

Welcome to W. J. Cooper Elementary!



We are proud to be a member of the Archer Cluster of world-class schools and we will continue to do whatever necessary to raise the bar for academic excellence. The Cooper staff pledges to continue the trend of excellence and meeting academic goals by building a positive working relationship within the Archer school community. Working together will ensure our students receive a quality-plus education.

It is vital to familiarize yourself and your child(ren) with the SCHOOL POLICIES & PROCEDURES in the agenda planner handbook. All students in grades kindergarten through fifth grade will be expected to maintain good self control and complete all school assignments. This agenda is an excellent tool of communication between you and your child's teacher on a daily basis. Make it a DAILY habit to look over your child's agenda. After reviewing your child's agenda with assignments, homework, and other important information related to school, make sure you keep it in a safe place so the agenda will be able to travel back and forth EVERYDAY with your child.

I would like to encourage each of you to join and support Cooper PTA and the Archer Academic Foundation (AAF) in their efforts to provide the teachers and students the supplemental resources that make a difference in your child's educational experiences. Thanks to our parents and business partners who continuously support Cooper Elementary School with various resources. We appreciate your partnership.

Please feel free to call or visit the school regarding any celebrations or concerns you may have about W.J. Cooper Elementary. The school phone number is: (770) 554-7050. A staff member will answer the telephone during the hours of 7:45 am to 4:15 pm daily.

Let's Continue to Build a World Class Elementary School!
Dr. Donna R. Bishop, Principal

General Information

Schedule:

8:20 AM School building open to students.

Students will not be supervised or admitted into the building until this time.

8:20 AM Instruction begins when students arrive in the classroom.

10:45-1:35 Lunch served

3:20 PM End of day for students

Principal: Dr. Donna R. Bishop

Assistant Principal: Phyllis Dartt

Assistant Principal: Dan Lakly

Principal's Vision for Cooper Elementary

W. J. Cooper Elementary will be a world class school where students will be challenged to reach their learning potential and have the opportunity to do so in a creative, student-centered environment. The students will be actively engaged in their learning and teachers will differentiate instruction based on student needs.

Gwinnett County Public Schools Mission Statement

The mission of the 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.

W. J. Cooper Mission Statement

The mission of W.J. Cooper Elementary is to establish a positive, challenging, and safe environment where children learn and succeed while becoming responsible citizens and life-long learners.

Our Beliefs

- W.J. Cooper Elementary aims to be a world-class school.
- Teaching and learning are the chief priorities of our school.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Learning needs are the primary focus of all decisions impacting the school.
- Students learn in different ways and are provided with a variety of instructional approaches to support their learning and intellectual needs.
- Students learn best when actively engaged in the learning process.
- Students are actively involved in higher order thinking, problem solving, and producing quality work.
- Technology is a critical strategy used to actively engage learners and to prepare students for the real world.
- Parental support and involvement in their child's learning are essential to student success.
- All students can reach their learning potential.
- Our assessments provide students with a variety of opportunities to demonstrate their mastery of the Academic Knowledge and Skills.
- It is critical to gather data, and monitor progress and achievement of individual students to determine instructional needs.
- Respect for self and others is nurtured.
- Respect for diversity of cultures and beliefs are fostered.
- Faculty, staff, students, families, and the community share the responsibility for advancing the school's mission.
- W.J. Cooper Elementary is committed to continuous improvement of our school.

THE ABC's of SCHOOL POLICIES & PROCEDURES

A

ABSENCES, STATE ATTENDANCE LAW, & TARDIES

Absences

After an absence, a pupil should present a written statement, signed by the parent or guardian, giving the reason for the absence. In the event the pupil does not present a written statement, the teacher shall deem the absence unexcused. This is necessary because teachers must report in the state attendance register the reason for each absence. County policies state that repeated absences will be investigated by a social worker. Parents of students with excessive absences will be notified in writing from the school in compliance with the new State Attendance Law.

In compliance with the State Attendance Law, students may be excused from school (1) who are ill and whose attendance in school would endanger their health or the health of others; (2) in whose immediate family there is a serious illness or death which would necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by order of governmental agencies (pre-induction physical exam of service in armed forces or court order); (5) students who are expelled from school for short term suspension; (6) students who are at least 12 years of age and are serving as pages in the General Assembly; (7) when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.

Gwinnett County Public Schools has developed an attendance protocol for schools to follow in enforcing the new state attendance law. This protocol is explained in the GCPS student /parent handbook in detail.

Cooper perfect attendance awards are awarded to those students who are present every school day with ten or less tardies for the entire school year. To be counted as present they must attend at least one-half day of instruction (3 1/4 hours). On early release days they must be present 1 hour and 45 minutes to be counted present.

State Attendance Law

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute

a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year."

Tardies

When students arrive at school after 8:50 AM (official starting time), the parent must accompany the student to the office and sign the student into school. Do not park in the bus/emergency lane at the front curb. Parking is available in the parking spaces in front of the school or in the side lot. Excessive tardies will be reported to the school social worker for investigation. Students with excessive tardies (more than 10) will not be eligible for perfect attendance awards.

ANNUAL ELEMENTARY SCHOOL SUPPLY CONTRIBUTION FORM

An annual elementary school supply contribution of \$10.00 is requested from parents to supplement supplies of duplicating paper, copy machine toner, art materials, the Friday "Take Home" envelopes, agenda planners with student handbook for gr. K -5 and enrichment supplies. This contribution does not pay for necessary personal school items such as pencils, notebooks, notebook paper. Parents may review how the contributions are spent upon request. An additional \$10.00 for technology supplies such as paper and printer cartridges for the computer labs, is also requested. The addition of another computer lab will put a strain on our technology budget. These funds are over and above any funds provided under the A+ Education Reform Act of 2000. No student will be denied access to or participation in any course funded by the Gwinnett County Board of Education or by the state of Georgia. The PTA Board requests that you join the PTA. Check with a PTA representative for current membership

dues. All Cooper families will receive one Contribution Request form at the beginning of the school year and/or during the school year if your child enrolls later in the school year. All contributions are voluntary. We have included Archer Academic Foundation (AAF) information on the Contribution Form as well.

C

CAFETERIA INFORMATION "Cooper Café"

Each student will have a meal account set up in their name. This account will be both for breakfast and/or lunch purchases. You can purchase meals daily, weekly or even yearly. If paying by cash or check, a special envelope is available to use to send your check to school via your child.

School Breakfast

Prices - Student \$1.00 Student Reduced Price \$.30
Adult Breakfast \$1.25

Breakfast will be offered beginning the first day of school. Students will be served beginning at 8:20 a.m. after the students are allowed to enter the building. They are to report directly to the cafeteria **BEFORE** going to class. Since breakfast for the day is the same for everyone, it is expected that the students finish eating within 10-15 minutes. A supervisor will be on duty to assist the children.

School Lunch

Prices - Student \$1.75, Student Reduced Price \$.40
Additional Milk (student & adult) \$.40
Adult Lunch \$3.00

A La carte

Soy Milk	0.60
Milk	0.40
Entrée	\$2.00
Side	0.50
Water, Lg	0.60
Water, Sm	0.50

** Special Note: For safety reasons, students may not bring glass containers to school. Students and parents are prohibited from consuming canned soda drinks and fast food lunches at school. Pre-Paid meals: Parents are encouraged to pre-pay meals for their child. Pre-paid avoid the problems of lost lunch money and encourage good eating habits. Any number of meals from 5 to 180 may be purchased in advance. **If students add extra food to their tray their account will be charged an additional amount. It is the responsibility of the student to manage the credit on their meal account to avoid running out of meal credits, especially at the end of the year.**

Free/Reduced Lunches

Free or reduced lunches are available to children of parents whose household income fall within certain ranges. Forms concerning this matter will be sent home during the first week of school. Please contact the office if your financial status changes at any time of the year and an application will be sent to you. A new qualification form must be filled out each year.

Parent/Visitor Lunch in the Cooper Café

Parents are welcome to eat lunch with their child except during the first two-three weeks of school when teachers are working to establish lunch time routines with the class and also on "Lunch and Learn" days. A special parent table is available at which parents and children may converse throughout the lunch period. Due to the large numbers of parents eating lunch with their child, other students from the class are not permitted to join lunch at the parent table. Please send a note informing the teacher that you are coming, if possible. **"Fast food" lunches such as: McDonalds, Wendy's, Subway, Taco Bell, Long John Silvers, Philly Connection, Jersey Mikes, Blimpie, Bojangles, Chick-Fil-A, Burger King, Zaxbys, Dairy Queen, etc. may not be consumed in the school cafeteria.** The staff will attempt to find another location so you can still eat with your child. Glass containers are not allowed in the lunchroom.

Lunch Charges

Students are expected to pay daily the amount owed for breakfast and/or lunch. The cafeteria allows students to occasionally charge a meal. The maximum amount of accumulated meal charges can not exceed \$10. Reminder letters go home each week to students who have outstanding charges. Once your child's account has reached the maximum limit of \$10, they will not be allowed to charge a meal and the parents/guardian will need to assume the responsibility of providing the child with a lunch from home. For certain economic hardship circumstances, there is a free/reduced meal cost application that can be completed any time your financial situation changes during the school year, making your child eligible for free or reduced meals.

Pay Online for Breakfast/Lunch

For your convenience, you may pay for your child's meals online using a credit or debit card at www.mealpayplus.com. It may take 2 or 3 business days for the amount paid to appear on your child's account. When using this method of payment, you will need your child's nine digit Gwinnett student ID number. This information can be provided to you by the school and is required for a successful pre-payment. Prepaying avoid problems of lost lunch money and encourages good eating habits. Any number of meals from 5 to 180 may be purchased in advance. If students add extra food to their tray their account will be charged an additional amount. It is the responsibility of the student to manage the credit on their meal account to avoid running out of meal credits, especially at the end of the year.

Snacks

A daily snack break is scheduled for all grade levels.

Cooper Café Courtesy Student Responsibilities

The overall expectation in the cafeteria is behavior that would be used in a restaurant.

1. Enter the cafeteria quietly.
2. Move through the serving line quickly, quietly and orderly.
3. Be seated orderly and quietly. Once seated, students are not permitted to get up from the table without permission.
4. Voices should not at any time be a normal conversational level. Whisper is the voice of choice. Someone sitting at an adjacent table should not hear student voices.
5. When you are instructed to begin preparation to leave, your voices are turned off. This will usually be 2 minutes prior to formal dismissal.
6. When instructed to do so, students will be required to check the floor area around their seating area and under the table and pick up paper and food items and put them on their tray.
7. Students will stand and check the area under their seats for paper and trash. Students will not be permitted to eat or drink as they are walking to the tray return area.
8. Students will walk orderly and quietly to the tray return area holding their tray level to avoid spills.
9. Students will line up against the wall silently after returning their tray. If two classes are leaving at the same time, a double line is permitted.
10. Students will exit the cafeteria with their teacher quietly and orderly. No full or partially full milk containers are permitted to leave the cafeteria.

CAR RIDERS & DAYCARE RIDERS

Students who arrive and depart from school by car are to be dropped off and picked up in the side parking lot next to the gym. The entrance and exit are from Ozora Road. The parent drop off/pick up is designed to make maximum use of the pavement, so please adhere to direction arrows painted on the pavement in the parking lot. Cars will zigzag through the parking lot before reaching the actual area designed for pick up or drop off. **Parents will register their vehicles at registration and receive a car number that will be displayed on their rear view mirror. The number will be used to call children to leave in the afternoons from the gym. We will not put a child in a car that does not display the Cooper numbered tag from the rear view mirror. This is for the safety of your child.** Homemade tags are not acceptable. Cars will enter the side parking also, pick up or drop off students at the end of the sidewalk by the gym, and exit back onto Ozora Road. Students will be dismissed from the gym door on all days to a registered car. For safety

reasons, it is very important that parents remain in their cars in the line of traffic rather than walking up from the street to drop off or pick up their child. Do not come to the gym to get your child. The procedures that our staff uses to load and unload cars allow us to control the flow of both cars and children to minimize danger caused by pedestrian traffic among the cars. The school cannot be held responsible for those who place themselves in danger by willfully ignoring the guidelines. Parents may not drop off or pick up students from the front of the building from 8-9 AM and 3-4 PM due to bus arrival and traffic in the bus loop during that time period. If necessary, the law enforcement agencies will be contacted to help maintain required safety procedures.

If there is a request to change the mode of transportation, on any given day, this must be given to the school in writing. We will accept faxes (770-554-7058) if they contain the parent signature and a copy of the parent's driver's license. We will not accept a telephone call to change the mode of your child's transportation. This is to assure accurate communication and the safety of your child.

Please be reminded that students will not be supervised or admitted into the building before 8:20 AM We do not provide morning child care for your child. Parents are encouraged to adhere to the 8:20-8:50 AM arrival time.

CARE OF SCHOOL AND PERSONAL PROPERTY

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who destroy, steal or deface school property, willfully break windows, or do other damage to school property or equipment, including seats on the school bus, will be required to pay for the damage and face disciplinary action. Careless disposal of gum in drinking fountains, or on furniture and floors presents a sanitary and cleaning problem, as well as costly repair; therefore, bringing candy and gum from home are not permitted.

Personal Property

Students are asked not to bring large sums of money, expensive jewelry or expensive articles of clothing to school. Students who wear watches are requested to keep the watch on their arm and do not remove it and leave it unattended. For students who bring such items to school, the student and his/her parents assume the risk. The school will not pay for lost or stolen items. The following articles should never be brought to school by a student: laser pointers, toys, beanie babies, radios, tape players, MP3 players, or CD players, beepers, tapes, skateboards, cameras, trading cards including Pokemon, or games such as Nintendo or Game Boy. Item of a prohibited nature will be confiscated and held for parent

pick-up. Bus drivers can not give students permission to bring prohibited items on the bus because if a student has it on the bus, it ends up at school.

CHAIN OF COMMUNICATION IN CASE OF CONCERNS

If you are having a problem you need to address, please feel free to call the school and explain your concern to the appropriate staff member. If your complaint is about a teacher, you are encouraged to address the problem with the teacher before bringing the problem to school administrators. If your problem is with the administration or policies and procedures you are asked to address these concerns at the local school before calling the School Board offices. Effective communication is important when resolving issues and concerns. Please call the school to schedule an appointment to discuss any concerns. Using written communication such as letters and email is not the most effective way hear the concern and devise a solution. Please call 770-554-7050 to set an appointment with an administrator if your concern is school related. If your complaint is about a bus driver or a transportation route concern, please call the cluster transportation office at 770-513-6700.

CHANGE OF ADDRESS/PHONE NUMBER

Parents are responsible for notifying the school office of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of such changes. **In cases of emergency, we must have the most up-to-date and current information to contact parents.**

CHANGES IN AFTERNOON TRANSPORTATION

If there is a request to change the mode of transportation, on any given day, this must be given to the school in writing. We will accept faxes (770-554-7058) if they contain the parent signature and a copy of your driver's license. We will not accept a telephone call to change the mode of your child's transportation. This is to assure accurate communication and the safety of your child.

CHILD ABUSE & NEGLECT

JJ2.2,1c GEORGIA LAW PERTAINING
TO CHILD ABUSE AND NEGLECT
GEORGIA CODE SECTION 19-7-5

School personnel are required by law to report all suspected cases of child abuse and neglect to the Department of Family and Children's Services. This includes medical neglect. Please understand that we do not make judgmental decisions based on what the child tells us, we simply must

make the report as required by law. Please read the following from the Georgia Code of Law:

School teachers and administrators, school guidance counselors...having reasonable cause to believe that child under the age of eighteen has had physical injury or injuries inflicted upon him other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted or sexually exploited by a parent or caretaker, or has been sexually assaulted or sexually exploited, shall notify the person in charge of the facility or his designated delegate who shall report or cause reports to be made in accordance with the provisions of this section.

Sanctions for Failure to Report: Any person or official required by this Code Section to report a suspected case of child abuse whom knowingly and willfully fails to do so shall be guilty of a misdemeanor and upon conviction thereof shall be punished as for a misdemeanor.

CLINIC INFORMATION (770-554-7053)

A school clinic is a service provided for our children. Our clinic worker is a licensed nurse. The State of Georgia does provide funding for this position. The school clinic worker provides first aid to children who suffer injuries or become ill at school. The clinic worker will notify parents of facial, head and neck bruises and/or scrapes to the face, head or neck. Parents will be notified of other conditions at the discretion of the clinic worker or administrator. Parents will be called and expected to pick up their child for the following reasons:

- **Serious allergic and asthmatic reactions**
- Temperature greater than 100.0
- Vomiting
- Diarrhea (2 or more occasions in the same day)
- Suspected pink eye
- **Lice (Only parents of infected students will be notified, but whole class may be checked. Once nits (lice eggs) or live lice are detected at home, we count on our parents to call the school nurse immediately so we can follow appropriate school protocol and policy.)**
- Cuts requiring stitches
- Broken bones

Failure to pick up your child after you have been notified by the clinic worker or school administrator that your child has a serious medical condition, will result in a possible referral to the Department of Family and Children Services for medical neglect.

It is not the responsibility of the clinic worker to clean up students who have had a bowel movement in their pants. Tissues and wet wipes will be provided to the student and, if available at the time, a change of undergarments. Parents will be notified if no clothing is available and will be asked to pick up the child or bring a change of clothes to school.

Parents will also be notified if a student wets their clothing. In most cases we will have a change of clothes that will fit your child in the clinic, but there is no guarantee.

Children with lice may not return to school until proof of treatment is brought to the clinic worker.

Children with contagious diseases should be kept home until the disease cannot be transmitted to other children or staff. In order to return to school, your child should be fever free (below 100 degrees) for 24 hours without the use of fever reducing medications. Children should be vomit and diarrhea free for 24 hours before returning to school. Should your child need to take prescription or non-prescription medicine, a parent or guardian MUST bring the medicine to the clinic and complete the appropriate county forms. NO medication is to be brought to school by a student. The staff at Cooper Elementary does not have the training needed to prescribe medication. Therefore, due to the risk of possible side effects, NO medication of any type (including over the counter medications such as aspirin or Pepto Bismol, cough drops, etc.) will be given unless the following conditions are met:

1. Medication needed for a short period of time (less than 2 weeks): Parents should check with their physician regarding the real need for any medication to be taken during school hours. If the doctor recommends such administration, a note from the parent should be sent along with the medicine, giving the name of the medication, the reason needed, and instructions including dosage and time. This note, along with the medication, will be kept in the clinic. Medicine should be brought directly to the clinic upon arrival to school.

2. Medication needed over a long period of time (more than two weeks): Administration of medication over a long period of time requires the completion of county forms by the parent and possibly the physician. These forms are available upon request from the clinic. All prescription and non-prescription medication(s) must be brought to school in the original container by the parent and/or guardian of student and will be secured in the clinic.

3. Injections needed for bee stings, peanut or similar allergies: These are considered serious and a formal documentation must be completed and on file in the clinic. These forms are available upon request from the clinic.

4. The clinic keeps no medication, including pain/headache pills, on hand to give to students. We will clean cuts and scrapes and apply bandages as needed. Anything requiring further care will be referred to the parent. Each child will be given a Clinic Information Card to be completed by the parent or guardian and then returned to the school. This will be kept on file in the clinic. It is very important that you return this card as soon as possible with at least one name and number of someone who can be contacted in case of any emergency. It is the parent's responsibility to notify the clinic if any of the telephone numbers change during the course of

the school year. The school will not be responsible in cases where a parent cannot be reached because of incorrect or disconnected telephone numbers provided by parents.

5. Should an emergency situation arise in which your child needs immediate medical attention, and we are unable to contact the parent or designated person on the check out card, we will call "911" and your child will be taken to the emergency room.



COUNSELOR SERVICES

School counselors provide services to students, staff and parents in a variety of ways. The following sections are a brief summary of the Cooper Elementary School counselor tasks. Any parent with questions or concerns may feel free to contact Cooper counselors at (770) 554 - 7062 or 7386.

Counseling

The most important part of the counselor's role is to support the children of Cooper Elementary. There are three types of counseling: **classroom guidance, small groups, and individual counseling.** Classroom guidance lessons are for all students and cover a variety of topics including empathy training, impulse/anger management and test-taking skills. Small groups involve four to six students who share the need for additional intervention with various issues. The topics are similar to those covered in classroom guidance with additional topics such as grief, classroom work habits, study skills and changing families. Groups meet during the school day at a time when crucial math and language arts instruction will not be missed. Typically group sessions consist of four to six sessions and include activity and discussion. Children may be referred for individual or group counseling by a parent, an administrator, the teacher or the counselor. Students may also request to speak with our counselors. Group counseling requires parental consent. Brief individual counseling does not, but we will keep parents informed as needed. The purpose of all three types of counseling is to support students' ability to learn by addressing issues that may hinder their academic progress.

Coordinating Programs & Events

We will coordinate a variety of programs for both children and parents to enhance the supportive learning environment at Cooper Elementary School.

Consultation

Cooper counselors consult with teachers, administrators and parents about the well-being and academic success of our students. If you would like to speak with either counselor, please call the school and set a convenient appointment time. Cooper counselors may contact you as well to discuss issues such as poor attendance, behavioral concerns, emotional issues or if your child is home alone. Counselors are required by the Gwinnett County Department of Human Resources to touch base with parents if their child is home alone under the age of 9, home alone for more than two hours from age 9 to 12 or babysitting under the age of 13. The counselors often consult with staff members regarding developmental norms and intervention strategies. If you are invited to a Student Support Team meeting, the counselors will be there to provide you support and advocate for what is best for your child. Cooper counselors also attend special education meetings as needed.

Parent Previews and Workshops

Parent previews are made available for parents to hear an explanation of the Gwinnett County Counseling Curriculum and view the parent video and student materials. Look for flyers announcing dates for these previews early in the year.

Materials

Many books and videos for both children and adults are available for checkout from both counselor's offices. Topics include divorce, death, alcoholism and substance abuse, discipline, peer pressure, attention deficit hyperactivity disorder, and much more. If you are interested in reading about one of these topics or any others, please call me. If I do not have any information, I will find it for you.

CARE Team

Occasionally families find themselves in crisis due to unemployment, medical problems, fire, theft, divorce or other types of financial strain. Gwinnett County has a program called Care Team to help families get back on their feet after a crisis. Care Team can provide assistance with groceries, bills, clothing and other necessities. Please contact Cooper counselors if your family needs help.

CUSTODY OF CHILDREN

A pupil will not be permitted to leave the school in the custody of a person other than the child's parent unless that person has verified authorization of one of the parents.

No child shall be released to the parent from the classroom or bus ramp. To have a child released from school, a parent must come to the office and make the request. The office personnel will call the child to the office and release him/her from there. For the safety of your child, a photo identification will be required. Please note that the child can be released to either parent unless the child has been legally placed in custody of one parent and the other is restrained from seeing the child. If such a situation exists, **the school must have**

verified, legal documentation for proof and legal reference. Otherwise the school will have no alternative but to release the child to either parent. In the case that a parent physically removes a child from the school campus or buildings, school personnel will not become physically involved. The County Sheriff's Department and/or the Board of Education Director of Safety and Security will be called immediately, school personnel will try to counsel with the parent, but the school personnel will not use physical action.

D

DRESS CODE: STUDENT DRESS REQUIREMENTS, PROPER FOOT ATTIRE FOR PE, & PARENT DRESS REQUEST

Student Dress Requirements

Shoes are to be worn at all times. If a student has a foot injury that prevents wearing of a shoe, crutches must be sent to school so the student does not walk around barefooted or a sandal may be worn. Cleated or cleat like shoes and roller skate shoes (heellies) will not be worn at Cooper Elementary School. These shoes are potentially dangerous to the wearer and to others in the class. These shoes can also damage floors and carpet. Students are encouraged to wear comfortable shoes and clothing that do not distract from the learning environment. **High heels and flip-flops are also discouraged and are considered dangerous at school. Please observe the following;**

- 1.No bare midriffs, halter-tops, tube tops, tank tops, or fishnet jerseys. Sheer blouses or low-cut tops are inappropriate to wear to school.
- 2.All shorts and skirts should be of appropriate length and no shorter than four inches above the top of the knee cap.
- 3.No clothing with offensive language or pictures referencing to violence or death (those with skeletons) including slogans mentioning alcohol, tobacco, or drugs. Also clothing with the Confederate battle flag is deemed to be offensive to some students and school personnel. Clothing that is considered inappropriate, distracting, and disruptive to the learning environment is prohibited.
- 4.No bandanas, headbands, wristbands, hoodies, hoods, or hats are to be worn in the building. The only exception is the triangular hair pieces some girls wear on their head as a headband and it is part of a matching outfit.
- 5.No pants or jeans with holes/rips above the knee.
- 6.No tight fitting clothes including cotton stretch, elastic or spandex pants.
- 7.“Sagging” pants are considered inappropriate dress. Pants that are of excessive length are considered a safety hazard as well as wallets with attached chains.
- 8.No trading or swapping clothing at school is permitted.

9. Non-permanent hair dye is not permitted at school. Eg: green, blue, etc. This causes a distraction to learning in the classroom.

10. Any other attention getting appearance the teacher determines to be distracting or disruptive will not be allowed.

Parents are asked to use good judgment in dressing their child for school. Students in grades K-5 are allowed to wear shorts. However, upper grade students need to be particularly aware of presenting themselves in dress to others in a way that is in keeping with their development. The “four inches above the knee” length rule for shorts and skirts is the policy we will follow. GCPS Board policy states that “the wearing of or absence of any item of clothing which will distract from the learning process of other students or with offensive words or design or the advertisement of alcohol or drugs will not be tolerated.” The classroom teacher has the authority to determine appropriate or inappropriate appearance within his/her classroom. **Action to be taken:** If a student comes to school in clothing which is considered inappropriate by the school staff, he/she will be asked to call his/her parents to bring something acceptable.

Proper Footwear for Physical Education

In physical education, students do numerous movement activities. They need to wear shoes that will give ankle support as they move around and change directions. On the day a student has physical education, please have them wear rubber sole, lace up shoes. Please, NO flip-flops, cowboy boots, jellies, crocs, high-heels, etc.

Parent Dress Request

Parents are asked to dress appropriately when at school for any reason. At a minimum, parents should not violate any of the student dress code requirements. The principal/asst. principals have the authority to determine appropriate or inappropriate appearance within the school. Parents who chose to dress inappropriately will be asked to leave school grounds.

E

EARLY PICKUP OF STUDENTS

If it becomes necessary to pick up students before the end of the school day, come to the office, not the classroom. The child will be paged to come to the office while the parent signs the child out on the card in the office. **Please do not check your child out during lunch as there is no one available to escort your child back to the locked classroom to retrieve his/her belongings. Be prepared to show a picture identification such as a driver’s license.** Children cannot be released to adults other than parents without permission of the parents. Parents should not make it a daily occurrence to come into the school to check out their child at

the end of the day to avoid the car rider pick-up lane. No child will be checked out in the front office between 3:00 and 3:30 PM due to the staff’s involvement in afternoon bus call and other office responsibilities and the parking restrictions due to bus arrival and car rider line up.

EMERGENCY INFORMATION EMERGENCY DRILLS & EMERGENCY/SECURITY PLANS

Emergency Drills

Fire and tornado/severe weather drills are held monthly throughout the school year. A tornado or severe weather drill is held on a date designated by the state in February. Other security drills, such as lockdowns and evacuations, will be held during the year and supervised by the Archer Cluster Resource Officer.

Emergency Plans/Security Plans

An emergency plan has been developed for Cooper Elementary and is reviewed annually by the school police department, the Georgia Emergency Management Agency and local fire authorities. A copy of the plan is available for inspection in the principal’s office. Our security plan for protecting your child includes: special car rider ID tags, requirement of a photo ID to check a student out from school, an eight camera surveillance system that is monitored in the office, locked outside doors, parent emergency situation notification on the school web site if appropriate and necessary. Your child’s safety is our number one concern. **Our procedures may seem excessive to some parents, but the policies and procedures are designed to help keep your child safe at school.**

ENROLLMENT/WITHDRAWAL REQUIREMENTS & TRANSFER REQUESTS FOR OUT OF ATTENDANCE ZONE

Enrollment Requirements

Parents of elementary age students residing in the attendance zone of Cooper may enroll their child only if the following documents are presented or are present in their child’s permanent record:

1. Birth Certificate
2. Immunization form signed by physician (on GA. form).
3. Vision, hearing and dental certificate (first time enrollees in State of GA., on GA. form). *It is necessary that out-of-state records be transferred to Cooper on a State of GA. health form.
4. Proof of Residence- two documents such as a utility bill and a lease or home purchase contract. Utility bills must be gas, water, or electric only. Home contracts can not be contingent contracts.

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 school**

can ask parents to re-verify proof of residence, if it is suspected that the parents have relocated outside our school attendance zone after the initial registration. The cluster school resource officer will make a visit to the home as a part of the re-verification process. The state requests that we ask for a social security number for all students. However, please know that this is voluntary, and if you do not wish to provide this you can sign a waiver. Kindergarten enrollment: All children who are 5 years of age before September 1 are eligible for public kindergarten.

Withdrawal from Cooper

To withdraw a student from Cooper, the following steps are necessary:

1. Turn in all books & textbooks loaned to students including library books.
2. Pay any outstanding lunch charges, etc.

Cooper will send records to the school to which the child is transferring upon written request from the enrolling school if all outstanding fees and charges have been paid.

Out of Attendance Zone Transfer Requests

In an effort to reduce the overcrowding at many of the schools here in Gwinnett County, the Board of Education states in the current Student Transfer Policy that all student transfers are to be based on the following criteria.

* Childcare hardship transfers are only considered for grades K-5, and renewable each year with appropriate supporting documentation. The receiving school principal approves, disapproves, and revokes Child Care Hardship transfers. Students return to home school feeder pattern in 6th grade. Approval for Child Care hardship should be based on the following kinds of criteria:

1) A single parent /guardian with a proven economic hardship that precludes commercial child care and the parent has access to free child care in the school's area. (May be included for overcapacity schools.)

2) Parent(s) work schedule is such that they leave home too early or arrive home too late for operating hours of commercial child care facilities in their home district. This transfer can only be approved to schools under building capacity. Documentation must be provided from at least two providers in home district indicating hours of operation, and provide a statement from employer(s) certifying work hours. Permissive transfers are granted only to schools that are under capacity. The receiving school principal has sole authority for approving and revoking permissive transfers. Students must be in good academic and behavioral standing in their home schools (academics, discipline, and attendance). Permissive transfers must be renewed each year with supporting documentation.

* Children of Employees who work 20 or more hours per week may take their children to a school within the cluster in which they work. Employees must also fill out a transfer application form and renew each year. Employees from out-of-county may not bring their child to a cluster where they

work and then request a transfer to a different school in the county outside that cluster.

* Medical/Legal transfers are evaluated and approved through the Office of Student Ancillary Services. These transfers, when approved, are made to a school selected by the Coordinator of Health and Social Services.

Transfers will be considered for approval when one or more of the following conditions exist:

1) Concern for physical safety after a traumatizing physical or sexual assault.

2) Students returning from hospitalizations for emotional problems and with the recommendations of a licensed mental health practitioner; or at the recommendation of a mental health professional (psychologist or psychiatrist) along with a professional recommendation from an official of the sending school.

3) Court ordered moves.

4) Medical problems which require a move and with the recommendation of a physician.

EXTENDED DAY PROGRAM

Cooper will be offering an extended day program that will be operated by the YMCA. The program will be from 3:30 to 6:30 daily and will include a snack, tutoring by certified teachers, activity centers, enrichment offerings, as well as homework help. This will be a fee-based program paid by the parent. Please contact the extended day director at the school for details.

F

FAMILY EDUCATIONAL 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 not be limited to notices related to student discipline, NCLB, medical examinations of students, surveys distributed to students, and directory information distributed to the armed forces.

FORMING NEW CLASSES OR DISSOLVING CURRENT CLASSES

The number of teachers that each school has is determined by projection of the fall enrollment, which is based on the birth rate history of the area, the past year's enrollment, estimates of the number of new students that will be moving into our school zone, and state of Georgia class size regulations. Occasionally more children (or fewer children) actually show up for one grade or another. As a result, a new class will have to be formed, or students from one class will have to be placed into other classes. This usually occurs during the first month of school, but could actually occur at almost any time during the year. In such cases, the principal will make the final determination as to which students are to be changed. Every effort will be made to be as fair and impartial as possible with a request for volunteers being made first. Our goal will be to keep disruptions to a minimum. While it is hoped that this will not happen, we ask for your patience and understanding in the event that it does.

FOSTERING INDEPENDENCE – STARTING THE SCHOOL YEAR

Starting the third week of school we ask parents and older brothers and sisters not to walk our kindergarten and first grade students to their rooms. There are many reasons for this including fostering independence for the younger students, the older students getting to their class on time to begin morning work, and less congestion in the hallways.

G

GIFTED EDUCATION PROGRAM (FOCUS)

Notification of Gifted Education Programs

Gifted Education in the Gwinnett County Public Schools is a part of the system's Center for Educational Programs. The procedures for identifying and placing students in the gifted program which is funded by the state, are governed by the rules and regulations approved by the State Department of Education. Under the new multiple criteria guidelines, a student must qualify in three of four areas to be eligible for the program. Referrals to the gifted program may come from teachers, parents, peers, or as the result of system wide testing scores. School's gifted eligibility team reviews referrals 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.

GRADING & REPORTING SYSTEM PROMOTION/RETENTION

Progress reports will be issued at the end of 9-week periods. The progress reports will be computer generated in grades 1-5. The progress report dates for each 9-week period (grading period) are listed on the GCPS school calendar

Progress Report Grading, Grades 2 - 5

A = 90-100 C = 74 -79 U = Below 70
B = 80-89 D = 70-73

Progress Report Grading for First Grade and Specials

E = Surpasses Standards S = Satisfactory
N = Needs Improvement U = Unsatisfactory

Progress Report Grading for Kindergarten

E = Surpasses Standards S = Satisfactory
N = Needs Improvement U = Unsatisfactory
Kindergarten students progress reporting is based on the Georgia Kindergarten Inventory of Developing Skills (GKIDS).

Promotion/Retention

Promotion/Retention is determined by the school and is based on the student's mastery of the Academic Knowledge and Skills for the student's current grade level. In grade 3, students are required to pass the reading portion of the CRCT. In grade 4, students are required to pass the CRCT in order to be promoted to fifth grade along with the Math Reasoning Test (MRT). In grade 5, students are required to pass the State of Georgia Writing Test in order to be promoted to sixth grade. In addition, third graders are required by the State of Georgia to pass the reading section of the CRCT and fifth graders must pass the reading and mathematics sections of the

CRCT to be promoted. Special Education and ESOL students may be eligible for an exemption if they qualify. Retention SST's are held in May to determine if a student is a candidate for retention outside of the state testing mandates.

H

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, GCPS 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 the school for further information.

HOMework

Outside assignments may be made to an entire class, to small groups or to individual pupils. The amount and type of assignments may vary with the student's placement and the teacher. These assignments are made to help reinforce and enrich the skills/AKS that the child needs to be prepared for the next day's class. It is the responsibility of the child to see that these assignments are completed. Please follow up to see that your child does complete his/her work. Please encourage your child to read at home. In kindergarten - first grade, reading to him/her a minimum of 10-15 minutes daily. **In second through fifth grade 15 -20 minutes of independent reading time is recommended.** Students have an opportunity to check out books as often as needed from the school library.

In order to give your child maximum assistance in his/her school work you may wish to use the following guidelines:

1. Praise and/or reward the child for his/her efforts.
2. When asked by student, provide academic assistance.
3. Encourage him/her to have confidence in his/her own abilities.
4. Work on projects together.
5. **When a parent is in doubt about assignments, refer to the student agenda planner.**
6. Demonstrate to your child your interest in his/her schoolwork and learning by asking about the day and discussing work with the family.

7. Read to your child daily regardless of what grade they are in.

I

IMPAIRED/HANDICAPPED ACCESS

W. J. Cooper Elementary wishes to meet the needs of all our students and families. If any member of your family needs assistance or has questions regarding mobility impaired issues or handicapped access, please contact Dan Lakly, assistant principal at 770-554-7050.

INDIVIDUAL STUDENT SALES & PROJECTS

Students are not allowed to sell or trade items at school. Discipline referrals may be assigned. The school will not be used as a place for distributing items sold outside the school except through the PTA. The school will not be responsible for locating/finding items students bring to school that are not critical to our instructional program, ie, toys, electronic games, mp3 players, etc.. Please make sure you discuss with your child(ren) about the appropriate items to bring to school and to keep toys, electronic games, mp3 players, and other non-school related items at home for safe keeping.

INSTRUCTIONAL PROGRAMS

Reading Recovery is for students in grade 1 who qualify for the program by meeting the GCPS established criteria. *Early Intervention Program (EIP)* is for identified students in gr. 2-5 whose instructional level is below grade level. *ESOL* is for identified students who need assistance learning English. *Special Education Resource Classes* are offered for the mentally handicapped (MH), learning disabled (LD), emotionally behavior disabled (EBD), speech/language handicapped (S/LH) and intellectually gifted at our school. Other programs are available as needed. *Hospital/Homebound* instruction is offered to students who, because of illness or injury, are unable to attend for 2 or more weeks. *Art, Music, and Physical Education* are scheduled on a rotating schedule for students in grades K-5. The *Guidance Program* consisting of group and individual counseling is available to all students. Psychological testing is provided as deemed necessary by the SST team on a scheduled basis from the Gwinnett County Board of Ed.

INSURANCE

Student Accident Insurance will be available for students. Forms will be given to parents at registration. Parents will mail the premium directly to the insurance company. Checks should not be made to Cooper Elementary, but to the insurance company. If you choose not to take out school insurance for your child, please be advised that Cooper Elementary will not be responsible for medical expenses if accidents occur.

L

LOST & FOUND

Cooper Elementary maintains a "Lost & Found" in the school. Students can turn in or check for such items in the cafeteria. Items not claimed at the end of each nine weeks will be placed on display for identification. Items then not claimed will be given to charity. In order to reduce the number of lost articles, please label clothing articles and lunch boxes.

M

MEDIA CENTER POLICIES FOR STUDENTS

Please visit the media center website for more information.

<http://TeacherWeb.com/GA/WJCooperElementary/MediaCenter/>

The Cooper Elementary School media center has three main goals for students:

- To encourage and nurture a love of reading and books to students
- To provide students with reliable sources of information
- To teach students research skills and to become life-long learners

Student Checkout

At the beginning of the year all students will go through an orientation session and then they may check out books. Students may come for check out with an entire class or independently on a media center pass and/or their agenda. All classroom teachers will be given passes for the media center. Students in Kindergarten and first grade can check out one book for one week. Students in second grade through fifth grade can check out two books for two weeks.

Computer Use in the Media Center

There are twenty-seven networked computers in the media center for students to use. Students may use these for searching the media catalog, doing research, or using other instructional programs. These computers are not intended for game playing. Students must have permission to print from their teacher or media staff.

Community of Readers

This reading incentive program, funded by the PTA encourages and rewards in grades 2-5 students for reading different types of books. Students will receive rewards based on the number of books they read off of the COR lists. Each list has different categories of literature. The initial reward is a reading lanyard for students in grades 2 and 3 and a reader hat for students in grades 4 and 5. After the initial reward, students can earn reading pins based on the category of book they read. The hats and lanyards can be worn to school every Friday.

Georgia Book Award Nominees

Georgia Book Award is a program sponsored through the University of Georgia. There are two programs - the picture books and the chapter books. Each program has a list of close to twenty titles. Students in grades K-2 will have the opportunity for the books to be read to them by parents, teachers and media specialist. Students in grades 3-5 are encouraged to read the books on the chapter list (3rd grade can pick from both lists). After a student has read three books, they may vote for their favorite in the spring. These books will be kept in a special section in the media center.

Overdue/Lost Materials

Any students having an overdue book will not be allowed to check out any additional materials until the book has been returned or paid for its replacement. Teachers will be informed of students who have overdue materials on a regular basis. Students must pay for lost or damaged materials. Report cards may be held at the end of the year for students who owe money for either a lost book or damaged book.

Volunteers

The media center has many needs for parent volunteers. Some of these needs are to help shelve books, checkout books, and helping at the Book Fair, story time and really does appreciate the volunteer help, so if this is something you are interested in, please notify us.

MOMENT OF SILENCE

The General Assembly of Georgia has enacted a law requiring a moment of quiet reflection at the opening of school each day. We will have a quiet time for sixty seconds in each classroom during the morning announcements following the Pledge of Allegiance.

N

NURSING MOTHERS

We will be more than accommodating to find private area in the school if you need to nurse your child while visiting the school.



P

PARENT CONFERENCES & PARENT-TEACHER COMMUNICATION

Parent Conferences

Parents need to be aware of their child's educational experiences and progress, and teachers need to know their students' parents. A conference is an ideal way for parents and teachers to get to know one another so that the best interest of the child is realized. Teachers will be available for conferences either before or after the hours of student attendance. Due to confidentiality laws, conferences will not be held in the cafeteria during student lunches or in the classroom when other children are present. Conferences must be scheduled via telephone call or a note to the teacher. Parents are encouraged to arrange a conference with teachers, counselors, or the administrators by telephoning the school office (770 554-7050) between 9:00 AM and 4:00 PM. Your call will be returned within 24 hours to schedule the conference. Two grade-reporting periods each year involve scheduling teacher/parent conferences. To provide teachers and parents with time to meet individually, 4 days have been scheduled in which students will attend only one-half day. Early Release Days have been scheduled district wide. Please check the GCPS calendar for Early Release/Parent Conference Days.

Parent-Teacher Communication

Parents are encouraged to maintain frequent communication with their child's teacher(s). This can be accomplished in a variety of ways. Teachers will return parent phone calls within 24 hours. Many of the school telephones will not allow us to call homes with "call block" on their telephones. Teachers will respond to parent e-mails also within 24 hours. Using email or written communication to express or resolve a concern is not the best means of communication. If you have concerns, please use your child's agenda planner, email or a phone call to request a conference. Please remember, while you are in communication with one teacher, that teacher is communicating with 20+parents.

PARENT INVOLVEMENT OPPORTUNITIES

Cooper needs active and involved parents. There are three opportunities in which parents may wish to become involved.

The areas include volunteers, media committee, and field trip chaperones. Please read the PTA section of this handbook to further assist us as partners in the education of your child(ren). Contact the school if you would like to help in any of these areas.

Volunteers

Volunteers can become involved with tutoring, helping in the computer labs, helping in the classrooms, helping in the media center, and various other activities. Please contact your child's teacher for information. Volunteers must schedule their visit to the classroom so teachers will have the opportunity to prepare materials for and organize student groups for the volunteer ahead of time. Teachers can not stop instruction to gather materials for volunteers who show up unexpectedly. Volunteers are not permitted to bring non-school age children with them to school. This causes a distraction to classroom learning.

Media Committee

The media committee helps plan and select materials for instructional use. Parents are urged to volunteer their time and expertise. Contact the media specialist if you are interested.

Field Trip Chaperones

Parents will be asked to act as chaperones on field trips the students take during the school year. Unfortunately, our policy must be that younger siblings may not accompany parents on the school bus or on the field trip. We appreciate your cooperation. All students going on a field trip must ride the school bus with the other students in order to be eligible to go on the field trip. We ask our parent chaperones to dress accordingly for the trip. Parents who act as chaperones are responsible for paying for their cost of admission on the field trip.

PARENT INVOLVEMENT POLICY

The Gwinnett County Board of Education shall abide by and support all rules and regulations pertaining to Title 1, Improving America's Schools Act (IASA, 1994), Local Education Agency Parental Involvement Policy, Public Law 103-382. We are committed to the pursuit of excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national and world class standards. It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

The Gwinnett County Board of Education recognizes that a child's education is a responsibility shared by the school and family. To effectively educate students the schools and parents must work as knowledgeable partners. Parent/family involvement is an on-going process that assists parents and families to meet their basic obligation as their child's first

teacher and promotes clear, two-way communication between the home and school.

A written plan for Title 1 parental involvement that establishes programs and practices to enhance parental involvement and reflects the needs of students and families will be jointly developed by parents and school staff. The plan will be unique to each school and will include a home/school compact. The plan will support the development, implementation and regular evaluation of the parental involvement program.

PARTIES – CLASSROOM CELEBRATIONS

Gwinnett County Board of Education policy permits two class parties each year, on days designated by the individual school. The parties are designated by the grade level teachers.

Halloween is NOT one of the approved parties. Your child's teacher will provide information regarding those parties. No other parties, including birthday parties, will be allowed. Parents are permitted to bring cupcakes to the school office for their child's birthday. These will be served by the teacher during the lunch time and not in the classroom. Teachers may on occasion serve food items as part of an instructional unit or as a reward for their class. If you wish to help on these occasions, please contact your child's teacher. We discourage parents from bringing non-school age children to school parties. Please do not send food or plan activities without contacting your child's teacher. We have to be extremely sensitive of children with food allergies. We have over a dozen children that have nut allergies alone. Out of school party invitations may only be distributed during non-instructional time and to all class members.

PARENT-TEACHER ASSOCIATION (PTA) For W.J. COOPER ELEMENTARY

All parents and teachers are urged to become active members of the PTA. This organization offers parents and teachers an opportunity to plan and work together as partners in the education of children.

The PTA website is: www.mycooperpta.org.

PTA Committees

Cultural Arts and Reflections

This committee will select the cultural arts programs that the students will be given an opportunity to experience at Cooper Elementary. The goal of the cultural arts program is to provide students with exposure to the arts that enhance the curriculum. It is the goal of the Reflections program to provide students with an opportunity to participate in a nationwide fine arts competition that is sponsored by the state and national PTA.

Cooper Clean and Beautiful

This committee will oversee the projects that encourage school and community cleanliness and unification. This committee will assist with improvement issues such as the

outdoor classroom area that will be the focus of the PTA fundraising efforts this year. The committee will also work towards the development of a recycling campaign.

Education & Literacy

This committee promotes reading by encouraging all students to become active participants in the Book-It Program sponsored by Pizza Hut and the *Six Hour Reading Club* sponsored by Six Flags. It also encourages the use of school and public libraries. This committee works with the school staff to provide resources that further educational practices and enhance the curriculum. They coordinate PTA Teacher Grants, recognize student achievement and support the literacy programs.

Exceptional and Gifted Children

Everyone is "exceptional" in their own way. This committee's focus will be to help the teachers and exceptional children who require modifications to so that they can reach maximum achievement in school. In this context, *"exceptional and gifted children"* includes the gifted and talented, FOCUS as well as the mentally impaired; the physically disabled, the socially and emotionally disturbed; children with specific learning disabilities, and, in some instances, disadvantaged and deprived students. This program also includes Odyssey of the Mind.

Fundraiser

This committee will oversee the distribution of sales materials, place order, distribute merchandise, collect money and distributes the prizes associated with the PTA sponsored fundraiser. All the funds collected are used to enhance the learning environment for the students at every grade level. A sub committee of this will be the Mini-Fund Raiser Committee. This committee promotes parent participation in nationwide funds for education programs that benefit Cooper Elementary School, including Box Tops for Education, Campbell's Soup and Tyson Chicken labels and "commitment" cards from Kroger, Publics and Ingles. This committee also urges parents to patronize school business partners, who contribute a percentage of its designated Cooper Elementary night's profits to the school. These are published on the school calendar.

Family Fun

This committee will promote and plan family-oriented activities that will provide opportunities for the families at Cooper elementary to continue each other during social events. Family Fun activities include Pizza Bingo, Father Daughter Dance and other social events for the kids.

Health / Safety

This committee will present information and programs on health-related issues to the parents, students and the staff at Cooper Elementary. The main goal of the health committee is to improve the lives and well being of the children at Cooper through activities including Red Ribbon week, fire prevention and Nutrition week.

Legislative

This committee will attend the Georgia PTA Day at the Capital in February during the legislative session and track legislative issues that have an impact on the students, parents,

and staff at Cooper Elementary. This committee will work with other legislative chairs in the Grayson Cluster to identify and communicate legislative priorities to Cooper parents.

Membership

This committee actively promotes PTA membership, primarily at the beginning of the school year during orientation and the PTA Open House. This committee encourages all Cooper Elementary staff and parents to join PTA as well as community members. They keep records and issue reports regarding our membership to the Georgia PTA.

Scrapbook

This committee will be responsible for producing an annual scrapbook to commemorate the school year and submit the scrapbook in the county PTA competition. The 2003-2004 Scrapbook committee won 3rd place out of Gwinnett County Elementary Schools for schools over 1100 enrollment. They will need volunteers to take pictures, work with parents and teachers to collect memorabilia for the school scrapbook.

Skate Night

This committee organizes skate events at Sparkles Skating Rink. Its responsibilities include making arrangements with the skating rink, providing publicity and flyers as well as coordinating the prizes.

Spirit Wear

This committee plans, purchases, sells and distributes clothing and other items that promote our school's spirit within the school and raises awareness of the school in the wider community.

Staff Appreciation

This committee coordinates events at Cooper during Staff Appreciation week in May. They also organize luncheons for the teachers at various occasions throughout the year.

VIP (Very Involved Parents aka: Room Parents)

This committee chairperson organizes a network of key contacts (Room Parents) in each classroom. Room Parents organize parties, chaperone field trips and assist with PTA events during the year. This committee oversees the Lunch and Learns with Dr. Epperson, where once a month he holds a lunch and learn for the staff and volunteers are placed in the teacher's classrooms so that the teachers may participate in professional learning.

Volunteer Committee

The purpose of this committee is to develop programs to establish and/or maintain an organized volunteer base with in the PTA. The responsibilities of this committee are: Develop Volunteer Flyer, Recruit volunteers to help with committees and functions during the year. Create a data base of volunteer information from the sheets which are returned from the parents. They will work with other committees to contact volunteers as needed.



S

SAFE SCHOOLS INFORMATION

This notice is being distributed in accordance with the National Drug-free Schools and Communities Act.

Drug Free Schools for Students & Employees

The Gwinnett County Board of Education is committed to ensuring the highest possible standards of learning as well as the safety, health, and well being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

1. The use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful.
2. Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs, tobacco and alcohol by students and employees on school premises, in school vehicles, or as part of any school sponsored activity. Compliance with these standards is mandatory.
3. Disciplinary actions, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct. Descriptions of these disciplinary actions are found in the Student Conduct Behavior Policy. (Policy JCD)
4. As a condition of employment, employees will:
 - abide by the terms of this policy;
 - understand that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate these standards of conduct;
 - find specific disciplinary sanctions for violations of this policy in the Gwinnett Public Schools' GAM policy; and
 - notify the Gwinnett County Public Schools in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction.
5. Information about drug and alcohol counseling, rehabilitation, and reentry programs is available to students and employees through school counselors, administrators, and the Staff Benefits/Risk Management Office.
6. A copy of this policy shall be provided to all students, parents, and employees.

Safe Schools

It is the policy of the Gwinnett County Board of Education to ensure the highest possible standards of learning as well as the safety, health, and well being of its students and employees. The Gwinnett County Board of Education recognizes that gang/hate groups and gang/hate group related activities can substantially interfere with student and employee productivity.

In accordance, the Gwinnett County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group related activities in our schools and will accept a zero tolerance for such activities. The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group related behavior, which is subversive to good order, discipline and well being in our schools.

SCHOOL CLOSINGS

Sometimes unusual weather may cause the school to be closed. School closings are determined by the Gwinnett County School Administrative Offices and not by Cooper. **We find out whether school is open the same way as you find out, by listening to the radio or TV in the early mornings.** Announcements of closings will be broadcast via local news media generally by 6 AM. The basic premise to observe is that the school IS open unless it is specifically announced otherwise. The official radio station for the school closing announcements is WSB AM 750. **Please do not call Cooper Elementary. We are not staffed to handle HUNDREDS of morning phone calls about school closings.**

Cooper Elementary has many ways to recognize student accomplishments.

1. Citizen of the Month from each classroom
2. Principal's Honor Roll and A/B Honor Roll recognition for students earning "A's" and students earning "A and B's" with satisfactory conduct.
3. Safety Patrol for fifth grade
4. Academic achievement ribbons each 9 weeks
5. Perfect attendance ribbons each 9 weeks
6. Ram and Ewe Bucks behavior reward program
7. Junior Beta Club (5th grade)

SECTION 504 of the REHABILITATION ACT of 1973

Section 504 is an Act which prohibits discrimination against persons with handicaps 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, which include the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services. If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, call the school for the current contact information to file a complaint.

SPIRITWEAR

Our school PTA sells Cooper Spiritwear. It is available for purchase during the school year. Please see a PTA officer to view the selections. Each Friday is spiritwear day at Cooper. Students and staff are encouraged to show their school spirit by wearing a spiritwear shirt.

STUDENT RECORDS

Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records through policy "JR". These rights include:

- (1) the right to receive this information in a format understandable to the student and parent;
- (2) the right to inspect and review student records by parents (and in case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained.
- (3) the right to copies of student records within three days after submitting a written request.
- (4) the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes;
- (5) the right to request that material be removed from student records and the procedures for doing so;
- (6) the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- (7) the rights of separated or divorced parents and legal guardians pertaining to student records;
- (8) the schedule of destruction of particular student records;
- (9) the content, location and particulars concerning permanent records, official records and supplemental records.

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 a school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County Public Schools policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact Cooper Elementary School. The student or parent may contact the School Board office for more information about the above list of rights. Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice if all accounts are in order.

STUDENT COMPLIANTS & 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 handicap. 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 district Title IX coordinator, send a letter detailing the complaint to Ms. Joyce Spraggs, Office of Title IX Coordinator, Gwinnett County Public Schools, 437 Old Peachtree Rd., Suwanee, Georgia 30024; telephone number 678-301-6062.



Notice to Students and Employees:

If you believe a school employee on the basis of your race, color, religion, gender, age, national origin or handicap is mistreating you, 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 writing or calling:

Title IX Coordinator
Gwinnett County Public Schools
437 Old Peachtree Rd.
Suwanee, GA 30024
678-301-6062

T

TELEPHONE CALLS

Generally, children will not be permitted to use the school telephone due to the limited number of lines available. In case of emergency or missed bus, school office personnel will make the call home. Help us reduce the number of telephone calls by sharing the responsibility with your child for classroom preparation, after school activity plans, and payment of money collected in classrooms, etc. Call your child only in case of emergency. We will not call your child out of class for you to talk to him/her, but will be happy to deliver your message to your child.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are supplied by the Gwinnett County Schools and are issued to students. These books are on loan and checkout (bar scanned) to the students during the school year through a textbook computerized tracking system. Specific textbooks will be assigned to specific students where appropriate. In case of loss or abuse of library/textbooks, a student must pay for the book in accordance with a scale determined by the local Board of Education. The average elementary textbook costs Gwinnett County Schools \$32.00. Lost library books and textbooks must be replaced. Please see an administrator if your child(ren) misplaced or lost a textbook for the current cost to replace the library or textbook.

TUTORING

Cooper Elementary does not recommend or endorse private "for profit" tutoring centers. Their programs are not AKS driven and many times their evaluations of students are misleading to parents. Tutoring and homework help is provided in the extended day school program.

V

VISITATION TO W.J.COOPER: Parent Visitation, School Board Policy, & Georgia Laws Governing School Visitation

Parent Visits to Cooper

Parents are always welcome visitors! However, a scheduled meeting with teachers or the staff is very much preferred than a “drop in” visit. Scheduling a visit will cut down on time spent waiting in the school foyer and will allow for preparation to make your visit more beneficial.

All visitors must check in at the office and obtain a visitor’s badge before visiting classrooms. Only parents and/or guardians are allowed to visit the classrooms. During your visit the regular school program must continue, so please do not expect the teacher to hold a conference with you at this time. A prior appointment for classroom visitation is required so we may maximize instructional time and minimize any disruptions to instruction. If it is necessary to bring books, lunches, or other supplies to your child during the day, please leave items in the school office or with school receptionist. There is a procedure in place for getting items to the classroom. It is important that we keep instructional interruptions to a minimum.

There will be no conferences held during student instructional time except during teacher planning time. **Instructional time is defined as 8:20 to 3:30. We are focused on teaching and learning and will protect the teacher’s instructional time with students. No parent visits will be allowed during the instructional day. No classroom deliveries are permitted during instructional time.** Parents are always welcome to come and have lunch with their child, but are discouraged from bringing siblings to lunch due to the cramped space in the cafeteria. Adult lunches are \$2.50. **Parents are prohibited from bringing outside “fast food” into the cafeteria for lunch. We have a parent table designated for you to eat lunch with your child(ren) during their lunchtime.**

School Board Policy – Visitors to Schools

Any visitor with legitimate business on school grounds must sign in at the Main Office (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 counselors, or to visit their children’s classes.

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.

Georgia Laws Governing Visitors to the School, 20-2-1180

(a) It shall be unlawful for any person to remain upon the premises or within the school safety zone as defined in paragraph (1) of subsection (a) of Code Section 16-11-127.1 of any public or private school in this state or to remain upon such premises or within such school safety zone when that person does not have a legitimate cause or need to be present thereon. Each principal or designee of each public or private school in this state shall have the authority to exercise such control over the buildings and grounds upon which a school is located so as to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering upon such premises. Each principal or designee of each public or private school in this state shall notify the appropriate law enforcement agency to prohibit any person who does not have a legitimate need or cause to be present therein from loitering within the school safety zone.

(b) Any person who shall not have any legitimate cause or need to be present upon the premises or within the school safety zone of any public or private school in this state who shall willfully fail to remove himself or herself from such premises after the principal or designee of such school shall request him or her to do so shall be guilty of a misdemeanor of a high and aggravated nature.

(c) Upon entering any elementary or secondary school building between the official starting time and the official dismissal time, any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his or her presence at the school. Failure to check in at the designated location as provided in this subsection shall be prima-facie evidence that such person is in violation of subsection (b) of this Code

section. This subsection shall not apply to law enforcement officers, firefighters, emergency medical technicians or paramedics, or any public safety or emergency management officials in the performance of an emergency call or to other persons making authorized deliveries to the school.

(d) A school administrator or his or her designee may ask any visitor to explain his or her presence in the school building at any time when the school is in official session.

(e) If the school posts signs on entrances to the school requiring visitors to check in at the designated location, such signs shall be deemed prima-facie evidence that persons entering the school were on notice of the requirements of this Code section.

(f) Nothing in this Code section shall be construed to prohibit school administrators from prohibiting the admission of any person who has violated school policy or state law.



WJ COOPER STUDENT BEHAVIOR EXPECTATIONS AT SCHOOL & ON THE BUS

A positive learning environment is necessary in order for students to be successful. Good behavior is essential to a positive learning environment. We believe that parental support and involvement is vital to good behavior and student success. Therefore, we are providing you with the Cooper Elementary School Behavior Management Plan. The specific purpose is to emphasize the importance of:

- helping students and parents understand our school expectations;
- maintaining a positive atmosphere for learning that is supported by good student behavior;
- encouraging parents to read the contents of this plan and discuss it with their children.

You will note that the Gwinnett County Public School rules along with bus safety rules are encompassed within the five Cooper Codes. An unabridged version of the Gwinnett County Public School Rules is also printed in this handbook. GCPS will also publish a discipline hand book for students and parents to review and sign.

Within the first four weeks of school each student will either see a video or have a presentation by an administrator that reviews the Cooper Codes and GCPS rules for conduct with the students. At that time students are permitted to ask questions of their teacher about the rules. It is stressed to the students that they are the main reason that Cooper is now, and remains a safe school. When asked why their parents sent

them to school, their answer is always, "To learn." This is the reason we hopefully will have fewer discipline problems at Cooper.

Parents need to be supportive of the teachers and the administration concerning their child following the rules and regulations.

We staff an "opportunity or time out" room for students who have been removed from the classroom for disruptive behavior. If students are not here to learn, we can not have them disrupting the learning of others. Students will be in generally given the "opportunity" to adjust their attitude to learning while serving their designated segments in the Opportunity Room. Suspensions will be issued, where and when appropriate, to students who violate one or more of the Gwinnett County Schools Twelve Rules of Student Conduct. I will call parents to come to school to take their child home. Suspensions have increased the past three years and this is a major concern of mine. Most suspensions are the result of a Rule 5 violation which is abuse, threats, intimidation, assault or battery by a student on another student. Any time a student willfully punches another student at Cooper it is an automatic suspension from school. Many suspensions were the result of a student making threats to kill another student. All threats, insincere or not, will not be tolerated and are not considered a joke. I really didn't mean it' is not an acceptable excuse for making threats. Throwing rocks on the playground is totally unacceptable behavior and will be assigned a serious consequence. **Students on suspension or assigned to the Opportunity Room are not eligible to participate in any school activities or events on or off campus.** We look forward to working with you and your child(ren) in a partnership striving for student success in a safe, positive, and orderly learning environment.

Cooper Conduct Codes Positive Expectations for Student Behavior

1. I WILL RESPECT MYSELF AND OTHERS AT ALL TIMES.

This means that I will not call people names; I will always tell the truth. I will not scream at anyone; I will not talk back to anyone; I will respect others by conducting myself in a quiet and orderly manner; I will obey directions from adults; I will not touch anyone inappropriately; I will respect myself by dressing properly at all times.

2. I WILL DO MY BEST TO LEARN AND RESPECT THE LEARNING OF OTHERS EACH DAY.

This means that I will not do anything to disrupt and interfere with school and class at any time; I will not cheat; I will not harass or bother anyone who is trying to learn; I will do my homework and my class work on time and as accurately as possible; I will come to school on time and bring all of my needed supplies each day; I will not run or make noise in the halls or classrooms; I will not bring distracting things to school, such as radios, tape players, cameras, candy, gum, or

toys. I will not demonstrate any conduct, which is subversive to good school order.

3. I WILL RESPECT MY PROPERTY AND THE PROPERTY OF OTHERS AT ALL TIMES.

This means that I will not steal; I will treat the property of others with care; I will not tear up anything of mine or anyone else; I will not mark on the walls or the furniture of the school; I will not take anything that does not belong to me; I will not destroy any school property, nor school bus property.

4. I WILL NOT ATTEMPT TO HURT MYSELF OR OTHERS AT ANY TIME.

This means that I will not run in the buildings, on the bus ramp, in lines outside, in the courtyard, in the breezeways, the cafeteria, or anywhere else that is not safe; I will not play dangerously in any way; I will not fight or hit anyone at any time; I will not bring to school any objects that could prove to be potentially dangerous such as weapons or other dangerous instruments, nor tobacco, drugs, or alcohol; I will follow all transportation safety rules while on the school bus.

5. I WILL AGREE TO SOLVE PROBLEMS WITH OTHERS IN A CALM AND FAIR MANNER.

This means that when I have a problem with others, I will take the responsibility to solve it in a calm and fair manner; I will listen respectfully to others, speak when it is my turn and I will use a quiet voice; I will use my words to express my feelings to solve problems; I will ask adults for help if necessary and I will solve problems I have with others to keep my school a peaceful place.

Disciplinary Information

We are striving to provide a school program that allows all students to feel success and, at the same time, develop self-discipline. No student has the right to interfere with the rights of others to learn. Each student is expected to cooperate with teachers and fellow students.

The school and the home share the responsibility for a student's conduct. Parents will be made aware of behavior problems. We ask that you be supportive in working with the child and the school to help solve the problem.

Gwinnett County Public School Student Conduct Behavior Code Policy Statement

1. To ensure an environment for teaching and learning that is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school system and possible penalties for violation of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the local schools.

4. To provide for the enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school sponsored activity or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

Statement of Student Misconduct

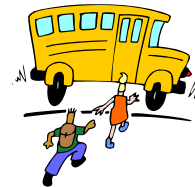
These rules are designed to notify students as to the types and range of behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Gwinnett County Public Schools Student Code of Ethics (See GCPS Student/Parent Handbook)

Gwinnett County Public Schools Board of Education Range of

Consequences of Student Misconduct

Local school administrators and staff have broad discretion to determine specific consequences for student misconduct at the local school level. The range of consequences that can be assigned by a local school administrator are listed in the GCPS Student/Parent handbook by level and may include without limitation; student conference, parent conference, time-out or opportunity room, before or after school detention, In-school Suspension, Saturday School, Out-of-School Suspension up to ten days, referral to a Disciplinary Panel Hearing which may result in Long-Term Suspension or expulsion, any other lawful consequence the Disciplinary Panel may deem appropriate for the misconduct, and, depending on the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials. School officials may restrain students in order to protect them or others from injury.



WJ COOPER ELEMENTARY BUS SAFETY & INFORMATION

Students will be assigned a bus for the purpose of riding to and from school. The first weeks of school, students will be provided with a bud "ID" tag that they will need to have in order to get on a bus. The "ID" tags will be provided by GCPS and be issued to each student in grades K, 1 and 2 the first day of school. These tags will assure that the student is

riding the correct bus in the morning and afternoon. Drivers will check each student's tag as they board the bus. Approval for students to ride another bus or go to day care after school will be given only if the parent makes a written request. We will accept written requests by fax if it contains the parent signature. We will not make changes based on a phone call to school. Children are to get off ONLY at their designated stop unless the parents have first approved another stop. Children who go home with friends should do so only with the previous approval of their parents. Approval of any change of bus stop or bus needs to come in the form of a note signed by the parent, including date, bus numbers involved, and children involved. Buses occasionally get behind schedule because of breakdowns or weather. Every effort to keep buses on schedule or to make other arrangements to get your child home as soon as possible will be made. Plan to have your child ready to catch the bus 10 minutes before the usual arrival time and 10 minutes after the usual arrival time. It is the child's responsibility to catch the bus daily. Children who miss the bus from school to home must make arrangements by telephone with parents for transportation home. **If there is a request to change the mode of transportation, on any given day, this must be given to the school in writing. We will accept faxes at (770)-554-7058 if they contain the parent signature and a copy of the parent's driver license. We will not accept a telephone call to change the mode of your child's transportation. This is to assure accurate communication and the safety of your child.**

Parents are encouraged to arrange for their child to take the bus the first day of school.

Bus Stop

Students are under the umbrella of GCPS discipline rules and regulations while at the bus stop. This also includes to and from the bus stop. Students are not allowed to select their own bus stop. Students are assigned a stop based on their street address.

Bus Discipline

On buses, the bus driver has the major responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems first, but because of the nature of their job, bus drivers are more restricted in their efforts to deal effectively with discipline. If a student is a persistent behavior problem, a bus referral will be filed by the driver and turned in to the school. The student is allowed to respond to the complaint. Copies are sent home for signature of parent. The white copy is to be returned to the school. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals. Riding the bus is a privilege, not a right. This action is taken by the school administration on a case-by-case basis.

Bus Supervisor

Vicki Patterson is the bus supervisor for the Archer Cluster. Her responsibilities are: bus routes and assignments, bus stops and times, and driver supervision. Questions/complaints

concerning any of these things should be referred to her and not the school. Contact the school concerning student discipline concerns on the bus or at the bus stop.

School Bus Emergency Evacuation

Students shall receive instruction annually in emergency evacuation procedures. Bus drivers shall read the emergency evacuation procedures beginning the first day of school, with monthly-simulated evacuation drills to reinforce the safety of students being transported. Students will be evacuated from a bus ONLY when they are in more danger on the bus than they would be outside the bus. Parents are encouraged to help instill in their children the importance of participating in the simulated bus evacuation drills and taking the drills seriously.

1. Students should leave all personal items on the bus seat.
2. Students should unload one seat at a time.
3. If possible, students exit through the front and rear doors at the same time. Use the red line in the ceiling of the bus as a guide.
4. Students seated in front of the red line will exit through the front door. All students should follow helper #1, who will open the front door and lead students at a 45-degree angle away from the door side of the bus.
5. Students seated behind the red line will exit from the rear emergency door. Helper #2 will open the emergency door, exit and hold the door open.
6. Helper #3 and #4 will exit the bus, hold one arm upward, making a fist for the other students to hold on to for balance as they bend their knees and jump to the ground.
7. Kindergarten and first grade students should sit down, hold helpers' fists, and scoot down to the ground.
8. If students cannot exit through the rear door, everyone should exit through the rear door.
9. If students cannot exit through the front bus door, everyone should exit through the rear door.
10. After evacuating the bus students should move 100 feet away and stay together until permission is given by a police officer or a person from the Gwinnett County Public Schools System to leave the area.

Additional Emergency Exits are:

- roof hatch
- side push out windows
- windshield and other windows encase in black rubber gaskets.