

# **Corley Elementary School Student and Parent Handbook 2011-2012**

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## Gwinnett County Public Schools Vision



Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the postsecondary level and/or enter the workforce.

## Gwinnett County Public Schools Mission

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

### Corley's Mission Statement

The mission of Corley Elementary is learning for all in a challenging, collaborative and culturally diverse learning environment.

### Corley's Vision Statement

The vision of Corley Elementary is to become the number one elementary school in the Berkmar Cluster based on local, state, and national standards.

### Corley Pledge

As a Corley Cougar, I pledge to be prepared, to learn and respect the learning of others, to behave safely at all times, to show respect for myself and others, and to always do my best.

### Attendance/Tardies/Checking Out Students Early

**After an absence from school, a student must present a written statement signed by a parent or guardian giving the reason for the absence.** In compliance with the Gwinnett County School Board Policy, absences will be excused for these reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre induction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.

**A student is considered tardy if not in the classroom by 8:15 AM. Parents must check their children in the office if arriving after 8:15 AM. If students must leave during the school day for any reason, a parent or guardian must sign the student out through the front office. Office personnel will locate the students. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.**

**We are unable to check students out through the front office after 2:15. After 2:15, a parent, guardian, or authorized person will need to use the car rider lane. The student or students will be sent to car riders at 2:45.**

### Birthday Guidelines

- Birthday snacks may be sent to school with the child, delivered to the office or the parent can bring the snacks to lunch. Please do not bring or send flowers or balloons to school.
- Please let the teacher know that you are bringing or sending a treat to school.
- Birthday treats should be divided into individual portions prior to delivery. Finger foods such as cupcakes and individual cookies work best. Cakes and birthday cookies must be cut before being brought to school. Birthday food should be consumed in the lunch room and not in the classroom. Please do not send drinks.
- Purchasing ice cream from our cafeteria for the class (\$1.00 per student) is a great alternative.
- Please reserve party bags and presents for home celebrations.
- Invitations to parties will be distributed only to all students in the class or all of the boys or all of the girls.

### Change of Address or Phone Number

Please notify the school of any changes of address, phone number, or emergency contact person.

### Clinic

If a child becomes sick during the school day, the clinic worker will attempt to reach the child's parents. If unsuccessful, the other persons listed by the parents on the clinic card will be called. Keeping the clinic card current with daytime telephone numbers is very important. In an emergency situation, if a parent/guardian cannot be reached, an ambulance will be called.

The clinic worker dispenses all medication. No medication, including aspirin, can be given unless parents bring in the medication and sign a form giving the clinic worker permission to administer it to the child. **Students may not bring medication to school.** Parents must personally pick up the remainder of the medication once treatment is finished.

### Communication Plan

Report cards are issued four times a year at nine-week intervals. The Reading and Writing Continuums in grades K – 5 and Math Continuums in grades 1 – 5 are used by teachers for parent conferences held on early release days. Interim Academic Progress Reports are sent home between most formal nine week reporting periods.

Curriculum information is shared with parents at Curriculum Night held in August. At that time teachers explain curriculum, classroom procedures, expectations for students, discipline and classroom management plans and other important information. Academic Knowledge and Skills (AKS) Booklets are distributed to parents on Curriculum Night. These booklets contain Gwinnett's essential curriculum for each grade level. Two planned conferences are conducted during early release days in the fall and winter. Other parent conferences are held as needed called either by the teacher or the parent. Phone conferences are made as necessary.

Information is sent home with students in the Thursday Folder. Parents are encouraged to check the folder each Thursday evening.

### Corley Elementary Student Dress

Students are expected to dress appropriately for the school setting, suitable to the weather conditions, and in good taste. Student dress should not cause any distraction from the instructional program. Students may choose an appropriate style and color of clothing **or** students may participate in **Corley's Dress Code Option** consisting of:

#### **Boys**

Navy blue long or short pants  
Khaki long or short pants  
Red, white or blue shirt or polo style shirt

#### **Girls**

Navy blue skirt, jumper or long or short pants  
Khaki skirt, jumper or long or short pants  
Red, white or blue blouse or polo style shirt  
Note: Flat shoes only

Optional dress wear can easily be found at local discount and department stores.

**\*\*The Gwinnett County Student Dress Code states: "Inappropriate dress includes, but is not limited to, drugs, alcohol, or tobacco advertisements, graffiti, etc." Students are not permitted to wear headgear including hats, caps, scarves, and bandanas. Religious head coverings or head coverings for medical reason are permissible. Shirts must cover the midriff area. Spaghetti straps, halter tops, and low hanging jeans are not permitted. Belts must be worn with jeans. No skate shoes are permitted.**

Updated August 18, 2011

## Elementary Behavior Code

Gwinnett County has an Elementary Behavior Code. Consequences do apply for violation of these rules. The following rules apply when a student is:

- ❖ on school grounds,
- ❖ off school grounds at a school activity, function, or event,
- ❖ in route to and from school, or,
- ❖ off the school grounds while the student is in attendance of any school function, or are otherwise subject to the jurisdiction of school authorities.

**Rule 1. Disruption and Interference with school (teaching and learning)** – Students will not interrupt functioning of the school or classroom.

**Rule 2. Damage, Destruction, or Misuse of School Property or Equipment** – Students will not damage, attempt to damage or take or attempt to take the property of school.

**Rule 3. Damage, Destruction, or Misuse of Private Property (damage, steal)** – Students will not damage, attempt to damage or take or attempt to take the personal property of others.

**Rule 4. Abuse, Threats, Intimidation, Assault, or Battery on a School Employee (verbal or physical)** – Students will not hit, kick, or bite or use disrespectful language with staff (administrators, teachers, bus drivers, etc.)

**Rule 5. Abuse, Threats, Intimidation, Assault, or Battery by a Student on Another Student or on any Person NOT employed by the School** – Students will not hit, kick, or bite or use disrespectful language with other students.

**Rule 6. Weapons, Dangerous Instruments, and Explosive/Implosive Devices** – Students will not possess or use weapons, whether assembled or disassembled (guns, knives, firecrackers, 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.

**Rule 7. Drugs, Alcohol, and Tobacco** – Students will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.

**Rule 8. Disregard of Directions or Commands** – Students will not disobey directions or commands of teachers, principals, bus drivers, etc.

**Rule 9. Indecency** – Students will not expose or touch himself, herself, or others inappropriately including private areas of the body.

**Rule 10. Unexcused Absences During Required School Activity or Function** – Students will not miss school or class without an excused absence.

**Rule 11. Other Conduct That is Subversive to Good Order** – Students will not exhibit unsafe and or/inappropriate conduct at any time.

**Rule 12. Repeated Violations/Misbehavior/Chronic Disciplinary Problem** – Severe or repeated violations of school rules may result in a parental conference and /or discipline review committee meeting.

**Rule 13. School Bus Infractions** – Students will follow all of the rules associated with riding the bus.

## Family and Educational Rights and Privacy Act

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on their compliance with the law or to request the opportunity to inspect and review your child's records, contact the principal.

### Food Service

Please refer to our website for SY12 prices.

SNP Website: <http://www.gwinnett.k12.ga.us/gcsnp.nsf/pages/PriceInformation0~Menus>

#### **Sack Lunches:**

Students are permitted to bring a packed lunch from home, however, canned or bottled drinks are not permitted.

#### **Free and Reduced Meals:**

All students are eligible to apply for these meals. Applications are available from the school cafeteria manager or the school office. We are required by federal law to have a completed application on file for every student receiving these benefits.

#### **Prepaid Meals:**

Students may prepay for multiple meals. A single account will be established in each student's name, which can be used to pay for breakfast, lunch and any extra items sold separately. When a student makes a purchase, his/her account will be debited for the amount of the purchase. If you wish your child's account be used for the purchase of meals only, please notify the cafeteria. All transactions for lunch charges and prepaid meals are done each morning. Please have your child's full name and the teacher's name on all transactions. Payments may also be made online at [www.mealpay.com](http://www.mealpay.com) or by phone at 888-633-3250 using a debit or credit card.

#### **Lunch Charges:**

We appreciate parental assistance in reminding students to bring lunch money and in checking frequently with your children about when additional payments are needed. Students receive a charge letter weekly indicating they charged and additional money is needed. Charges are the responsibility of the parents/guardian and payment is expected. If you have any questions or concerns contact cafeteria management.

#### **Fast Foods:**

Food from fast food restaurants are not permitted in the cafeteria. This practice interferes with the lunchroom health emphasis on proper diet. Students are welcome to bring their lunch prepared from home. **Parents and friends are encouraged to eat with their children in the lunchroom but are asked not to bring fast food into the school.**

#### **Special Diet/Food Allergies:**

In order to substitute milk with juice as part of the regular daily diet, documentation specifying an allergy from your physician is required.

#### **Frozen Snacks:**

Frozen snacks are available each day for \$1.00. This is separate from cafeteria money and is sold on cash only daily basis.

### Gifted Program

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. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.

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.

### **Grading Procedures**

The major purpose of reporting is to inform parents about the growth, development and academic progress of their child every nine weeks as defined by the Gwinnett County Academic Knowledge and Skills (AKS). The Board of Education adopts grading scales within the state guidelines for grades K-5. These scales are printed on report cards and discussed at parent meetings.

### **Harassment Statement Notice to Students and Employees**

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin, or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's Title IX coordinator for assistance by calling: Title IX Coordinator 678-301-6062.

### **Homeless Children and Youth**

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

### **Individuals With Disabilities Service**

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

### **Media Center**

The purpose of the Corley Media Center is to supplement and enhance the curriculum of the Gwinnett County Public Schools through the materials located in the media center. It is the goal of the Corley Media Center to encourage a lifelong love of reading and learning.

The Corley Media Center will be open daily from 7:45 AM to 2:30 PM and children will be allowed to check out books during these hours of operation. Children in grades K-2 will be allowed to check out one book at a time, while children in grades 3-5 will be allowed to check out two books. The students are responsible for the books they check out and will be required to pay for lost or damaged books. The replacement cost for hardback books is \$15.00 and paperbacks are \$5.00.

The computers in the media center are for academic use only. Students may use the media catalog and the approved Gwinnett County databases. Students wishing to use the internet must have an internet pass in order to access the internet. Students who do not use the computers appropriately will not be allowed to use the computers in the media centers.

### **Parties**

We have two school wide parties each year. These are scheduled before the winter holiday and the end of the year from 1:30 – 2:30 PM.

## P.E.

The safety of your child is very important in P.E. We want to make sure that if you purchase tennis shoes for P.E., your child's tennis shoes have flat bottoms and that their feet are totally enclosed. Their foot should not be visible. This will be the safest footwear that they can wear in the gym. Thank you for your support and understanding.

### **School Bus Safety Guidelines**

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus - please keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

## **School Bus Safety Procedures**

1. Be at the bus stop five minutes before pick up time.
2. Wait quietly on the side of the roadway where you live.
3. Stand back from moving traffic.
4. Cross only in front of the bus. Never get close enough to touch any part of the bus.
5. Wait for a hand signal from the driver before you cross the roadway.
6. Look in both directions for traffic. Left, right, and then left again.
7. Look at your driver; if you can see the driver then the driver can see you.
8. Signal the driver with a waving motion if you drop something; wait for the driver to get up from your seat, unless the drivers tells you differently.
9. Use the handrail as you move up and down the stairs
10. Sit the safe way, back against the back of the seat, bottom against the bottom of the seat.
11. Stay seated until time to get off the bus. The open bus door is your signal to get up from your seat, unless the driver tells you differently.
12. Talk in a quiet voice. Do not distract the driver at any time. It could cause an accident.
13. Be totally silent at railroad crossings.
14. To ride a different bus or get off of the bus at a different stop, you must give the bus driver a signed permission note before leaving school grounds. *A parent or guardian and a school official must sign this note.*

## **School Entrance Requirements**

### **Birth Certificate:**

All students entering school for the first time (kindergarten and 1<sup>st</sup> grade) must present an official copy of their birth certificate at the time of registration. Children must be five years old on or before September 1 to enroll in kindergarten, and six years old on or before September 1<sup>st</sup> to enroll in first grade.

### **Hearing, Vision, and Dental Certificates:**

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

### **Immunization Certificates:**

All students enrolling in Georgia schools must have an official Georgia Department of Human Resources Certificate of Immunization. These can be obtained from local physicians or the county Health Department.

### **Proof of Residency:**

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school.

The **RESIDENCY AFFIDAVIT** is used to verify proof of residency when an enrolling parent is leasing from someone in our attendance area or living with someone in our attendance area. This form is available in the office.

### School Visits

We encourage and invite parents to visit and/or volunteer. Teachers are available for conferences from 7:15 to 7:45 and after school. For the protection of all children visitors and volunteers must check in through the office and receive an identification badge. As a courtesy to the teacher, please make a prior appointment for a classroom visitation and/or conference. During your visit, the regular school program must continue, so please understand that the teacher cannot conference with you at this time.

### Severe Weather

If bad weather causes school to be cancelled or dismissed early, announcements will be made on AM 750 and 95.5 Fm radio and other radio and television stations. Information may also be found on the school system's website ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)) and GCPS TV.

### Technology

#### **Gwinnett County Board Of Education Policy on the Use of Electronic Media**

The Gwinnett County Board of Education recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, consistent with the vision, mission, and goals established by the Gwinnett County Board of Education.

All users of the wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations. Users must respect intellectual property rights and understand that school system data accessible over the network constitutes property.

**ACCESS IS A PRIVILEGE – NOT A RIGHT!** Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the Gwinnett County Public School's Student Behavior Code.

### Transportation

Parents are highly encouraged to have their children ride the bus rather than be transported by car to help alleviate traffic problems and provide safer conditions. Students who ride a bus to school should ride the same bus home unless they have a note from their parents. Parents must send a written note to the teacher regarding any changes in the way a student goes home.

**Car drop off:** If you bring your child in the morning, please use the parking lot at the side of the building and let your child off at the sidewalk by the side door. **The doors will be open at 7:45 AM. For the safety of the students, do not drop off before 7:45 AM.** Staff members assist students as they unload from cars. When exiting, please drive very slowly and carefully. Parents who are coming into the building at arrival time must come in through the front, go to the office and get a visitors sticker.

Do not have children walk through the parking lot or in the bus lane sidewalks.

Cars **may not** drop students off in the front from 7:45 AM – 8:15 AM during the time buses are being unloaded.

No students will be checked out from the front office after 2:15. After 2:15, parents will need to get in the car rider lane and students will be sent to car riders at 2:45.

**Car pick up:** If you wish to pick your child up in the afternoon, please form a line in the side parking lot, and follow procedures that have been established for the safety of all children:

- **DO** wait in line and pick your child/children up at the curb.
- **DO** stay in your car. Staff members supervise children as they load and unload. **Please do not create a dangerous situation by walking through the parking lot with children during arrival and dismissal.**
- **DO** drive in the correct driveway and avoid handicapped parking places.

### Toys:

Toys should not be brought to school without teacher permission. If toys are allowed at daycare, they must stay in the student's book bag. Electronic devices, to include CD players and electronic games, are not to be brought to school. The school will not be responsible for lost or stolen electronics or toys.

# **Positive Behavioral Interventions & Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) programs define and support appropriate behaviors by teaching students about good behavior and including it as part of the curriculum. PBIS programs have resulted in improved school climate and more time spent on learning. Corley Elementary is a Positive Behavioral Interventions and Support school. This means we define and teach appropriate behaviors. You can support us by teaching the Corley PBIS Expectations at home. Please discuss our expectations and school-wide matrix with your student.

## **Corley PBIS Expectations**

**Be Respectful**  
**Be Responsible**  
**Be a Problem Solver**

## **Using PBIS at Home**

- \*Establish a routine**
- \*Develop a schedule**
- \*Define your family's expectations**
- \*Model those expectations**
- \*Reward and discuss desirable behaviors**
- \*Allow for natural consequences**
- \*Remember to use mistakes as opportunities to teach appropriate behaviors**

# Corley Elementary PBIS School-Wide Expectations

<i>Parents, This chart lists the behaviors we expect in settings throughout our school and on the bus.</i>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Media Center</b>	<b>Restroom</b>	<b>Playground</b>	<b>Bus</b>
<b>Be Respectful</b>	Use Corley table manners  Whisper to your neighbors	Stay silent  Keep your hands and feet to yourself	Whisper  Walk	Be silent  One person per stall  Keep restroom area clean  Keep eyes, hands, and feet to yourself	Keep hands and feet to yourself  Leave nature outside  Use kind words when speaking and playing	Whisper to your neighbors  Use kind words  Listen to the driver and follow directions  Sit in your assigned seat
<b>Be Responsible</b>	Eat healthy  Stay in your seat  Keep your area clean	Walk  Stay on the right side of the hallway	Walk with your cougar card  Use shelf sticks properly  Put books in correct place	Wash your hands  Clean up after yourself  Use the restroom in a timely manner	Use playground equipment correctly  Exercise and play	Stay in your seat  Keep hands, feet, objects to yourself  Keep book bag on your lap  Keep the bus clean  Follow all Bus Safety Rules
<b>Be a Problem Solver</b>	Ignore distractions	Ignore distractions	Choose a "just-right" book  Ask the media specialist and use resources if you have questions	Wait your turn	Decide to ignore it Exit or move away Be friendly Use firm words Get adult help	Talk to or write a note to your bus driver about bus problems  Tell your parents about problems on the bus

## Corley Elementary School Specials PBIS Reward Program

- Specials teachers will announce an expectation that they want their individual class to meet and be evaluated on for the week.
- Specials Paw Prints will be awarded to the classes that exemplify the expectation. (Example: If P.E. has 2 classes and 2 splits, a total of 4 paw prints can be awarded that week to those classes for the week)
- Classroom teachers will display the paw prints on their door. The paw print will have the Specials teacher name and teaching area on the paw print.
- The classroom with the most paw prints will be recognized and receive a reward each week.

### Weekly Rewards:

- The Corley PBIS Team will coordinate reward events for classes.

**COUNSELORS**

**TEACHERS**



coordinate reward

**Games**



**Treats**

**ADMINISTRATORS**

**Music**



## Acceptable Use of Electronic Media for Students (Version 050509)

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

**Login information, usernames, and passwords are confidential. YOU are responsible for keeping logins secure.** At no time should someone log in with your user name or password, and you should not use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools. Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this systemwide procedure. Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

Signatures:

Student \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

