a phone number) and the date indicating the change in his/her transportation home is required on the morning of the change.

Students, who must ride a different bus in the afternoon, will bring their bus note to the office to obtain a bus pass that will allow them to ride home on a different bus. Bus drivers will not transport students who do not have a bus pass signed by a school representative. In the absence of a note from the parent, the child will be placed on his/her usual mode of transportation.

Note: Please make sure your child knows there is a change in plans. Changes in transportation, of any kind, will NOT be accepted via fax or email. In an extreme emergency, the parent will need to talk with an administrator. Changes must be received by 2:00 PM. Bus passes will NOT be issued for play dates, birthday parties, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by school administration.

Title IX

Gwinnett County Public Schools (GCPS) does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability. You should speak with your Local School Title IX Coordinator if you:

- believe you have been discriminated against
- believe you have been sexually harassed
- need assistance with website accessibility
- have questions about accessibility or accommodations

<p>You may contact your Local School Title IX Coordinator for assistance by writing or calling: Reginald E Watkins Local School Title IX Coordinator Beaver Ridge ES 1978 Beaver Run Road Norcross, GA 30071 Reginald.E.Watkins@gcpsk12.org 770-447-6307</p>	<p>You may also contact the Division of Human Resources for assistance by writing or calling: Cathy Hardin District Title IX Coordinator Gwinnett County Public Schools Division of Human Resources 437 Old Peachtree Road NW Suwanee, GA 30024 678-301-6811</p>
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Visiting the School

- We ask that all visitors adhere to the guidelines outlined in the handbook during their visit.
- Visitors should dress appropriately, and maintain a respectful language and demeanor.
- As a safety precaution, parents or designated persons must present an ID to the camera prior to entering Beaver Ridge Elementary. Your ID will be presented to check out a child, have access to student information, speak with an administrator, or conduct school business.
- Parents or designated persons should be listed in the student information system for checkouts from school or the clinic, to eat lunch with a child, or attend a special event for a child. It is the parents' responsibility to ensure they have listed all possible family members or friends in the student information system they will allow to come to the school. The student information system can be updated at any time in writing in the front office by the enrolling parent.
- Please do not leave cars unattended.. To enter the school, please park in a parking spot. Police are notified of cars left unattended in locations other than a parking spot. This is for the safety of our students and staff.
- We appreciate our parents assisting us by following these important procedures every day. We want to be able to quickly identify visitors not following procedures and call for assistance from our school resource officers and police for student safety.
- Failure to meet these expectations may result in being asked to leave the premises. If necessary, the School Resource Officer (SRO) will be informed to help maintain a positive and professional atmosphere at the school.
- Parents wishing to observe in the classroom must make an appointment with the Assistant Principal at least 1 day in advance. These observations will be limited to 20 minutes to reduce disruptions to normal classroom routines. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment. Staff hours are 7:30-3:15.
- Teachers will return parent calls and emails within 24 hours.

Withdrawal Procedure

It is helpful to have at least a two day notice before a student withdraws from school. Contact the Registrar to initiate the withdrawal process. This gives the teacher time to average grades and determine the status of all textbooks, library books, and fees. If such notice is not provided, we may be unable to give the parent the withdrawal information necessary for entrance into another school.