

Berkeley Lake Elementary School

TEAM

**TOGETHER EVERYONE
ACHIEVES MORE!**

2017-2018 BLES STUDENT/PARENT HANDBOOK

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Berkeley Lake Elementary School
 4300 Berkeley Lake Road, Duluth, Georgia 30096
 Phone : (770) 446-0947
 Fax : (770)582-7514



J. Alvin Wilbanks
 Superintendent

Dr. Lesley Pendleton,
Principal

Ms. Sophia Barton,
Assistant Principal

Mr. Jim Carter,
Assistant Principal

Ms. Angela Schoenknecht
Assistant Principal

August 2017

Dear Parents, Students and Community Members:

I am so excited to be joining the Berkeley Lake Elementary School family and continuing the great work of Dr. Susan Bearse and the entire BLES faculty and staff! I come to you with over 15 years of experience as an administrator with Gwinnett County Schools and I will continue to be supported by the excellent administrative team that you already know. Ms. Barton, Mr. Carter and Ms. Schoenknecht, along with Dr. Bearse, have been sharing all the wonderful things that are happening at Berkeley Lake with me. You can expect a continued focus on high quality instruction, a welcoming school environment, and a commitment to putting kids first.

I have lived in Berkeley Lake since 2004 and both my children attended BLES and graduated from Duluth High School. It is such an honor to serve this wonderful community in a new role and I am so excited to have been appointed as Principal. I look forward to partnering with you in the coming years to ensure that all families have a voice and are fully involved in our school.

During the summer months, I will be hosting several “meet and greet” opportunities for parents and staff to come in so that we can get to know each other. The times and dates for these events are posted on the BLES website; there is no need to sign up for a time slot, just come as you are when it is convenient for you. You may also reach me via email at lesley_pendleton@gwinnett.k12.ga.us to chat or set up a different time to meet.

Sincerely,

Dr. Lesley Pendleton

Principal

BERKELEY LAKE ELEMENTARY FACULTY AND STAFF 2017-2018

Administration

Lesley Pendleton : Principal
 Sophia Barton : Assistant Principal
 Jim Carter : Assistant Principal
 Angela Schoenknecht : Asst. Prin.

Office : 770-446-0947

Pam Frey : Data Mgmt Clerk
 Tammy Hart : Clerk/Registrar
 Anne McCabe : Admin. Assistant
 Sandy McQueen: Bookkeeper
 Cathy Mettill : Clerk/Receptionist

Clinic : 770-582-7515

Gail Lenahan
 Rodrigo Maragni

Parent Instructional Coordinator :

678-291-4233

Rosario Madison

Parent Outreach Liaison :

678-291-4232

Sandra Orci

Steller Sub

Silvia Nielson
 Heather Sanchez

Counselors

Laura Marantz: 770-582-7522 (K, 2, 4, 5)
 Sara Penland: 770-582-7523 (1,3)

Media Center :770-582-7520

Media Specialist : Whitney Page
 Media Clerk : Marie Fraser

Kindergarten

Sharon Hickmon Jenny Kwon
 Jennifer Miles Paula Smith
 Alison Pennington Maricruz Sosa

First Grade

Candace Beachum Joanna Jo
 Lindsey Eckard MK Lindsey
 Dawn Frazer Alex Wright

Second Grade

Kathy Boger Angrett Holmes
 Elizabeth DiBauda Lynnette Rigg
 Laura Hiller Kathy Smith

Third Grade

Elizabeth Barrett Jordan Hudson
 Michelle Bell Shelley Parker
 Mel Bush Bonnie Walsh

Fourth Grade

Julie Asztalos Cyndi Houser
 Carol Herson Terry Howard
 Jaimie Hong Shawn Messmore
 Lindsey Molenaar

Fifth Grade

Brooke Blackburn Berkley Fain
 Karen Dicks Kelly Jacobs
 Sara Clement Cynthia McWilliams
 Melissa Redner

Special Education

SLD : Lequetta Algard
 Jane Kates
 Ellen Sentell
 Pre-K : Kathie Mack
 Resource : Trina Ashadele
 Susan Chung
 Dominique Fewell
 Joanna Jernigan
 Becky Smith
 Anne VanGelder
 Mardrey Worthy
 Psychologist : Lia Kaplan
 Speech : Megan Crook
 Debra Siegel

Support Areas

EIP/RR : Debbie Richardson
 ESOL : Diana Diazgranados
 Leslie Evans
 Rosario Madison
 Lori Newman
 FOCUS : Marge Haders
 Molly Stanton
 Literacy Coach : Wendy Shaw

Specialists

Science : Kathy Bentley
 PE : Renee Birozes
 Math : Kathy Mayorga
 Music : Green, Matt
 Art : Lori VanBuskirk
 Media : Marie Fraser (clerk)
 Page, Whitney
 Technology : Clyde Burk (TST)
 Jessica Hill (LSTC)
 Fakhra Zuberi (clerk)

Instructional Assistants

Parul Chudasama
 Leslie Guerin
 Valerie Hoback
 Pam Kurke
 Jenny Llewellyn
 Deb Templeton
 Raj Thaker

Lunchroom

Diane Shockley : Manager
 Yolanda Quintana : Assistant Mgr.
 Muna Allough
 Deltra Foster
 Valerie Harris
 Varsha Mehta
 Christina Niedrick
 Lauren Nix
 Lennys Ramsour
 Jetaun Smith

Building Maintenance

Jay Huskovic : Head Custodian
 Renan Germain
 Wen Liang
 Brian Shiels

Lunchroom Monitors

Colette Bingham
 Audrey Sanchez-Salazar

Ice Cream Sales

Sibyl Cowan
 Eunice Wanalista

Berkeley Lake Elementary School (BLES)

4300 South Berkeley Lake Road

Duluth, Georgia 30096

Phone (770) 446-0947

Fax (770) 582-7514

Clinic (770) 582-7515

Media Center (770) 582-7520

<http://www.gwinnett.k12.ga.us/BerkeleyLakeES/home.html>

Remind app for text/email updates from school. See page 10.

Download our Duluth Cluster App

The Duluth Cluster schools now have an App for any device. Scan the QR code below and click on one of the other options from your device.



Other Important Web Sites

BLES PTA.....<http://www.blespta.org>

Meal Payments Plus.....<https://www.mypaymentsplus.com/>

GCPS Parent Portal.....www.go2.gwinnett.k12.ga.us

Gwinnett County Public Schools

<http://publish.gwinnett.k12.ga.us/gcps/home/public/home>

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Duluth Middle School (DMS)

3200 Pleasant Hill Road

Duluth, Georgia 30096

Phone (770) 476-3372

<http://www.gwinnett.k12.ga.us/DuluthMS/home.html>

Duluth High School (DHS)

3737 Brock Road

Duluth, Georgia 30096

Phone (770) 476-5206

<http://www.duluthhigh.org/index.php>

GENERAL INFORMATION

Welcome to Berkeley Lake Elementary School, where kids have come first since 1983.

The Duluth Cluster

Berkeley Lake Elementary School (BLES) is a member of the Duluth Cluster. Chattahoochee Elementary, Charles Brant Chesney Elementary, B.B. Harris Elementary, Coleman Middle School, Duluth Middle School and Duluth High School are also in the Cluster. Students attending Berkeley Lake will attend Duluth Middle and Duluth High Schools.

BLES MISSION AND VISION

Mission Statement

To provide learning experiences in a secure and stimulating environment where every child can develop to his/her fullest potential academically, socially and emotionally.

Vision

1. We will value each student's academic, social and emotional needs so that they may become confident, self-directed, lifelong learners.
2. We will model lifelong learning to support the chief priority of our school, student learning.
3. We will provide our students with multiple instructional strategies targeting their unique learning styles.
4. A variety of assessments will be used to demonstrate student achievement and the application of learning.
5. We will promote acceptance and understanding of differences by embracing and celebrating the cultural diversity within our school and our community.
6. Students will take responsibility for and be engaged in their own learning.
7. Parents will be partners in accountability for their child's achievement.
8. Parents will set high academic and behavioral expectations for their children and be active participants in helping them meet or exceed these expectations.

SCHOOL ENTRANCE REQUIREMENTS

Birth Certificates

All students entering school for the first time in Kindergarten or first grade must present an official copy of their birth certificates at the time of registration. Children must be five years old on or before September 1st to enroll in the Kindergarten program. Students must be six years old on or before September 1st to enroll in the First Grade program.

Immunization Certificates

Before official enrollment in a Georgia school, all students must provide an official Georgia Department of Human Resources Certificate of Immunization. This certificate may be secured from local physicians or the Gwinnett County Health Department (Form 3231).

Hearing, Vision Dental and Nutrition Records

All students entering school for the first time must present a certificate of hearing, vision, dental and nutrition examination by the Gwinnett County Health Department and/or a physician or dentist licensed by the State of Georgia. This certificate is available from local physicians or the Gwinnett County Health Department. (Form 3300)

Social Security Number

At the time of initial enrollment, a Social Security number will be requested for each student. Social Security numbers are not required for enrollment. No student will be denied enrollment for declining to provide his or her Social Security number or for declining to apply for such a number.

Proof of Residency

School officials require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is enrolled in a Gwinnett County school. The acceptable items are: settlement/closing papers on a house OR current lease agreement AND a current utility bill (gas, power, or water). Phone bills and cable bills will not be accepted. If you are living with someone and all the bills and lease/settlement statement are in their name, a Residency Affidavit packet will have to be completed by that person, signed by both of you and notarized. That person will have to provide their lease/settlement statement and current utility bill.

Parent Picture ID

A parent/guardian picture ID is required in order to enroll your child.

WITHDRAWAL FROM BLES

If you need to withdraw your child from BLES, please give at least 48 hours prior notice by contacting the front office with the withdrawal date and new school information. This will enable us to begin the paperwork. The paperwork must be signed by a parent. Upon receipt of the request for records from the new school, your child's transcript will be copied and mailed to that school.

If you are applying for your child to attend a private school please note that there is a \$5 charge for copying your child's transcript and we must have at least 48 hours prior notice.

TRANSPORTATION

Students may arrive at school by school bus, car, daycare bus or as a walker.

Use of the driveway in front of the school is restricted for school buses only. Students arriving by car should use the side driveway at the north end of the school. You may let your child out of the car at 7:45 AM only if the teachers have arrived to assist you. There is only one lane of traffic in the morning. Even if your car is empty, you must remain in line to exit the area. When dropping off your children, always pull as close to the curb as possible so the students can step out of your car onto the curb, not onto the street surface. Be sure your child is away from your car before pulling away.

Car rider ends at 8:10 AM. At this time the staff will re-enter the building and close the doors. The first bell will ring at 8:10. If you arrive at school after 8:10 AM you will need to park your car and accompany your child into the school through the front door.

You will then check your child into school at the front desk. A child is tardy after 8:15 AM.

There is a charge to replace lost or broken bus tags of \$1.00 per tag.

Please do not drop off students anywhere other than the designated drop-off location.

Dropping students off at the crossing guard area or in the upper parking lot is not permitted.

Regular Ed Customer Service Parent Line 770-334-4800

Special Needs Customer Service Parent Line 770-513-6881

Verification of Daycare Enrollment

In order to ensure the safety of all students transported to day care facilities from Gwinnett County Public Schools, we require the director/designee of each day care facility to verify enrollment of your child at their facility. The Verification of Day Care Enrollment Form must be completed by the parent, signed by the day care director/designee at the facility that your child will attend and faxed to the school from the day care facility. By signing the form and faxing it to the appropriate school, the day care facility is verifying that you have enrolled your child and that your child is attending that specific facility on the days that you have indicated.

GCPS will not provide transportation to the day care facility/private child care provider until the school has received the verification form.

The day care facilities as well as the school can provide you with this form.

Bus passes cannot be issued for play dates, birthdays, Girl/Boy Scout meetings, or any other reason except for an emergency as determined by a school official.

Transportation Parent Authorization

The following is important information from Gwinnett County regarding the transportation authorization form:

The alternate address form for elementary students is called the Transportation Parent Authorization form. This is a two sided form with the transportation guidelines on the back. If you receive a copy of the form that doesn't include the guidelines, make sure you request them separately. When you sign the form you are agreeing that you have read and understand the guidelines.

- Fill out the top portion of the form with your current residential information. If your address changes make sure that the school has the new residential information. Remember to bring your proof of residency documentation.
- The next box shows the transportation tags that are attached to the student book bag. Select the mode of transportation that your child will be using. The default tag is the GCPS bus to home address.
- Keep in mind that all schools may not be using the walker or car rider tags. Follow your child's school procedure for walkers and car riders.
- When needed, an alternate address can be entered in the second box. You would need to check whether GCPS transports to the daycare facility/private child-care provider or the daycare provides their own transportation. In this section the address that is entered for the alternate is the actual street address of the day care. Intersecting streets cannot be used as an alternate address i.e., Smith Place and Jones Street. Remember that an alternate address is for child care purposes only.
- The current Alternate Address form will still be used for MS and HS students.

GUIDELINES FOR TRANSPORTATION SAFETY FROM GWINNETT COUNTY

Most students arrive by bus. The safety of children while walking to/from school or waiting at the bus stop is the parent's responsibility.

Student Bus Stop Assignment:

- ⇒ Students are assigned to the stop closest to their home address.
- ⇒ Change of bus stop for personal preferences such as, but not limited to, getting on or off the bus sooner/later or being with other friends in the neighborhood is NOT allowed.

Transportation Tags:

- ⇒ The address that your child uses three or more days during the week is the address that is applied to the transportation tag.
- ⇒ Do not remove the tag. Only the school may remove or attach a new transportation tag to your child's book bag.
- ⇒ Only one tag issued per child.
- ⇒ The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment.

Official Bus Pass:

- ⇒ Cannot be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official.
- ⇒ Are valid for up to 10 consecutive school days and cannot be Photo Copies.

Emergency Situations *To obtain a temporary bus pass parents must notify the school in person and/or in writing with the following information :*

- ⇒ Parent and student name, contact phone number and address of student your child is going home with;
- ⇒ Parent (requesting emergency transportation) contact phone number for verification;
- ⇒ Day of week and date(s) that bus pass is requested, not to exceed 10 consecutive school days;
- ⇒ Parent signature and date.

Permissive Transfers:

- ⇒ Transportation for students on permissive transfer is the responsibility of the parent/guardian. For additional information see the GCPS website at www.gwinnett.k12.ga.us.

Car Rider:

- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address.

Walker:

- ⇒ Must be approved by the school Principal.
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address.

Day Care Facility (less than 5 days a week):

- ⇒ Parents of students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter that includes the start date and daycare director's signature.
- ⇒ An official bus pass must be obtained each day the student will not attend daycare (listed on the transportation tag) to ride the GCPS bus to home address.
- ⇒ Must obtain official bus pass (valid for up to 10 consecutive school days) from the school main office to ride the GCPS bus to home or designated emergency address.

GCPS School Bus or Day Care Facility (5 days a week) *Address other than the home address requires:*

- ⇒ Students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter;
- ⇒ School approval and/or Transportation Supervisor's approval and signature prior to start date of service;
- ⇒ Student meets eligibility within the school's assigned attendance zone;
- ⇒ For reasons other than daycare, Transportation Supervisor approval, and must be the same for all 5 days of the week.

Service address must be:

- ⇒ The same for all 5 days
- ⇒ Within the school's assigned attendance zone or the daycare facility/sitter provides all transportation
- ⇒ An approved and/or current GCPS bus stop and in compliance with GCPS transportation "safe stop" guidelines.

DAILY PROCEDURES

Arrival

School doors open at 7:45 AM. Children are not permitted in the building prior to 7:45 AM because teachers are not available to supervise them.

Late Arrival

The instructional day begins promptly at 8:15 AM. All children arriving by car after 8:10 AM must be accompanied to the front desk by their parents. A child is tardy after 8:15 AM. **Excessive tardiness will prompt a phone call from the school and/or a parent conference with the teacher and an administrator.**

Dismissal

The school day ends at 2:45 PM. Students may depart by school bus, day care bus, car or by walking.

Car riders are picked up in the side driveway at the north end of the school. If you plan to pick up your child more than once a week, you should obtain a car hang-tag number when you register your child. Be sure that the hang-tag card is hanging from your rear-view mirror in the middle of your front windshield. If you do not have a car rider number, the front office will be happy to provide you with one.

When in line, park relatively close to the car in front of yours - don't leave big gaps. **Do not make double line until after 2:30 P.M.** Staff members will call out the car rider numbers to the students who will be waiting inside the building. Even if your child is in your car, you must remain in line to exit the area. Children who are not picked up by the end of the car rider line by 3 P.M. will be escorted to the front office. At this point, you will need to park your car, come into the building and sign your child out.

Any change in your child's usual departure arrangements must be made in advance in writing to the teacher and must be stamped by the office. Verbal notice by telephone call is not permitted. Teachers will discourage telephone calls from home to clarify dismissal plans unless it is absolutely necessary. Please do not email changes in transportation as email may not be checked until after dismissal. Changes in bus assignments are also not permitted. A student must ride his/her assigned bus. Children in Grade K and 1 must be met at the bus stop by either a parent or a caretaker. Bus passes cannot be issued for play dates; birthdays; boy/girl scouts meetings; weekend sleepovers or any other reason except for an emergency as determined by a school official. In the case of an emergency, verbal telephone changes in dismissal arrangements by parents will be permitted **only in extreme emergency situations. Besides a phone call,**

additional identification will be required of the caller. A fax will also be allowed in emergency situations. The fax must explain the situation, the requested change in transportation and a copy of your driver's license. The school fax number is 770-582-7514.

Procedure for students returned by bus because no one was home to meet them or students not picked up at school by 3:00 P.M



This procedure begins **after** the first three weeks of school.

1. First incident:
 - * School contacts parents, guardians or emergency contacts to pick up the child.
2. Second incident:
 - * School contacts parents, guardians or emergency contacts to pick up the child.
 - * School contacts Gwinnett County Public School (GCPS) Office of Safety and Security.
 - * A GCPS School Resources Officers (SRO) will contact parents or guardians and explain that Division of Family and Children Service (DFACS) will be contacted the next time the student is returned to school or picked up late.
3. Third incident:
 - * School contacts DFACS (770-518-5600).

Early Dismissal

If a student is to be dismissed early, the parent must send a note to the teacher explaining the reason.

Students will be released only to the parent or to those persons listed by the parent on the student checkout card. The person picking up the student must sign the attendance card each time the child is released from the school and must present his/her driver's license or some form of photo identification at the time of checkout. In rare circumstances, a secondary means of identification may be accepted in lieu of picture identification, at the Principal's discretion. Please notify the office in writing of any changes to this information.

Children are only released from the office. Please do not go to your child's classroom to check him/her out. **Early checkout must be complete**



Attendance Policy

There is a strong correlation between good attendance and strong academic performance. **Georgia law requires that all children attend school every day.** Children with more than five days of absences are considered truant according to Georgia Education Rule (160-5-1). Schools must automatically report absences (excused and unexcused) to the state. Please call the school if your child will be out. If we do not receive a call, we will call you to inquire as to why your child is not in school.

A child is considered absent if they are not in class by 11:45 AM or checkout before 11:45 AM. If your child is counted absent, they should not attend a school function the same night. On Early Release days, a child must be in attendance over two hours to be counted present for the day.

Students with perfect attendance for an entire semester will be awarded a Perfect Attendance Certificate. However, students that have been tardy and/or checked out early more than six times in a semester will not be eligible for a Perfect Attendance Certificate. Honor Rolls and Perfect Attendance certificates are not generated for the 2nd semester.

Excused absences include:

- Observation of religious holidays necessitating absence from school.
- Order by a court or other government agency.
- Personal illness or attendance in school that endangers a student's health or the health of others.
- Conditions making attendance impossible or hazardous to student health or safety.
- Serious illness or death of immediate family member* necessitating absence from school.

**Immediate family is defined as mother, father, sister, brother, or grandparent of the child.*

Signs of illness/reasons to stay home from school:

- Fever of 100.4 degrees or higher. During flu season a fever of 100 degrees. In order to return to school, a child must be fever-free without medications for 24 hours.
- Vomiting, diarrhea or severe abdominal pain.
- Whites of a child's eyes are pink or red with yellow drainage or matting.
- Any open sore oozing fluid or pus.
- Suspected impetigo, lice or scabies.

If you question whether you should keep your child home, feel free to call our school nurse at 770-582-7515.

Returning from an Absence

Upon return from an absence, the parent should submit a note to the teacher explaining the reason for the absence. For an excused absence, notes are accepted up to 5 days after the absence. A phone call about the absence is appreciated but **does not** replace the required written note. Notes may be emailed. Notes must also be submitted when a child is checked out from the school clinic.

School Store

The school store will be open to all students at least two days each week from 7:45-8:05 AM. Basic school supplies and snacks will be sold. Prices range from \$.25 to \$1. Profits are used to support the BLES Care Team and the BLES school counseling program.

Daily Snacks

Students are encouraged to bring a nutritious snack from home.

Telephone

Student use of the phones at school is limited to:

- Glasses left at home
- Medication left at home
- No lunch money after two charges
- Emergencies as determined by the teacher

Chewing Gum

Gum chewing is not permitted at school.

Pictures

School pictures will be taken twice during the school year. Once in the fall and again in the spring. These are optional and are offered as a service to students and parents. The fall picture will be used in the yearbook.

Out of respect for others' privacy, please do not take personal pictures in the school without permission.

Lost and Found

The Lost and Found area is in the cafeteria. Small items such as jewelry, watches, keys, etc. are turned in to the office. Please write your child's name on all personal property for easy identification. Unclaimed articles are donated to charity several times a year.

School Celebrations and Birthday Treats

The Gwinnett County Board of Education allows for two school parties per school year. Winter parties are sponsored by the BLES PTA and are held on the last days before Winter Break. Parties are not allowed for personal reasons such as birthdays. Parents are permitted to send in a simple birthday treat to recognize their child's special day. This will be distributed by the birthday celebrant in the cafeteria near the end of their lunch period. Please send individual or pre-cut treats for easy distribution. Nutritious snacks are also encouraged. Please do not send in drinks, birthday favors, balloons, or flowers. Purchasing ice cream from the cafeteria is an easy way to provide treats and is always a big hit. Birthday snacks can be left in the office and the office staff will inform the teacher.

Please do not ask the teacher or allow your child to distribute birthday invitations in the classroom unless all students in the class are invited to the party.

Classroom Visitation

Parents are invited to visit the classroom provided the students are not engaged in testing or other activities that require no interruption. Make sure that you sign in and get a Visitor Badge before going anywhere in the building. To assure that this is most productive for all, we require that you prearrange any visits with the teacher whose classroom you wish to visit 24 hours in advance. Please be respectful of the teaching and learning that is going on during the school day, and do not go to a classroom to discuss your child's progress with the teacher unless the teacher has scheduled an appointment with you.

School Clinic

BLES provides the services of a nurse. Clinic information must be completed by the parent for each student and is filed in the clinic. If a child becomes sick during the school day, the clinic staff will attempt to reach the child's parents. If unsuccessful, other emergency contacts listed by the parents will be called.

Keeping the clinic information current with all changes in daytime telephone numbers and cell phone numbers is imperative.

The clinic staff will call parents if they have concerns for the health of a student. In case of serious medical emergencies, paramedics will be called. The clinic staff dispenses all medications. No medication, including over-the-counter products, can be given unless it is sent in the original container with written instructions from the parent. All medications, including over-the-counter products, must be sent to the clinic in the morning. **Children are not to have medications in their possession during the school day.** For medications given on a long-term basis, a special form must be filed

with the clinic. Medications are not sent home with children. Parents must pick up the medications from the clinic.



Student Dress Code

Appropriate dress for school is important. Please adhere to the following guidelines:

1. Shoes must be worn at all times and may not have "heelies" (wheels on bottom of shoes) or cleats. Students are not to wear flip-flops. Tennis shoes are required for PE.
2. Bare midriffs, halter tops, tube tops, spaghetti straps or fishnet jerseys are not appropriate for the school environment. Underwear should not be showing. No off-the-shoulder shirts.
3. Ripped or torn jeans or excessively short skirts or shorts are not permitted. PJ bottoms are not allowed. Leggings and tights must be worn under a dress or appropriately long shirt. For example, t-shirts and leggings are not appropriate attire for school.
4. Clothing may not display anything offensive.
5. Clothing with alcoholic beverages, tobacco advertisements, guns, or symbols of death may not be worn.
6. Boys must wear their pants on their hips—no sagging. Low riding pants are also not appropriate.
7. Head coverings may not be worn in the school building, except for scheduled Hat Days, medical or religious reasons. The exception to this is that AR caps may be worn on AR Celebrations days and on Spirit-Wear days. Bandanas are not permitted around the head or neck. Sunglasses are not to be worn inside.
8. No excessive, distracting piercings, including face piercings.
9. Hair wigs are allowed for medical reasons only.

INSURANCE

Insurance that covers a student while at school or 24 hours per day is available. Parents may select the desired coverage from the insurance form received on Registration/Meet Your Teacher Day. This completed form is mailed directly to the carrier. Any student participating in extra-curricular activities or extended field trips must have school insurance or proof of coverage by family insurance.

SAFETY

Security Procedures

In order to maximize the safety and security of our children we require all visitors to follow these procedures:

- ⇒ All doors to the building are now locked. Teachers, staff and students are instructed NOT to open the doors to anyone. All visitors to the building will have to be buzzed in at the front door
- ⇒ All visitors, parents, parent volunteers, delivery persons and workmen will be required to stop at the front desk, sign in and wear a Visitor Badge while on the school grounds.
- ⇒ You will be required to show photo ID and tell where you are going while on the school grounds.
- ⇒ Your name will need to be on the checkout card to visit on the school grounds or be accompanied by a person who is listed on the child's card.
- ⇒ Students will not be released from the classroom to anyone. Parents must come to the front desk to check a child out and the parent must show their photo ID..
- ⇒ If a student leaves behind a textbook, please note that all GCPS textbooks are available online. For the safety of our staff and building, the school is not open to the public after 3:30pm.

Closing of School



If overnight weather conditions make it necessary to cancel school the announcement will be made by 6:00AM on WSB radio (750 AM, 95.5 FM or digital 98.5 FM); local TV news; www.wsbtv.com and on the GCPS website. If no cancellation is announced, school is in session.

If severe weather moves in during the school day, listen to WSB for early dismissal information. An announcement will always be made on WSB and posted on the GCPS

website before schools are dismissed early.

Students will be dismissed their "usual way" in the event of early dismissal. Make a family plan for early dismissal due to bad weather or an emergency. Notify all involved. Discuss this plan with your child. If there is an emergency and you cannot get in touch with the school, please check the GCPS website or call the Superintendent's Office at 678-301-7255.

Please keep your student emergency contact information up-to-date with your phone numbers and the phone numbers of at least one other person that can be contacted if you cannot be reached.

Remind

REMIND is an app that allows the school to send you an instant message through either text or email. To receive messages via text, simply text@ble to 81010. If you have trouble using 81010, try texting to 678-337-8678 instead. You can opt-out of message at any time by replying, "unsubscribe@ble". To receive messages via email, send an email to ble@mail.remind.com. To unsubscribe, reply with "unsubscribe" in the subject line.

Fire and Tornado Drills

Fire, tornado, and other emergency drills are held at regular intervals throughout the school year.

Parking

The driveway in front of the school is restricted to **buses only**. Parking spaces in front of the building and gravel lot are for **teachers only**. The entrance to these lots is at the north end of the school. Do not enter from the end of the drive nearest the gravel lot. Parents visiting the school should park in the **visitor parking areas** in the upper lot or at the north end of the school. If we need to use the playground as an extra parking area during school events, signs will direct you to that area. Do not park in any of the fire lanes or the food service access lane between the school and the gym. **ALL FIRE LANES MUST BE LEFT OPEN** so that emergency vehicles can reach our children in case of emergency in the fastest manner possible. Please note that you might be ticketed if you park on the streets near our school.



CAFETERIA SERVICES

Breakfast

Breakfast is served daily from 7:45 until 8:10 AM. The cost is \$1.50 for students and \$1.75 for adults.

Lunch

A student lunch costs \$2.25. An adult lunch is \$3.00. Milk is \$.40 and water is \$.60. Students may pay cash on a daily basis. Students may also prepay for their breakfast or lunch on a weekly or biweekly basis. Breakfast is \$7.50 per week and lunch is \$11.25 per week. Make checks payable to **Berkeley Lake Elementary School Cafeteria. Please include child's name or child's ID number.** Meals can also be pre-paid online at <https://www.mypaymentsplus.com/>. **You will have to provide your child's ID number.**

Students have the opportunity to purchase ice cream at lunch for \$1.00 cash.

Free and Reduced-Price Meals

You may apply for the Free and Reduced-Price www.gwinnett.k12.ga.us and the link to the form is under Student Nutrition.

Charges

Students that forget their lunches or lunch money may charge lunch or milk. This privilege is limited to a total credit of \$11.25. After \$11.25 is charged, a student will be given a PBJ sandwich and milk, or a cheese sandwich and milk (if they have a nut allergy), at no charge. Parents will be notified of the outstanding charges by letter and payment is expected the next day. Students may not charge breakfast.

Cafeteria Visitation

We request that parents who plan to eat lunch with their child send a note to the teacher the morning of their visit. After signing in and getting a Visitor Badge, please wait for your child's class on the benches outside the cafeteria. Please observe the official lunch schedule. **Parents, please do not bring fast foods or carbonated drinks into the cafeteria.** In order to protect the privacy of our students, taking pictures in the cafeteria is prohibited.

SPECIAL PROGRAMS

Berkeley Lake has various programs that meet the special needs of children. Evaluation and placement of a student into any one of these programs is a very complex process requiring professional study and testing. A team of Berkeley Lake staff members collaborate to review available data to make decisions on student placement. Parents may request this evaluation for their child. Teachers may also refer students for testing to determine eligibility for the following programs:

FOCUS

(Fostering Originality, Creativity, Understanding & Self-Awareness)

The FOCUS program provides enrichment for students meeting the state criteria for giftedness. The procedures for identifying and placing students in the gifted program are governed by the rules and regulations approved by the State Department of Education and are available on their website. Referrals to the gifted program may come from teachers, parents and students or as the result of system-wide testing scores. The school's gifted eligibility team review referrals for student evaluation after system-wide testing in grades 1, 3, and 5; after the first grading period in grades 2 and 4; and in the late spring for Kindergarten. The evaluation includes nationally standardized assessments of the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school. Students in the gifted program are reviewed annually at the end of each school year for continued placement.

Speech

Speech Language Pathologists are available to work with students having speech or language disorders severe enough to significantly affect their classroom achievement.

ESOL (English Speakers of Other Languages)

ESOL services are offered to students whose native language is one other than English and whose assessment results show a need for help to perform academically. Students may receive support in the homeroom classroom as well as in a resource setting.

Special Education Services

Special education services are provided for students who are found eligible. Students receive support in a variety of settings including the regular education classroom and small group settings.

SPECIAL PROGRAMS (cont'd)

Student Support Team (SST)

Our Student Support Team facilitates teachers, counselors, administrators and other educators to work in a collaborative manner to develop an educational plan that addresses the individual needs of students who are struggling in the school setting. Students who experience academic difficulties, display poor social skills, exhibit emotional/behavioral problems or who consistently score below average on standardized achievement tests may be considered for SST referral. If needed, further evaluation and possible testing can result. For more information about SST, please contact the school administration.

Media Center

The Media Center serves as an instructional partner to assure information literacy and student achievement. This is achieved through collaborative lessons, programs, relevant resources (both book and Internet), material selection and more.

The library cards that are issued to BLES students in grades K, 1, and 2 are plastic. These cards are durable and should last throughout the school year. If a card is lost or broken it will be replaced once for free. If a third card is needed within a school year, there will be a replacement charge of \$1.

Accelerated Reader Program (AR)



AR is a computerized reading comprehension program. The AR program encourages students to set goals, read books and take quizzes on the books read to attain that goal. Quizzes are purchased by BLES that correspond to titles found in the Media Center. AR celebrations are held quarterly to recognize student achievement in reaching their specified goals. Parents are encouraged to attend.



Technology

Berkeley Lake Elementary School is fortunate to provide a lot of technology equipment to enhance student learning. Each classroom has several student laptops, a document camera, interactive white board equipment and a printer. In addition, depending on the grade level, some classrooms have tablets. Each grade level has access to additional laptop as needed, and the media center allows checkout of digital cameras for technology projects.

Our school also has four computer labs, which students visit on a regular basis, either with their classroom teacher or during a technology special.

Our building is equipped with a secure wireless network for both students and staff. This allows our students to participate in BYOD. Students are encouraged to bring their own devices from home once the approval form has been signed by a parent and returned. The classroom teacher will send this form home when she/he is ready to start BYOD in the classroom.

BLES also participates in several paid subscriptions programs to enhance student learning. Education Galaxy, Brainpop, Brainpop Jr. and Brainpop Spanish can all be accessed through My eClass and no password should be needed.

All students will have a My eClass account. My eClass is not only home to items such as online textbooks, reading books related to curriculum and organized by reading level, and other digital resources, but will also be home to each teacher's class website. Weekly classroom newsletters can be found under the teacher's course pages on a regular basis so they can be aware of important classroom news.

Strings



Berkeley Lake is proud to partner with Crescendo Strings Academy (www.crescendostringsacademy.com) to offer second through fifth grade students strings instruction. Weekly lessons and music are included. Lessons are after school on Wednesdays from 2:45-4:45 PM. For more information contact the front office at 770-446-0947.

SCHOOL-PARENT COMMUNICATIONS

Communication between parents, teachers and administrators is a key to student success. Information about your child's curriculum is provided in August at their grade level Curriculum Night. Weekly letters from teachers are sent home to describe classroom instruction. Bear Essentials, a weekly newsletter about school happenings, will be online every Friday. The PTA news letter, Paw Prints, contains general news and information about school and PTA activities and is published periodically throughout the school year. To receive text messages from the school, parents should sign up by texting @ble to 81010. Autodial messages are also sent out from the school with important timely information.

Berkeley Lake also has a comprehensive web page that contains a variety of information about our school. The school calendar, lunch menus and information about special events are updated frequently. The web address is: <http://www.gwinnett.k12.ga.us/BerkeleyLakeES/home.html>.

SCHOOL-PARENT COMMUNICATIONS (cont'd)

GCPS' Parent Portal

The Go-To Source for Gwinnett Parents. www.go2.gwinnett.k12.ga.us

The GCPS Parent Portal will serve as your secure connection to GCPS for information about your child and his or her academic career. Parents can access student grades and attendance data online, 24/7 using the GCPS Parent Portal. All you need is a computer with Internet access and a user ID and password. To sign up for the Parent Portal, please come by or call the front office at 770-446-0947.

The school counselors serve as a resource for all students, faculty and staff. The counselors are responsible for the orientation of new students; transition between grade levels; special needs programs; referrals to community agencies and parent education. The counselors have contact with students through classroom guidance, small group meetings, and individual counseling. Parents, as well as faculty, are encouraged to consult either of the counselors regarding student concerns. During the 2016-2017 school year, Laura Marantz (770-582-7522) will work with 1st, 3rd, 4th, and 5th grade students. Sara Penland (770-582-7523) will work with K and 2nd grade students.



Homework

Homework is required at each grade level. It is an extension and reinforcement of classroom learning. As a rule of thumb, nightly homework should take about 10 minutes x the grade level. These are approximate times per grade level:

K	5 minutes
1st	10 minutes
2nd	20 minutes
3rd	30 minutes
4th	40 minutes
5th	50 minutes

Agenda books are provided in grades 3, 4, and 5. These books are laid out by day and month to assist students in organizational skills by recording daily homework, tests, events, etc.

Students will not be permitted to call home for forgotten homework. Any questions about homework should be directed to the teacher.

Students are expected to take home all materials they need for homework as they leave school. The school and classrooms are locked at the end of the day. Please remind your child of this. If a needed textbook is not brought home, all GCPS texts can be accessed online.

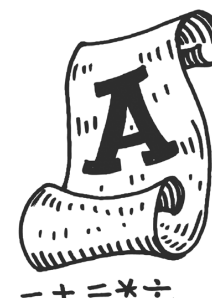
Make-Up Work

When students are unable to attend school due to illness, procedures are in place to facilitate make up of missed work. Work can be made up upon their return. If a parent desires, he/she may phone the school and request that the assignments be available for pick-up. Please allow 24 hours for assignments to be ready. Per GCPS policy, students have as many days as they were absent to make up assignments. (For example, two days to make up work if absent for two days). Also per GCPS policy, assignments cannot be given prior to absences.

Progress Reports

Progress reports (report cards) are sent home every 5-6 weeks and report cards are sent home twice a year - in early Jan. and May. The grading scale used in Gwinnett County is as follows:

Grades Kindergarten and 1	Excellent Progress
E = Excellent	Above Average Progress
S = Satisfactory	Average Progress
N = Needs Improvement	Below Average Progress
U = Unsatisfactory	Unsatisfactory Progress
Grades 2, 3, 4 and 5	B = 80-89
A = 90 and above	C = 74-79
	D = 70-73
	U = Below 70



The reporting scale reflects a student's mastery of the AKS. The progress report gives information about effort and performance in the areas of Reading, Writing, Math, Science, Health, and Social Studies. The dates that progress reports are sent home are listed in the school calendar for your convenience.

Conferences

In addition to progress reports, teachers schedule individual conferences with each student's parents twice a year. Students are dismissed early two days in the fall and the spring to allow teachers to schedule conferences. Conference dates and early release times are listed in the school calendar. Parents or teachers may also initiate and schedule conferences at other times as needed. Teachers may be reached by calling the front office and leaving a message (770-446-0947) or by email. Teachers will return calls within 24 hours. For email type the teacher's first name followed by

STANDARDIZED TESTING

Gwinnett County Elementary students take the following standardized tests:

Kindergarten

The Georgia Kindergarten Inventory of Developmental Skills (GKIDS) is a state-mandated assessment administered throughout the school year to all kindergarten students. The GKIDS evaluation assesses a student in communicative skills, logical-mathematical skills, physical skills, personal skills and social skills. This assessment aids in determining readiness for first grade.

First, Second and Fifth Grades

The Cognitive Ability Test (CogAT) is given in the fall. This test is an evaluation of student mental abilities. It helps to identify potential participants for the gifted program.

Third, Fourth and Fifth Grades

The Georgia Milestone Assessment System (GMAS), given in the spring, is a state-required evaluation designed to measure students acquisition of knowledge, concepts and skills set forth in the state curriculum. It is given in the content areas of Reading, English/Language Arts, Math, Social Studies and Science.

Second and Fifth Grades

ITBS (Iowa Test of Basic Skills) is given in the fall. It is a nationally-normed achievement test that compares the performance of Georgia students with the performance of students in the rest of the nation.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

- ◆ The right to inspect and review student educational records maintained by the school;
- ◆ An opportunity to challenge the content of the student educational records;
- ◆ The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;
- ◆ The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purposes; (D) in connection with the student's application for financial aid; (E) state and local officials pursuant to State law; (F) organizations conducting studies on behalf of the school; (G) accrediting organizations; (H) parents of a dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

PRIVACY

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

Note: The notices included above are recommended for inclusion in the Student/Parent Handbook. However, many other notices are required which may be distributed in other ways. Other such notices may include, but are not limited to, student discipline; No Child Left Behind (NCLB); medical examinations of students; surveys distributed to students and directory information distributed to the armed forces.

CITIZENSHIP AND DISCIPLINE

Berkeley Lake has developed a student citizenship and discipline program that allows students to know the type of behavior expected of them, to take personal responsibility for their own actions and to understand the consequences of their actions. All students spend time discussing and learning the school rules, which can be summarized as follows:

Respect Yourself.

Respect Others.

Respect Your School.

Teachers maintain discipline through classroom management plans and incentives to promote student cooperation.

The Gwinnett County Board of Education has developed a Student Conduct Behavior Code. The following rules apply when a student is:

1. On the school grounds;
2. Off the school grounds at a school activity, function or event;
3. En route to and from school; or
4. Off the school grounds, while the student is in attendance at any school function or is otherwise subject to jurisdiction of school authorities.

-
- A. A student will not interrupt learning and teaching.
 - B. A student will not damage, attempt to damage, take or attempt to take school property.
 - C. A student will not damage, attempt to damage, take or attempt to take the personal property of others.
 - D. A student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
 - E. A student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school.
 - F. A student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns, knives, firecrackers, lighters, etc.) whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
 - G. A student will not possess, use, or distribute alcohol, drugs or any substances they represent to be alcohol or drugs.
 - H. A student will not disobey directions or commands of teachers, principals, bus drivers, etc.



- I. A student will not expose or touch himself, herself or others inappropriately including private areas of the body.
- J. A student will not miss school or class without an excused absence.
- K. A student will not exhibit unsafe and/or inappropriate conduct at any time.
- L. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

The consequences for minor violations include a hierarchy of steps. First the student will be given redirection, timeout and natural and logical consequences. This will provide the student the opportunity to review his/her own actions and develop a plan to solve his or her own problem.

Depending on the frequency and severity of violations, the hierarchy of steps can lead to intervention by an assistant principal; the principal; ISS (in-school suspension) or OSS (out-of-school suspension). Major violations receive immediate attention by the administration. The following circumstances warrant a prompt administrative referral:

- ◆ Possession of weapons, fireworks, drugs, alcohol, pornography or other dangerous items;
- ◆ Defiance of authority;
- ◆ Stealing;
- ◆ Destruction of school property or personal property belonging to someone else;
- ◆ Abusive language toward an adult or other student;
- ◆ Fighting with intent to harm.

Parents are notified of recurring or serious offenses. Any questions about discipline should be directed first to the teacher and then to the administration. Each family will receive a Student Parent Discipline Handbook which is designed to inform parents, students, visitors and citizens of Gwinnett of the regulations governing student conduct. Students will have an opportunity to discuss the details of this handbook and review school rules at the beginning of the school year. Students and parents must return a form to school certifying their receipt of this handbook.

STUDENTS COMPLAINTS AND GRIEVANCES

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three-step procedure outlined in procedure P.JCE which is summarized as follows:

Step I

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

Step II

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

Step III

A complaint may be reviewed by the district Title IX coordinator. To file a complaint with the Title IX district coordinator, send a letter detailing the complaint to:

The Office of Title IX Coordinator
Gwinnett County Public Schools Instructional Support Center
437 Old Peachtree Road
Suwanee, Georgia 30024
Telephone Number: 678-301-6050

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

In order to fulfill its obligation under Section 504, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination of any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

School districts have specific responsibilities under the Act that include the responsibility to identify and evaluate whether students are eligible under Section 504. If it is determined that a student is eligible under Section 504, the school district must afford accommodations providing access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. If you have any questions, please contact Mr. John Shaw at 678-301-7104.