

Starling Elementary



2013-2014
Parent/Student
Handbook

Name: _____

1st 2nd 3rd 4th Nine Weeks

Starling Weekly Behavior Report

Respect

Appropriate Choices

Manners

Safety

0 – 1 ✓'s = E

2 – 3 ✓'s = S

4 – 5 ✓'s = N

6+ ✓'s = U

Conduct	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Follows Directions									
Shows Self Control									
Controls Talking									
Accepts Responsibility									
Respects Others									
Positive Attitude									
Weekly Grade									
Work Habits	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Consistently Does Homework									
Works Well Independently									
Works Well In a Group									
Completes Work On Time									
Uses Time Wisely/Stays On Task									
Actively Participates in Class									
Consistently Organized									
Is Prepared for Class									
Listens Attentively									
Weekly Grade									

	Comments	Parent's Signature
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Name: _____

1st 2nd 3rd 4th Nine Weeks

Starling Weekly Behavior Report

Respect

Appropriate Choices

Manners

Safety

0 – 1 ✓'s = E

2 – 3 ✓'s = S

4 – 5 ✓'s = N

6+ ✓'s = U

Conduct	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Follows Directions									
Shows Self Control									
Controls Talking									
Accepts Responsibility									
Respects Others									
Positive Attitude									
Weekly Grade									
Work Habits	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Consistently Does Homework									
Works Well Independently									
Works Well In a Group									
Completes Work On Time									
Uses Time Wisely/Stays On Task									
Actively Participates in Class									
Consistently Organized									
Is Prepared for Class									
Listens Attentively									
Weekly Grade									

	Comments	Parent's Signature
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Name: _____

1st 2nd 3rd 4th Nine Weeks

Starling Weekly Behavior Report

Respect

Appropriate Choices

Manners

Safety

0 – 1 ✓'s = E

2 – 3 ✓'s = S

4 – 5 ✓'s = N

6+ ✓'s = U

Conduct	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Follows Directions									
Shows Self Control									
Controls Talking									
Accepts Responsibility									
Respects Others									
Positive Attitude									
Weekly Grade									
Work Habits	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Consistently Does Homework									
Works Well Independently									
Works Well In a Group									
Completes Work On Time									
Uses Time Wisely/Stays On Task									
Actively Participates in Class									
Consistently Organized									
Is Prepared for Class									
Listens Attentively									
Weekly Grade									

	Comments	Parent's Signature
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Name: _____

1st 2nd 3rd 4th Nine Weeks

Starling Weekly Behavior Report

Respect

Appropriate Choices

Manners

Safety

0 – 1 ✓'s = E

2 – 3 ✓'s = S

4 – 5 ✓'s = N

6+ ✓'s = U

Conduct	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Follows Directions									
Shows Self Control									
Controls Talking									
Accepts Responsibility									
Respects Others									
Positive Attitude									
Weekly Grade									
Work Habits	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
√ Indicates Need to Improve									
Consistently Does Homework									
Works Well Independently									
Works Well In a Group									
Completes Work On Time									
Uses Time Wisely/Stays On Task									
Actively Participates in Class									
Consistently Organized									
Is Prepared for Class									
Listens Attentively									
Weekly Grade									

	Comments	Parent's Signature
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Name: _____

1st 2nd 3rd 4th Nine Weeks

I received a check in a particular area because...

Conduct	
√ Indicates Need to Improve	Explanation
Follows Directions	
Shows Self-Control	I have the ability to control my actions, but I have chosen not to
Controls Talking	I chose to talk to friends when it was inappropriate and distracting to peers
Accepts Responsibility	
Respects Others	I chose to act inappropriately towards others
Positive Attitude	I chose to say or do things which reflects negatively and/or did not put forth my best effort
Work Habits	
Consistently Does Homework	
Works Well Independently	I chose to draw, roam around the room, talk, or play with items in my desk rather than complete my seat work
Works Well in a Group	
Completes Work On Time	
Uses Time Wisely/Stays On Task	I chose to not do my assignment in the time given
Actively Participates In Class	
Consistently Organized	
Is Prepared In Class	
Listens Attentively	
Listens and follows directions	I chose to engage in other activities and demonstrated that I did not know what was going on in class

Weekly Grade with Checks

E (excellent)	Zero or 1 check
S (satisfactory)	2 or 3 checks
N (needs to improve)	4 or 5 checks
U (unsatisfactory)	6 or more checks

Starling Elementary School

Policies and Procedures

2013-2014

1. ATTENDANCE

Punctual and regular attendance for every student is very important. Class activities and direct instruction cannot be duplicated by assigning work. A regular attendance record has a direct effect on grades and attitude toward school. Please make every attempt to be in school every day and to be on time.

A. Absences

Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family requiring absence from school.
- A court order or an order by a governmental agency mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to student health or safety.
- Serving as a page in the General Assembly.

After an absence from school a student must present a written statement signed by a parent/guardian giving the reason for the absence. Emails will not be accepted. Should the reason be one noted above, your child's absence will be marked excused as long as the written signed statement is received within 10 days of your child's return to school. Refer to your Gwinnett County Public Schools Student/Parent Discipline & Intervention Handbook for more attendance information.

If a student is absent one day, the teacher will give them make-up work when they return. If the student is absent more than one day, parents may request make-up work. Please allow 24 hours for the teacher to gather needed materials. Please do not drop by during instructional time to discuss make-up work with the teacher. Vacations and family outings are unexcused absences. Please do not ask teachers to provide make-up work in advance for planned trips. It is important to note that some work (classroom group work, experiments, discussions, for example) cannot be reasonably made up. However, the child will still be responsible for the learning on assessments.

B. Partial Day Attendance

To be counted present for the whole day, students must attend for at least the equivalent of half the school day. (8:15 am - 11:30 am or 11:30 am - 2:45 pm)

C. Tardies

The Starling average for student tardies has been twice as high as the district average for three years in a row! Please help get your students to school on time every day. Students that come in late interrupt the learning of every other child in the classroom. A student that is tardy 3 or more times AND/OR checked out early 3 or more times will not be eligible to receive the perfect attendance award. Tardies must be accompanied by a medical or dental note to be excused.

D. School Hours

School hours are 8:15 a.m. until 2:45 p.m. **If a student arrives at school after 8:15 a.m. an adult must "sign in" the student in the office.** Students arriving late to school should report to the office **with their parent/guardian/adult to sign in** and complete tardy information. Please make every effort to be on time each day. A tardy student interrupts teaching and learning for all other students in the class. Students must be in their classroom at 8:15 a.m. or they will be marked tardy. Announcements begin at 8:10 a.m. Students should not be in the building any earlier than 7:45 a.m. The building is open for parents and visitors from 7:30 am - 3:30 pm. Doors will remain locked until 7:30 am. Staff are not permitted to let visitors in before 7:30 am.

E. Early Check-Out

If students must leave during the school day for any reason the following procedures are expected:

- A parent must sign the child out through the front receptionist.
- Office personnel will locate the student.
- Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.
- **Please be prepared to show a picture ID every time you check-out your child.**
- Do not go to the classroom to get your child.
- If restrictions exist concerning individuals who may pick-up your child, please notify the school in WRITING.
- If your child needs to leave early, please pick him/her up by 2:00 p.m. After 2:00 p.m. the students should either ride the bus or join the car riders for car pool pick up.
- Cars are not allowed in the front drive when a school bus is already parked in the drive. Adhering to the 2:00 pick-up time will ensure you are not in violation of this policy.
- The building is locked at 3:30 p.m. each day for security reasons. Students should gather all needed materials and books before leaving at dismissal time. Parents, do not bring your child back to the school to get things. Custodians will not let you in a classroom to get forgotten items. We are working on student responsibility, and we need your support.
- A student that has 3 or more early checkouts will not be eligible to receive the perfect attendance award.

F. Arrival and Dismissal Procedures

- Please encourage your children to ride the bus (as often as possible) for these reasons:
 1. Fewer cars on the road help our environment. The quality of our air is important! Set a positive example for your children. Fewer cars reduce the traffic and the time it takes for all students to arrive and dismiss safely.
 2. Buses are safer for all students. Highway 20 is a very busy highway. Buses will receive police assistance getting onto the highway whereas cars will not.
 3. Students riding the bus learn to follow rules and learn a different type of responsibility. Students learn to cooperate with others in a different way. We have strict rules and we enforce them. Let your children know that you expect them to learn to ride the bus safely and if there are problems we will work together to solve them.
 4. Riding the bus means your student will always be on time for school.
- Walking to/from Starling Elementary is strongly discouraged due to high traffic and limited supervision.
- There is no early check out after 2:00 p.m. Bus riders and day care students will be dismissed at 2:45 p.m. Car riders will be released once buses are loaded. For safety reasons, walkers will be dismissed last.
- Any student that walks to and from school must have a note in writing on file signed by the parent/guardian.

- Announcements begin at 8:10 a.m.
- Students must be in their classroom by 8:15 a.m. to be on time. Car riders may enter the building at 7:45 a.m.
- Buses will be given a priority for loading and unloading in the front of school. Cars are not allowed to drive in the front driveway during arrival and dismissal times (7:45 a.m. to 8:30 a.m. and 2:00 p.m. to 3:15 p.m.).
- All car riders must be dropped off and picked up on the parking lot side of the building. Students are not allowed to meet parents in the parking lot. Parents must remain in their vehicle while in the car pool line. Remember, safety is important for all students. **Car riders should never be dropped off in the front of the building unless they are tardy and accompanied by an adult.** No parking in the bus land is permitted.
- The car pool line will start at the designated "start" line. Please stop at the crosswalk and do not block it. Parents are asked to refrain from talking on cell phones while dropping off and picking up students. Also, do not idle as little lungs are at work.
- Car rider tags are required to be displayed in order to pick up students. ID will be required if the car rider tag is not available.
- Students transportation should be consistent each day. Any change or variation in the transportation method for an elementary aged child causes undue stress on the child and the school to ensure safety each day. Students who come to school on the bus should return home on the same bus. Any changes must be in writing from the parent. Gwinnett County Public Schools will no longer allow transportation changes on buses unless it is an emergency situation. The amount of time required by the office for transportation changes warrants no checkouts being permitted after 2:00 p.m. for any student. This will allow us time to prepare for a safe dismissal of our students each day. **Written notification by the parent must be received in the office before any transportation changes can occur.** In absence of a note written by the parent, a child will be placed on his/her usual mode of transportation. We will not take a child's word about his/her dismissal procedure. Transportation changes will not be taken over the phone or via email. If you have a question or a concern about a route or driver, please call the transportation department at 678-377-8952 to speak with transportation Supervisor, Mary Conway. **School Bus Safety Policies and Procedures are included in the Student/Parent Discipline and Intervention Handbook.**

Please know that our goal is for students to arrive and dismiss safely. The task of dismissing students safely and quickly continues to challenge all of us. We must all work together cooperatively and positively for the safe arrival and dismissal of all students. Thank you for following these rules and procedures!

2. CLINIC/STUDENT ILLNESS AT SCHOOL

A. Clinic Attendant

We are fortunate to have Mrs. Kathy Davenport, RN, as our clinic attendant. Your donation of clinic supplies is very important and appreciated!

When a child becomes ill at school, the school nurse determines if the parent should be contacted. Since some parents do not have phones and many are at work, we must have the name and phone number of a friend or relative that can be reached if you are not available. We should also have your work number.

Please do not send your child to school sick with a note requesting that the teacher send your child to the clinic. Be considerate of other students by caring for your child at home. It is the responsibility of the parents to see that medical treatment is given to their child. Our clinic is not designed for lengthy sick care.

It is only appropriate as a holding area until a parent arrives.

Children's Healthcare of Atlanta Professionals recommends that students:

- Who have vomited or those with fever remain at home until the child has been "fever free" for 24 hours without the aid of medication.
- Who need an antibiotic, take the antibiotic 24 hours before returning to school.

All parents should adhere to these guidelines to help us maintain a sick-free environment.

B. Medications

Parents should bring any medication to and from the clinic. Parents need to complete a required form concerning medication before medicine can be dispensed at school. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines apply:

- **Parents must bring medication to the clinic and complete forms for medicine to be dispensed.**
- If prescription medication is necessary during school hours, the parents must complete the permission form provided by the school system which must contain the same information as that on the prescription bottle. These forms are available in the clinic.
- Prescription medications must be maintained in the original prescription container.
- Each time the medication dosage changes, the prescription bottle label must be changed to reflect the dose ordered by the physician.
- Medication needed for long periods of time should have an updated request from the parent/physician yearly.
- If over the counter medication is required on an as needed basis, the parent/guardian must furnish a written request which includes date, student's first and last name, name of medication, dose and time to be administered and reason for medication. Medications must be received at school from the parent/legal guardian in the original container. If the medication is to be administered for more than one day, the Administration of Medication Request Form must be completed.
- **Medications received in anything other than the appropriate child-proof container cannot be administered at school.**

When medication is discontinued, any medication remaining must be picked up from the clinic by the parent. If the medication is not picked up within two weeks of discontinuation, it will be destroyed by the clinic attendant.

All medication must be administered by the school clinic. **The practice of sending individual medications to school with the child in lunch boxes, book bags, etc., is hazardous and forbidden.** Reactions to the drug taken might not be recognized by school personnel and the inappropriate treatment might be rendered. Therefore, children should NEVER have medications of any kind in their possession.

3. COLLECTION OF MONEY FROM STUDENTS

Money may be collected for certain assemblies, field trips, breakage of school property, damaged textbooks, and other items. Payment for most events can be made online using My Payment Plus and your child's student ID number. If money is sent to school, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name and your child's name.

4. DRESS AND PERSONAL APPEARANCE

The student dress code is designed to reduce the likelihood of distraction and to maintain an academic focus in the classroom and on campus. The purpose of the student dress code is not to inhibit any person's taste in attire, but to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. Our staff requests a partnership with parents to observe the following guidelines when

purchasing school attire. Please do not allow the fashion industry to set your standards.

- The wearing of or absence of any item of clothing that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated. Gang attire is prohibited.
- Avoid clothes that promote unhealthy attitudes toward school or groups of people.
- Caps/hats and/or hoods on coats or sweatshirts are not to be worn in the building. Hats may be worn only on special events as specified.
- Bike shorts (spandex) and short shorts should not be worn to school. 3rd, 4th, and 5th grade students' skirts, shorts/skortis should be fingertip length or longer. Capris are encouraged for 3rd 4th and 5th grade girls if shorts cannot be found in the appropriate length. Girls are encouraged to wear shorts or leggings under appropriate length dresses/skirts.
- Spaghetti strap tops and tank tops must be worn over or under a garment that covers the shoulders for 3rd, 4th, & 5th grade students. Tops for all students should be long enough to cover the midriff when arms are raised to shoulder level.
- Low riding pants and/or baggy jeans are not appropriate for school. Undergarments should not be visible.
- Tank tops, muscle shirts, midriff jerseys, chains, see-through or mesh jerseys, and torn clothing are not acceptable wear for school.
- Shoes that have skates in the sole should not be worn to school. Even if the skates are pushed in or taken out, these shoes are not appropriate for school. Closed toed shoes or sandals are preferred over flip flops to avoid injury.
- Athletic shoes should be worn on the days the students have PE.
- Make-up, perfumes/colognes, scented lotion and scented body sprays can be used at home but not be brought to school.

Parents will be called and asked to bring a change of clothes if a child is dressed inappropriately. Parents and visitors can assist by being role models for appropriate dress as they visit our school.

5. GIFTED EDUCATION

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level.

The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

A school's gifted eligibility team reviews referrals at the beginning, middle and end of each school year to determine which students will be evaluated. A child may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes 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.

6. GRADES/ASSESSMENT

Gwinnett County Public Schools requires that students receive grades in academic areas each nine week period. Parent/Teacher conferences are scheduled in October and February. Parents and/or teachers may request

additional parent conferences if needed. Assessments and grades reflect a student's achievement and progress of the outlined Academic Knowledge and Skills (AKS) for each grade level. Each teacher will review classroom grading policies and procedures at Parent Orientation.

1. Kindergarten

- The Georgia Kindergarten (GKIDS) is the formal assessment instrument used in all Georgia kindergarten classes.
- The kindergarten report card is designed to be used to assist teachers in evaluating the on-going growth and development of each student. The most widely used source of on-going evaluation data is the teacher's observation on a daily basis.

2. Grade 1

Progress reports use the following scale to report grades in all areas:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

3. Grades 2-5

Student AKS achievement is graded by A, B, C, D, U defined as follows:

- A 90-100 Excellent Progress
- B 80- 89 Above Average Progress
- C 74- 79 Average Progress
- D 70- 73 Below Average Progress
- U 0- 69 Unsatisfactory Progress

Special Areas, Conduct, and Effort reporting scale:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Parents, please notify your classroom teacher if you have any question about your child's grade. Parents are encouraged to request a conference with the teacher at any time. Parents are key players in the academic success of students. Make a special effort to attend each parent conference. Parents may check their child's grades, attendance, lunch account, and textbook status online at any time via the Parent Portal. See the front office staff if you need to sign up.

7. HOMEWORK

Home study is a necessary part of each student's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. Students should be certain they understand the assignment when the teacher gives it and do their best to complete the task. When they have trouble they should seek help from parents or siblings. If students continue to struggle, please notify the teacher. If students have finished their homework, or were not given any specific assignments, it is recommended that they read or practice math facts in order to improve their skills. Our faculty strongly urges each student to read every night independently or with an adult and/or write in a journal. Assignments should always be completed by the student not the parent. Students should use the agenda book to help learn organizational skills. Please use the agenda book as a daily home to school communication tool. Homework procedures vary by grade level including time required and amount given.

Please do not rescue your child if he/she forgets homework, books, or lunch. Your child will learn to be

responsible if you allow him/her to accept the consequences of forgetting. If you rescue your child and bring the items to school, the parent assumes the responsibility, not the child. To maintain an instructional focus and not interrupt instruction, our policy is to place all items brought by parents in the teacher's mailbox. The items are not taken to the student. The teacher will see these items at planning time, lunch, or maybe even after school. Therefore, the student cannot count on receiving these items when needed. Consequences for not having homework or needed materials are still earned if the items are placed in the teacher's mailbox.

8. LOST AND FOUND

Lost and found items are located in the Activities Room next to the gym. A student may check for a lost item at any time with the teacher's permission. Unclaimed lost and found items are periodically donated to charity.

9. MEAL PROGRAM

NuMenus is a new approach to menu planning for the School Nutrition Program. The new approach emphasizes the nutrient content of the meal rather than the number and type of foods offered. Meals will be analyzed regularly to assure that the nutritional needs of the students are being met by age group in the following areas: Total calories, Fat, Saturated Fat, Protein, Carbohydrates, Calcium, Vitamin A and C, and Iron.

A. Reimbursable Lunches for School Year 2013

All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components- Fruits, Vegetables, Grains, Meat/Meat Alternate and Milk. A **reimbursable meal** must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A **reimbursable meal** must also contain at least one serving of the fruit or vegetable component. Students may take up to 2 servings from the fruit and vegetable component.

B. Meals

Student breakfasts are \$1.50. Student lunches are \$2.25 plus \$.40 for extra milk. Adult lunches are \$3.00. Students are encouraged to purchase meal accounts. Students in grades 3-5 are allowed to use their meal account to buy extra food items if they purchase a school lunch. If parents do not want extra food items purchased, a block can be placed on the meal account. You can pay for your child's lunch on MyPaymentsPlus.com using their student number. Free or reduced price lunches will be provided for those students whose families meet federal guidelines. If parents wish to apply for free or reduced price lunches, forms are available from the school office and on the Gwinnett County Public Schools web site. Parents are invited to eat lunch with their child. Parents/Guardians should say "good bye" to their student in the cafeteria so that the teacher can begin instructional time after lunch. Please plan to buy lunch at school or bring lunch from home. **Fast food lunches do not follow our nutrition guidelines and are not permitted in our cafeteria.** Fast food may not be dropped off in the office for students. Please do not bring carbonated drinks or sodas to school.

ATTENTION PARENTS: Did you know that when your student qualifies for free lunch, they also qualify for free breakfast? Yes it's true! The Rams Cafe invites all free lunch participants to join us for a nutritious, filled breakfast each morning beginning at 7:45 a.m.

C. Meal Charges

We encourage all students to purchase meals at school. We discourage charging lunch; however, we realize that students may misplace money. To avoid sending money in with your child, you may pay for lunches on mypaymentsplus.com using their student number. Students may charge lunch two times. A third charge will result in parents being notified and the student receiving a partial meal. If your child has to charge, please take care of that charge the following day. www.mypaymentsplus.com

D. Lunchroom Visitors

All lunchroom visitors must show a photo ID and be on the students contact list. Please plan to eat with your child at a guest table. Students are not allowed to invite a classmate to join them at the guest tables. All students at classroom tables are expected to adhere to "no-talking" anytime music is playing. We try to balance these quiet times with liberal opportunities to talk softly at the table. Parents could help by modeling using a quiet voice when talking to students and other parents.

10. MEDIA CENTER

A. Media Center

In the media center we help students locate reading materials, use online kid friendly databases, become discriminating information locators, and teach information literacy skills. Our collection of materials has been developed to support and enrich classroom study. Promoting the love of reading is also a priority for us.

B. Circulation Procedures

Books circulate for a two week time period. Children in kindergarten and first grade can check out one book at a time. Children in grades two through five are able to have two books checked out at one time. You may want to help your child decide on a special spot at home for their library materials so they are not lost, damaged or forgotten. All students are taught and expected to follow media center procedures.

If the materials are not returned after two weeks, they are considered overdue. Overdue items are posted on the Parent Portal. Students who have overdue books will not be allowed to check out another book until the overdue book is either returned or paid for. The fee for lost or damaged books at the elementary level are: hardback: \$15.00, paperback: \$5.00, and magazines: \$3.00. Returning books on time allows more children to enjoy the materials we have.

Materials are due back by 9:00 am each morning.

C. Accelerated Reader

Accelerated Reader is the world's most widely used reading software. It is a motivational reading program, where students self select books within their reading range. This range is determined by teacher assessment.

The program has over 152,000 tests available to the students. Books with a test can be checked online from the Starling webpage under the Media Center link. <http://starlingmediacenter.weebly.com/> Tests may only be taken at school.

A student reads a book and then takes a five, ten or twenty question Reading Practice test on the selected title. Taking a test is an individual activity. The program then assigns points to the student based upon the level of book and the percentage of questions answered correctly.

Based on the amount of points the students earn, awards are given out on the closed circuit television every Friday.

If students are found cheating on Accelerated Reading tests, the following policy applies:

First offence: The students will lose all of their A/R points earned for the year. The students will have a meeting with the media specialist.

Second offence: the student will lose all of their A/R points and be banned from the A/R program for a length of time to be determined by the teacher and media specialist. An

administrator and parent will be advised of the decision.

Parents can access their student's progress on Accelerated Reader through the Home Connect program. A letter will be sent out in the beginning of the year with this access information.

11. MESSAGES

A. Messages to Teachers

Calls will be received by the school between 7:30 a.m. and 4:00 p.m. Messages will be taken for teachers to return calls. Instructional times cannot be interrupted. Teachers will return phone and email messages within 24 - 48 hours.

B. Messages to Students

Only messages of an emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment. That purpose is not compatible with interruptions. Use of the telephones by children is permitted only in emergency situations. **Students will not be pulled out of class to come to take a phone call or to visit with parents.**

12. PARENT VISITATION/OBSERVATIONS/VOLUNTEERS

GCPS Visitors to Schools and Classrooms Procedure

Any visitor with legitimate business on school grounds must sign in at the Main Office and show a photo ID (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus.

To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

During School Hours

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by the Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make an appointment to see a teacher, the principal, the assistant principals, counselors, other staff members, or to visit their children's classes.

Volunteers are welcome and should be coordinated with your child's teacher in advance. Small children are not permitted in the classroom during volunteer times to avoid class interruption.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

Parents are welcome as partners and seen as major players for student success. Parents are invited and

encouraged to eat lunch with their child. Parents must meet and say "good bye" in the cafeteria so instruction time can be maximized.

13. PLAYGROUND GUIDELINES

1. Students are expected to remain on the playground during their outdoor time. Students should never leave the playground without permission from their teacher or supervising adult.
2. Students must follow directions during outside play. Remember to treat others with respect and to make good choices about how to solve problems that arise.
3. Neither tackle nor touch football is allowed due to safety reasons. Students also may not play with hard balls like baseballs and soft balls.
4. Soccer/kickball is only allowed if the teacher decides to closely supervise the game.

14. SCHOOL ENTRANCE REQUIREMENTS

A. Birth Certificates

Kindergarten and First Grade students entering school must present a certified copy of their birth certificate. 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 first grade.

B. Immunization Certificates, form 3231

Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization. These certificates may be secured from local physicians or the County Health Department. Students enrolling in Kindergarten will be required to show proof of three immunizations for Hepatitis B, 2 MMR's and Varicella (chicken pox). All fifth grade students must have a current immunization before entering the sixth grade.

C. Hearing, Vision, and Dental Certificates, form 3300

All students entering school for the first time must present a certificate of ear, eye, and dental examination by the Health Department, a physician and/or dentist licensed by the State of Georgia.

D. Social Security Numbers for Students

The state requests a social security number for each student. Parents may bring a copy of their child's social security number or elect to sign a waiver.

E. Proof of Residency

School officials must require the parent or guardian to provide documents as proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. A settlement statement, warranty deed or lease agreement **and** one current gas, light, or water bill (no cell phone bills) may be used for this purpose. In a situation where residence is with a family in our attendance area, a form must be obtained from the school to be completed and notarized by the legal resident. Parents may be required to update residency information periodically as requested by the office.

Students may only be registered by a birth parent, legal guardian, or adoptive parent with legal documentation and picture ID. Step parents are not authorized to register students.

F. School Closing/Early Dismissal Due to Emergencies

If bad weather causes school to be canceled or dismissed early, public announcements will be made on GCPS Television, on the school system's web site (www.gwinnett.k12.ga.us) and via metro Atlanta radio and television stations. Cancellations usually are announced shortly after 6 AM. **DO NOT CALL THE SCHOOL.** Please have

a plan for your child in case the school dismisses early due to inclement weather or for emergency reasons. Work with a neighbor or friend and make sure your child knows what to do. Complete the Emergency Dismissal Plan Form and keep a copy for your records.

G. Withdrawal From School

When withdrawing from school, it is necessary for the parent/student to notify the registrar. Withdrawal forms must be completed, bills paid and textbooks returned before a student's record is cleared. In order to make sure these things can be done and to ensure a smooth withdrawal process, parents must contact the registrar 24 hours in advance of the withdrawal. We are not able to prepare withdrawal packets for immediate pickups.

H. Change of Address or Phone Number

For emergency purposes, we must have updated information on each student. Please notify the school if there is any change of address or phone numbers. **THIS IS VERY IMPORTANT.** A change of address will require updated residency information.

15. SCHOOL PARTIES & BIRTHDAYS

There is a limit of two school-wide parties per year. We will have a Winter party in December and an end of the year party in May. Individual student birthday parties are prohibited. **Please do not send goodie bags, balloons, flowers, or party invitations to school.** Party invitations create a loss of instructional time and will be returned home with the student.

A birthday class snack/treat may be served at the student's lunch time for the class. Snacks should be limited to one food item like cupcakes or cookies. No drinks please. Large sheet cookies and cakes should be pre-sliced. Some parents may choose to send in a check to buy ice cream for the class for their child's birthday. This option ensures that issues related to food allergies are avoided. There is a discount of .75 each for a full class order.

16. STUDENT CLUBS

As the school year begins, students and parents will be notified about extra-curricular clubs and other opportunities for students and parents to be involved. Check your child's Friday folder and/or the Starling website for updated information.

17. STUDENT CONDUCT

A. Students at Starling are expected to adhere to the following Code of Conduct:

Respect - Show respect for self, others, and property.

Appropriate choices - Always make appropriate choices in all activities and in all areas of the building.

Manners - Use good manners at all times.

Safety - Make safety a top priority in everything you do.

Cell phones, while permitted at school, are not allowed to be turned on during the school day for any reason. All other electronic devices should be left at home and not brought to school.

Rules are designed to notify students about the types and ranges of behaviors that are unacceptable.

Nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Each Friday, you will receive a weekly conduct and work habits report for your student. Take a moment to review this information with your child. It should be signed by you and returned to school on the next school day.

18. STUDENT INSURANCE PROGRAM

Accident insurance is available to all students in the Gwinnett School System. Parents interested should pick up insurance brochures at registration. If more information is needed, please contact the school office.

19. STUDENT SAFETY

One of our strategic goals addresses the safety and security of students, teachers, and visitors. Persons who interfere with the security of the school cannot be permitted to impede the school's purposes. Our cluster Resource Officer works with us as we plan and implement safety drills. During the school year we will practice fire drills, tornado drills, evacuation drills and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel if you are present during any of these drills or practices. **Please turn off your cell phone before entering Starling Elementary.**

20. Technology Education

A variety of innovative technology, including classroom computers, computer labs, CD-ROM resources, school wide networking, video production and telecommunications including Internet access, is incorporated into all aspects of our instructional services. With all of this technology, there is the need for emphasis on proper and ethical use. The following guidelines have been established:

- Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- Students' actions will be monitored and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy.
- Students will agree to a Responsible Use Policy (RUP) stating they will use the school computers for appropriate educational purposes. If students do not follow the RUP guidelines or do not sign an RUP they will not be permitted to use the school computers.
- When using the Internet, students will understand that they will be held responsible for their actions, keeping in mind the following rules:
 1. Internet use is limited to the gathering of information related to classroom assignments.
 2. Starling Elementary students may only go to Internet sites that have been previewed by a teacher or are linked to the Starling Elementary web site at www.gwinnett.k12.ga.us/StarlingES.
 3. Students may not gain unauthorized access to other people's files or programs.
 4. Students may not make changes to the hardware or software configurations of any machine. Student access is a privilege - not a right! Inappropriate use will result in a loss of this privilege as well as disciplinary action. Students will be required to sign an acceptable use agreement.