

Harbins Elementary School



Student Handbook
2011-2012

PARENT RESPONSE FORM 2011 - 2012

STUDENT NAME: _____ GRADE _____
(Please Print)

HOMEROOM TEACHER: _____

Rather than ask that you sign each of the many forms you receive, a one page sheet has been compiled for you to initial and sign. Please read over the agreement forms below and the supporting documents in the registration file. Initial the line to the left of each section if you did not complete online registration. **Return this form to your child's teacher by August 19, 2011.**

PARENT HANDBOOK

_____ I was issued a Harbins Elementary Parent Handbook. I understand this book contains local school, district and state rules and policies to which my child and I must abide. I have reviewed the contents of the Harbins Elementary School Parent Handbook.

GWINNETT COUNTY PUBLIC SCHOOLS HANDBOOK

_____ I was issued a Gwinnett County Public Schools Parent Handbook. I will review the contents with my child, and I understand that these are the rules and regulations set forth by the Gwinnett County Public School System. The teacher will explain the discipline system for the school and individual classroom to students the first week of school and to parents during curriculum night.

AKS AND PROMOTION REQUIREMENTS

_____ I was issued information on the Gwinnett County Academic Knowledge & Skills for my student's grade level. The teacher will explain the grade level expectations during curriculum night. I have received a copy of the promotion requirements in the Harbins Elementary School Parent Handbook.

TRANSPORTATION REGULATIONS

_____ I have received transportation expectations and information included in the Harbins Elementary handbook and Gwinnett County Public Schools Handbook. I will review the contents with my child, and I understand that these are the rules and regulations set forth by the Gwinnett County Public School System.

ATTENDANCE LETTER

_____ I have received the Georgia attendance regulations, including the definitions of excused and unexcused absences, as well as the State truancy law (O.C.G.A. 20- 2-690.2).

MEDIA RELEASE AGREEMENT

Please initial **one line** and sign below.

_____ I give permission to use my child's name and/or voice, likeness, photograph and any or all of the audio or video footage and on the Harbins Elementary web page or in any of the Gwinnett County Public School's media based productions or publications.

_____ I do not give permission for the aforementioned.

INTERNET ACCEPTANCE USE POLICY AGREEMENT

Please initial **one line** and sign below.

_____ I understand and agree to the expectations of using the internet with teacher supervision at Harbins Elementary.

_____ I do not agree to the expectations of using the internet with teacher supervision at Harbins Elementary, and I understand that as a result, my child will NOT be allowed to utilize computers to access the internet at Harbins Elementary.

Parent Signature: _____ Date: _____

Return this form to your child's teacher no later than August 19, 2011

**Harbins Elementary School
Parent/Student Handbook
2011-2012**

Dr. Cindy Truett, Principal
3550 New Hope Road
Dacula, Georgia 30019
770-682-4270

Mascot: Harbins Tigers
School Colors: Red, Silver and White
School Hours: 8:15 a.m. - 2:50 p.m.
Announcements begin at 8:10 a.m.

Telephone Numbers

| | |
|------------------------------|--------------------------------|
| Front Office: 770-682-4270 | <u>Counselor</u> |
| Clinic: 770-682-4272 | Minh Vo Chiavone: 770-682-4270 |
| Media Center: 770-682-4275 | |
| Transportation: 770-338-4800 | Fax: 770-682-4285 |
| Cafeteria: 770-682-4274 | |

Website Address: www.harbins.org
PTA Website Address: www.go.to./harbinspta

Table of Contents

Section 1 - Harbins Elementary PTA Information
Section 2 - Harbins Elementary Calendar of Events
Section 3 - Harbins Elementary Policies and Procedures

Dear Harbins Families,

Welcome to the 2011-2012 school year. We are looking forward to another great year of Learning and Leadership at Harbins Elementary School. We want to welcome our newest Harbins Tigers to the team and look forward to getting to know you. The opening of the school year is such an exciting time for students, parents and the Harbins staff. I consider it a privilege to work in such a fine community with outstanding staff, students, and parents. We are excited to welcome our students back to school and are excited about the learning our students will continue to experience at Harbins. The teachers have planned outstanding learning opportunities for our students. We look forward to our continued partnership with our families in providing a world-class education for all students.

One of the many ways we communicate with you each year is through this handbook. I want to ask you to take time to review the contents of this handbook as a family. Inside the handbook, you will find parent involvement and calendar information that will be important resources to you throughout the year. Most importantly, it outlines the school's operating policies and procedures that help us ensure that each student has the maximum opportunity to learn important academic knowledge and skills. If you will take a moment to review the contents with your student, it will ensure a smooth year for all.

I appreciate your efforts to both review these expectations and to lend your support in achieving them. Your support in helping us maintain an excellent, orderly and safe learning environment for our students is invaluable to us. Once you have gone over the handbook as a family, and after you have looked through your child's grade level Academic Knowledge and Skills document and the Gwinnett County Public Schools Student/Parent Handbook, **please sign and return the Parent Response Form in the front of this handbook to your child's teacher IF you did not participate in online registration.**

Finally, please take special note of the important events and activities listed in the calendar section. There are wonderful opportunities for parents to become knowledgeable of their child's instructional program and academic progress. I also want to offer a reminder to you about your access to the Gwinnett County Public Schools Parent Portal where you can view up to date information on your student's progress at school. The portal will allow you to view your student's grades, test history, conduct and attendance. It is our hope that this will serve as one more effective communication tool. We look forward to working with you and appreciate your involvement in your student's education and your attendance at the important events and activities.

On behalf of our staff, I welcome you to the 2011-2012 school year. Our partnership with you is the foundation for the excellence achieved at Harbins each day. Our goal is to provide the best learning opportunities for your student in a safe, secure and orderly environment. We want all of our students to excel and stand out as **Leaders in Learning** each and every day. We appreciate your support in helping us provide an optimal learning environment for our students. Harbins is truly a school where extraordinary teaching and learning occurs every day!

We look forward to an outstanding school year! Go Tigers!

Sincerely,

Cindy Truett
Principal

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.

Gwinnett County Public Schools- Strategic Goals

- Goal 1: Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
- Goal 2: Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.
- Goal 3: Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Goal 4: Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
- Goal 5: Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Goal 6: Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Goal 7: Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

Core Beliefs of the Gwinnett County Board of Education

- Our core business is teaching and learning.
- All children can learn at or above grade level.
- All children should reach their learning potential.
- The school effect is important and has a profound impact on every child's life.
- A quality instructional program requires a rigorous curriculum, effective teaching, and ongoing assessment.
- All children should be taught in a safe and secure learning environment.

Commitments of the Gwinnett County Board of Education

- Gwinnett County Public Schools will give its core business, teaching and learning, priority over all other functions of the organization.
- All GCPS students will learn at or above grade level.
- All GCPS students will reach their learning potential.
- The school effect is important and Gwinnett County Public Schools will have a positive impact on every child's life.
- GCPS will have a quality instructional program that includes a rigorous curriculum, effective teaching, and ongoing assessment.
- All GCPS students will be taught in a safe and secure learning environment.

Harbins Elementary Faculty and Staff
Dr. Cindy Truett, Principal
Mrs. Debra Ault-Butenko, Assistant Principal
Mrs. Christy LeMaster, Assistant Principal

Office/Clerical

Debra Ault-Butenko (AP)
Melanie Hamilton (Office Clerk)
Daisy Kirkland (Office Clerk)
Christy LeMaster (AP)
Cynthia Pall (Clerk)*
Montine Powell (Admin. Asst.)
Jennifer Samples (Clinic)
Jean Sass (SASI Clerk)
Cindy Truett (Principal)

Kindergarten

Amanda Acres
Amy Crook*
Jean Marie Graham
Malissa Koblick
Cheryl Hall
Terri Poffenberger
Bob Stone

First Grade

Ginger Dean
Heather Garren
Ashley Gollither
Christy Williams
Sharon Mauney*
Katie Walker
Shannon Wiley

Second Grade

Kathy Adcock
Melanie Cain
Theresa Emmett
Sandra Hefner
Vicki Tucker
Cheryl Tyree

Third Grade

Aline Harrington*
Melinda Heimerich
Cindy Huntington
Susie Inglett
Lea Sirmans
Stephanie Smith
Tisha Spain

Fourth Grade

Sybil Anderson
Jim Carter
Mary Kotler
Linda Pulliam*
Chris Rogers*
Sondra Wilson

Fifth Grade

Layla Bell
Michele Devlin
Kim Mitchell*
Kelli Stewart
Amie Gravitt
Kishina Woolfolk

Special Education

Robyn Clark
Candace Davis
Hope Griffin
Donna Hargrave
Amanda Herrington
Ashley Johnston
Kim Looney
Sally Manaois
Leigh McCabe
Karen McCoy
Mandy McGee
Becky Millwood
Meg Petersen
Kristin Smith
Terri Smith-Wallace
Rachel Staples
Jennifer Tatum
Thomas Woolfolk

Special Ed Parapro

Laurie Aldridge
Mary Ann Berardinelli
Cassandra Gaines
Ashley Green
Kathie Kelley
Chris McBride
Nancy Porter
Vicki Pruitt
Ellen Reidy
Jennifer Rogers
Gina Stegeman
Karen Taylor
Stacy Vigue

Special Areas

Melissa Clark (tech special)
Debbie Davis (Math Special)
Amanda Forst (Art)
Tom Gibby (P.E.)*
Linda Miller (Music)

Counseling

Minh Vo Chiavone

Support Staff

Cindy Brooks (Media Specialist)*
Keith Brown (TST)
Jennifer Dalton (Reading Specialist)*
Suzanne Hood (Math Coach)*
Emmett Mullins (LSTC)*
Lisa Newton (Gifted)*
Cyndy Palmer (Media Clk)
Bridget Saldana (Transition)

Reading Recovery

Amy Crook
Ashley Gollither
Hope Griffin
Kim Looney
Sally Manaois
Christy Williams

Custodial

Rodica Belbe
Svetlana Caramerli
Marie Chandler
Dina Matveyeva
Tommy Moree
Rodika Serzhant
Joan Tullis (Head Cust)
Tat'yana Yurchenko

Cafeteria

Norma Azevedo
Donna Bennett
Jeanette Burger
Melissa McConkey (Manager)
April Segars
Chantel Smith
Christine Windsheimer

*SIT Representative

Harbins Vision Statement

We envision a school where all children develop a positive image of their future because they are equipped with the knowledge and skills they need to be intentional and productive learners and effective leaders.

Harbins Mission Statement

We will provide students high-content, engaging schoolwork in an environment that supports and challenges them so they learn the Gwinnett County Academic Knowledge and Skills at high levels.

2011-2012 School Improvement Goals

- We will continue to improve our students' reading skills. This includes both learning to read and reading to learn. We will use data from guided reading instruction, individual reading inventories, and standardized test results to measure our progress.
- We will continue to improve our students' writing skills. This effort includes students' abilities to write for a variety of purposes in a variety of genres. We will measure our progress using data from the Gwinnett Writing Standards and the Georgia Writing Assessment, as well as reviewing writing samples from student work.
- We will continue to improve our students' mathematics skills including conceptual understanding, problem solving, and computation. Our progress will be measured using standardized test data, exemplars and local school assessment data.
- We will continue to improve our students' achievement in science and social studies. This will include increasing the students' abilities to create, analyze, synthesize and interpret data, maps, charts, graphs and a variety of documents to support their learning. Our progress will be measured using standardized and local school assessment data.

2011-2012 Instructional Initiatives

- We will continue to utilize research-based, Quality-Plus Teaching Strategies, that will help to improve our students' performance across all content areas.
- We will continue to study a variety of ways to assess student performance, particularly in the areas of reading, writing, and mathematics.
- We will continue to integrate technology into classroom instruction across content areas.
- We will integrate content taught through engaging lessons that require students to think at high levels to enhance student learning across content areas.
- We will continue to expand the use of the research process for our students.
- We will continue to build a community of learners in which we believe that cooperative relationships and nurturing responsibility, kindness and good judgment is the basis for creating an environment for successful learning.
- We will foster a climate of principle-centered and personal leadership.
- We will improve student attendance.
- We will prepare our students with the skills they need to be successful in the 21st Century.
- We will improve the quality of work students do each day and the academic rigor expected of our students.

Harbins Elementary PTA Information



Welcome to the 2011-2012 year at Harbins Elementary!

On behalf of the PTA Executive Board and the Executive Committees, I would like to take this opportunity to welcome you. We are looking forward to another exciting year as a Tiger!

The goal of the PTA is to support Harbins, it's staff and most of all, the students. PTA accomplishes these goals by providing programs that encourage family togetherness, such as Movie Under the Stars, Breakfast with Santa and the Valentines Day Dance. We also support other wonderful programs like Reflections and Cultural Arts. We believe that sponsoring these programs promotes family involvement, which results in an increase in student achievement and involvement. Our children really do want us to participate in programs with them!! All Harbins families are encouraged to participate in these events and the kids love coming to them!

PTA is able to support all the programs through its annual fundraiser. The PTA has been able to provide Harbins with Mimio Boards and new PE equipment, among other things, as well as providing the teacher's grants. This is only possible because of your participation in our fundraising efforts. We ask for your support again this year so that we may continue to provide the wonderful support that Harbins students and teachers deserve.

I'd also like to ask you to consider getting involved with PTA. By volunteering, you make a difference to the children of Harbins. You can volunteer to help in many different ways, down to just a couple of hours of your time for the entire year. The events we put on would not be possible without our parent volunteers. If you would like to volunteer or become part of PTA, please contact me and I will help you find what you are looking for. We strive for 100% participation. Remember to join PTA on your electronic form this year!

I'm excited to work with Dr. Truett, the Executive Board, staff and of course, your children again this year. If you have any questions, please contact me or any other board member.

I hope you and your student have a great year!

Melinda Stewart
PTA President
Harbins Elementary School

Harbins Elementary 2011-2012 PTA

PTA Meeting Dates:

The PTA general meetings will be at 6:30 p.m. and will be held in the school cafeteria, with the exception of the August meeting, which will be held over closed-circuit TV in the classroom. A short business meeting will be held before the program.

| | | | | |
|-----------|----|--|--------------|-----------------------|
| August | 16 | K - 2 nd Grade Curriculum Night | 6:30 - 8:00 | PTA Volunteer Sign-Up |
| | 18 | 3 rd - 5 th Grade Curriculum Night | 6:30 - 8:00 | PTA Volunteer Sign-Up |
| September | 1 | Room Representative Meeting | 7:00 | |
| October | 28 | “Movie Under the Stars” | | |
| November | 10 | PTA/Veterans’ Day Program | | |
| December | 3 | Breakfast with Santa | 9:00 – 12:30 | |
| | 8 | PTA Meeting / Holiday Program | 6:30 | |
| January | 26 | PTA Meeting / Instructional Fair | 6:30 | |
| February | 10 | Valentine’s Parent/Student Dance | 6:00 - 8:00 | |
| March | 22 | PTA/Second Grade Seussical | 6:30 | |
| | | Nominations for 2012-2013 PTA Executive Board | | |
| April | 19 | PTA Meeting / Cultural Arts | 6:30 | |
| | | Swearing in of 2012-2013 PTA Executive Board | | |

Objectives of the PTA:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers, may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education,

Who Belongs to PTA?

Parents, teachers, grandparents, high school students, school officials, business people, retirees, couples of infants, single people, couples without children - everyone who cares about children can belong to PTA.

We invite each of you to become an active part of the Harbins Elementary PTA. We are striving for 100% membership.

Individual Membership Dues: \$5:00

PTA Committees:

Box Tops for Education: This committee coordinates contest and collects box tops from students. Each box top collected is worth 10 cents. Twice a year, box tops are mailed and Harbins receives a check. Monies earned go back to the school for things like the purchasing of P.E. equipment and other school needs.

Breakfast with Santa / Santa Shop: This program provides students the opportunity to have breakfast and visit with Santa. The Santa Shop offers affordable prices for both students and adults to do their holiday shopping.

Cultural Arts: This committee works with the fine arts staff to preview, schedule and coordinate student enrichment programs in the area of music, drama, dance, literature and art.

Doughnuts for Dads: Several volunteers will be needed to help set up and break down this event. It will most likely be a one time (early morning) event and just need a few extra hands to help. This is a special time to bring dads into the school.

Environmental: This committee educates students, parents and community in the importance of preserving our environment. This committee oversees recycling efforts, enhances school grounds and outdoor learning environment.

Fundraising: The annual fundraiser provides financial resources for PTA projects, programs and activities as well as for school initiatives. This committee selects the product lines to be sold, coordinates the orders, arranges for delivery and records receipts.

Hospitality The goal of this committee is to provide a warm welcome to all PTA events and meetings and to coordinates refreshments as needed. In additions, hospitality coordinates luncheons or special events to recognize Harbins staff as well as all food/food preparations for the Movie Under the Stars, Breakfast with Santa and Sock Hop.

Membership: This committee's focus is to promote membership in PTA with a membership drive throughout the year and to encourage parents, staff, grandparents and community members to join PTA.

Newsletter: Volunteers in this area edit and publish a quarterly newsletter. In this publication, the PTA, school administration and counselors announce upcoming events and educational articles of interest to parents.

Parent and Family Life / Drug Awareness: Volunteers on this committee promote positive communication between family, school and community. This committee coordinates the four major events: Movie Under the Stars, Breakfast with Santa, Sock Hop and Red Ribbon Week.

Reflections: The "Reflections" program is the annual Gwinnett PTA cultural arts competition. Students submit items such as stories, poems, and photographs into competition with other Harbins students. Winners from the school level then compete in the county level.

Room Representative: Each class at Harbins is represented by one or two parents during the school year. These individuals work with teachers to organize two class parties during the year and provide commendation between the PTA board and parents for special projects.

Spirit Wear: This committee promotes our school pride by designing, ordering and marketing Harbins Elementary spirit wear. Volunteers on this committee would assist in selling items during Registration/Orientation and PTA functions such as PTA meetings, Movie Under the Stars and Sock Hop.

VIP's: Volunteers on this committee support classroom and PTA projects. Volunteers work with teachers, helping them prepare for classroom activities. Example: cutting items, coloring, making booklets, etc.

Volunteer Coordinator: Volunteers on this committee would coordinate volunteers to work PTA events, such as Movie Under the Stars, Sock Hop, Breakfast with Santa and any other PTA events in which volunteers are needed.

Volunteer Opportunities

Several PTA committees need volunteers to help carry out projects during the school year. If you would like to volunteer to help with any of the following committees, please complete the form and return it to your child's teacher.

Also, if you own or work for a company that would like to become a business partner with our school, please complete the form below. We need partners that could assist in projects: i.e. painters, woodworking, landscapers, etc., restaurant owners, companies willing to copy school wide hand outs or companies willing to donate funds to provide these projects, anything you may think you or your business could do to assist our school, As a Partner in Education, the businesses, school and community members help support each others.

If you have any questions regarding a particular committee or becoming a business partner, please feel free to contact a PTA officer and they will get you in touch with the appropriate person.

Volunteer

- | | |
|--|--|
| <input type="checkbox"/> Doughnuts for Dads | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Box Tops for Education | <input type="checkbox"/> Red Ribbon Week |
| <input type="checkbox"/> Breakfast with Santa | <input type="checkbox"/> Reflections |
| <input type="checkbox"/> Cultural Arts | <input type="checkbox"/> Room Representatives |
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> Sock Hop |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Spirit Wear |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> VIP's |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Volunteer Coordinator |
| <input type="checkbox"/> Movie Under The Stars | |

Name: _____ Phone Number: _____

Child's Name: _____

Teacher: _____

Grade: _____

Partnership in Education

Company Name: _____

Type of Business: _____

Contact Person: _____ Phone Number: _____

Please return to your child's teacher. Thanks!

Harbins Elementary Calendar of Events



(Dates are subject to change. Please read our weekly newsletter and online calendar for any changes/updates at www.harbins.org)



Harbins Elementary School Calendar

A School of Learners and Leaders



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July 2011

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| 31 | | | | | | |

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Parents & Families

August 2011
Go to today, June 16, 2011
Subscribe: RSS

Go To Date

Select View

Month Week Day List

September 2011

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|----------------------------|--|--------|----------|
| | 1 ■ PTA Executive Board Meeting 3:30 pm | 2 | 3 | 4 ■ Orientation Day/Registration Day 8:00 - 10:00 M - Z and 10:00 - 12:00 A - L | 5 | 6 |
| 7 | 8 ■ Begin 1st Nine Weeks ■ First Day of School | 9 ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 10 | 11 | 12 | 13 |
| 14 | 15 ■ PTA Executive Board Meeting 3:30 pm | 16 ■ Kindergarten - 2nd Grade Curriculum Night/PTA Meeting 6:30 pm | 17 | 18 ■ 3rd - 5th Grades Curriculum Night/PTA Meeting 6:30 pm | 19 | 20 |
| 21 | 22 | 23 | 24 ■ School Picture Day | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



Harbins Elementary School Calendar

A School of Learners and Leaders



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August 2011

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Parents & Families

September 2011

Go to today, June 16, 2011
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October 2011

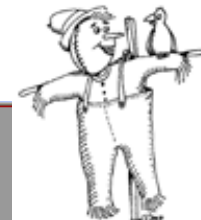
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| | | | | 1 | 2 ■ Fundraiser Kick-off | 3 |
| 4 | 5 Labor Day ■ Student/Staff Holiday | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 14 | 15 ■ School Council Meeting 8:15 am | 16 ■ Progress Reports Go Home ■ RFL Hat Day | 17 |
| 18 | 19 ■ CogAT Grades 1st, 3rd & 5th 8:30 am ■ PTA Executive Board Meeting 3:30 pm | 20 ■ CogAT Grades 1st, 3rd & 5th 8:30 am | 21 ■ CogAT Grades 1st, 3rd & 5th 8:30 am | 22 ■ CogAT Grades 1st, 3rd & 5th 8:30 am | 23 ■ CogAT Grades 1st, 3rd & 5th 8:30 am | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |



Harbins Elementary School Calendar

A School of Learners and Leaders



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September 2011

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Save As Favorite

October 2011

Go to today, June 16, 2011
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Go To Date

November 2011

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Select Category

Parents & Families

Select View

Month Week Day List

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|---|--|--|----------|
| | | | | | | 1 |
| 2 | 3 ■ Early Release 12:15 pm | 4 ■ Early Release 12:15 pm | 5 ■ ESOL Conferences 8:30 am - 3:30 pm | 6 ■ ESOL Conferences 8:30 am - 3:30 pm | 7 ■ End 1st Nine Weeks ■ RFL Hat Day | 8 |
| 9 | 10 Columbus Day ■ Student Holiday | 11 ■ Begin 2nd Nine Weeks ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 12 | 13 | 14 ■ Report Cards Go Home | 15 |
| 16 | 17 ■ ITBS Grades 3rd & 5th 8:30 am | 18 ■ ITBS Grades 3rd & 5th 8:30 am | 19 ■ ITBS Grades 3rd & 5th 8:30 am | 20 ■ Picture Make-Up Day ■ School Council 8:15 am ■ ITBS Grades 3rd & 5th 8:30 am | 21 ■ ITBS Grades 3rd & 5th 8:30 am | 22 |
| 23 | 24 ■ ITBS Grades 3rd & 5th 8:30 am ■ PTA Exec. Board Meeting 3:30 pm | 25 ■ ITBS Grades 3rd & 5th 8:30 am | 26 ■ ITBS Grades 3rd & 5th 8:30 am | 27 | 28 ■ Family Movie Night | 29 |
| 30 | 31 | | | | | |



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A School of Learners and Leaders



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October 2011

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December 2011

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| | | 1 | 2 | 3 | 4 | 5 |
| 6 Daylight Saving Ends | 7 | 8 ■ Gwinnett Special Election ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 9 | 10 ■ PTA/Veteran's Day Program - Chorus 6:30 pm - 8:00 pm | 11 Veterans Day | 12 |
| 13 | 14 | 15 | 16 | 17 ■ School Council 8:15 am ■ Story Telling Festival 6:30 pm | 18 ■ Progress Reports Go Home ■ RFL Basketball Game 6:30 pm | 19 |
| 20 | 21 ■ School Holidays | 22 ■ School Holidays | 23 ■ School Holidays | 24 Thanksgiving Day ■ School Holidays | 25 ■ School Holidays | 26 |
| 27 | 28 ■ PTA Executive Board Meeting 3:30 pm | 29 ■ 4th Grade Content Area Retests - Reading 8:30 am | 30 ■ 4th Grade Content Area Retests - LA 8:30 am | | | |



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| November 2011 | | | | | | |
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December 2011

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| January 2012 | | | | | | |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------|--|--|--------------------------------------|--|---|--|
| | | | | 1 ■ 4th Grade Content Area Retests - Math 8:30 am | 2 ■ 4th Grade Content Area Retests - Science 8:30 am | 3 ■ Breakfast with Santa 9:00 am - 12:00 pm |
| 4 | 5 ■ 4th Grade Content Area Retests - SS 8:30 am | 6 | 7 | 8 ■ PTA/Holiday Program - 3rd Grade 6:30 pm | 9 | 10 |
| 11 | 12 ■ Candy Gram Sales | 13 ■ Candy Gram Sales ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 14 ■ Candy Gram Sales | 15 ■ Candy Gram Sales | 16 ■ End of 2nd Nine Weeks | 17 |
| 18 | 19 ■ Winter Break/School Holidays | 20 ■ Winter Break/School Holidays | 21 ■ Winter Break/School Holidays | 22 ■ Winter Break/School Holidays | 23 ■ Winter Break/School Holidays | 24 Christmas Eve |
| 25 Christmas Day | 26 ■ Winter Break/School Holidays | 27 ■ Winter Break/School Holidays | 28 ■ Winter Break/School Holidays | 29 ■ Winter Break/School Holidays | 30 ■ Winter Break/School Holidays | 31 |



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Month Week Day List

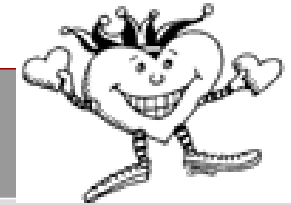
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| 1 New Year's Day | 2 New Year's Day ■ Student Holiday | 3 ■ Begin 3rd Nine Weeks | 4 | 5 | 6 ■ Report Cards Go Home | 7 |
| 8 | 9 | 10 ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 11 | 12 | 13 ■ RFL Hat Day | 14 |
| 15 | 16 Martin Luther King Day ■ Student/Staff Holiday | 17 | 18 | 19 ■ School Council 8:15 am | 20 | 21 |
| 22 | 23 ■ PTA Executive Board Meeting 3:30 pm | 24 | 25 | 26 ■ PTA/Instructional Fair 6:30 pm - 8:00 pm | 27 | 28 |
| 29 | 30 | 31 | | | | |



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January 2012

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March 2012

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| | | | 1 | 2 Groundhog Day | 3 | 4 |
| 5 | 6 <ul style="list-style-type: none"> ■ Cookie Gram Sales ■ PTA Executive Board Meeting 3:30 pm | 7 <ul style="list-style-type: none"> ■ Cookie Gram Sales ■ Fun Run Kick-Off | 8 <ul style="list-style-type: none"> ■ Cookie Gram Sales | 9 <ul style="list-style-type: none"> ■ Cookie Gram Sales | 10 <ul style="list-style-type: none"> ■ Cookie Gram Sales ■ Progress Reports Go Home 8:00 am - 9:00 am ■ PTA Dance/Valentine's Sock Hop 6:00 pm - 8:00 pm | 11 |
| 12 | 13 | 14 Valentine's Day <ul style="list-style-type: none"> ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 15 | 16 <ul style="list-style-type: none"> ■ School Council 8:15 am | 17 <ul style="list-style-type: none"> ■ Student/Teacher Holiday or Snow Make-up Day/Priority 1 | 18 |
| 19 | 20 Presidents' Day <ul style="list-style-type: none"> ■ Student/Teacher Holiday | 21 | 22 | 23 <ul style="list-style-type: none"> ■ Science Fair 6:30 pm - 8:00 pm | 24 | 25 |
| 26 | 27 <ul style="list-style-type: none"> ■ Early Release 12:15 pm | 28 <ul style="list-style-type: none"> ■ Early Release 12:15 pm | 29 <ul style="list-style-type: none"> ■ ESOL Conferences 8:30 am - 3:30 pm | | | |



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February 2012

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| | | | | 1 ■ ESOL Conferences 8:30 am - 3:30 pm | 2 | 3 |
| 4 | 5 | 6 | 7 ■ 5th Grade Writing Test - Georgia/5th Grade Gateway - Gwinnett 8:30 am | 8 ■ 5th Grade Writing Test - Georgia/5th Grade Gateway - Gwinnett Make-up 8:30 am | 9 ■ Talent Showcase 5:30 pm | 10 |
| 11 Daylight Saving Begins | 12 ■ Student Holiday | 13 ■ End of 3rd Nine Weeks ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 14 ■ Begin 4th Nine Weeks | 15 | 16 ■ Report Cards Go Home | 17 St. Patrick's Day |
| 18 | 19 ■ 3rd Grade Writing Assessment Evaluations ■ PTA Executive Board Meeting 3:30 pm | 20 ■ 3rd Grade Writing Assessment Evaluations | 21 ■ 3rd Grade Writing Assessment Evaluations | 22 ■ 3rd Grade Writing Assessment Evaluations ■ Spring Picture & Class Picture Day ■ 4th Grade Content Area Retests - Reading 8:30 am ■ PTA/Seussical Musical 6:30 pm - 8:00 pm | 23 ■ 3rd Grade Writing Assessment Evaluations ■ 4th Grade Content Area Retests - LA 8:30 am | 24 |
| 25 | 26 ■ 3rd Grade Writing Assessment Evaluations ■ 4th Grade Content Area Retests - Math 8:30 am | 27 ■ 3rd Grade Writing Assessment Evaluations ■ District IV Area Board Meeting at S. Gwinnett HS ■ 4th Grade Content Area Retests - Science 8:30 am | 28 ■ 3rd Grade Writing Assessment Evaluations ■ 4th Grade Content Area Retests - SS 8:30 am | 29 ■ 3rd Grade Writing Assessment Evaluations ■ District I Area Board Meeting at Dacula HS | 30 ■ Student/Teacher Holiday or Snow Make-up Day Priority 2 | 31 |



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Month Week Day List

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|--------------------|---|--|---|--|---|----------|
| 1 | 2 ■ Spring Break/School Holidays | 3 ■ Spring Break/School Holidays | 4 ■ Spring Break/School Holidays | 5 ■ Spring Break/School Holidays | 6 ■ Spring Break/School Holidays | 7 |
| 8 Easter Sunday | 9 | 10 ■ District II Area Board Meeting at N. Gwinnett HS ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 11 | 12 ■ District V Area Board Meeting at Parkview HS ■ School Council 8:15 am | 13 | 14 |
| 15 | 16 | 17 ■ District III Area Board Meeting at Duluth HS | 18 | 19 ■ PTA/Cultural Arts 6:30 am - 8:00 pm ■ Volunteer Breakfast 9:00 am | 20 ■ Progress Reports Go Home | 21 |
| 22 Earth Day | 23 ■ CRCT - Grades 3rd, 4th & 5th - Reading 8:30 am | 24 ■ CRCT - Grades 3rd, 4th & 5th - LA 8:30 am | 25 ■ CRCT - Grades 3rd, 4th & 5th - Math 8:30 am | 26 ■ CRCT - Grades 3rd, 4th & 5th - Science 8:30 am | 27 ■ CRCT - Grades 3rd, 4th & 5th - SS 8:30 am | 28 |
| 29 | 30 ■ CRCT - Grades 3rd, 4th & 5th - Make-up 8:30 am ■ PTA Exec. Board 3:30 pm | | | | | |



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April 2012

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June 2012

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|---|---|--|--|--------|----------|
| | | 1 | 2 ■ 5th Grade Writing Retest (Gateway) 8:30 am | 3 ■ Kindergarten Registration | 4 | 5 |
| 6 | 7 | 8 ■ Zaxby's Spirit Night 5:00 pm - 9:00 pm | 9 | 10 ■ Kindergarten Round-up 9:00 am - 10:00 am | 11 | 12 |
| 13 Mother's Day | 14 | 15 | 16 | 17 ■ School Council 8:15 am | 18 | 19 |
| 20 | 21 ■ 5th Grade Celebration at Hebron 6:00 pm | 22 | 23 ■ Last Day of School ■ Report Cards Go Home | 24 ■ Snow Make-up Day/Priority 3 | 25 | 26 |
| 27 | 28 Memorial Day | 29 | 30 | 31 | | |

Harbins Elementary Policies and Procedures



Harbins Elementary School

Policies and Guidelines Attendance

School Hours: 8:15 a.m. - 2:50 p.m.

Arrival: Students may enter the building between 7:45 a.m. and 8:15 a.m. and are expected to arrive on time to school. We appreciate your support in ensuring that your student arrives to school on time. Prior to 7:45, the staff is busy planning and is not available to supervise early arrivals. The only exception to this is for students who participate in clubs that meet early. **Please do not enter the front bus lane/drive after 7:30 a.m. due to bus arrival.** From 7:45-8:10, students may eat breakfast in the classroom, or purchase items from the School Store. **Students who are car riders will need to arrive to school in time to get breakfast and be back in class by 8:05. Students arriving at 8:05 will miss breakfast services.**

Attendance Guidelines: Attendance is imperative for a successful school experience for your child as well as for attainment of the Academic Knowledge and Skills (AKS) that is required for promotion from one grade level to the next. We expect parents and students to make prompt and consistent attendance at school a priority.

To be counted present for the entire day, students must attend for at least the equivalent of half the school day. This does not have to be continuous time. Please read the section on absences carefully as it is also important to meeting attendance requirements.

Check In/Check Out: Students arriving at school after 8:15 a.m. must be signed in the office prior to going to the classroom. *Please escort your child to the office to be signed in if you arrive after 8:15 a.m.* Please do not park in the bus lane or car rider lane when coming to check in or check out your student. Please park in a parking space.

Students may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal. In order to maintain school safety and minimize interruptions to instructional time in the classroom, parents must come to the office to check students out early. *Please do not go to your child's classroom.* Students will not be dismissed from the classroom. Office personnel will call for the student while the parent signs them out for the day. If your child is in the cafeteria or on the playground, you may be issued a pass stating you have signed your child out. You may then proceed to the playground to pick him/her up. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file. **School officials will require identification from anyone requesting to check a student out of school and may require verification of custody. A photo ID will be required from anyone requesting to check out a student.**

If your child's dismissal or transportation arrangements have changed for the day, **please contact the school in writing.** If a transportation change is needed after the school day has begun, you will need to contact the school by phone **and send a signed note by fax, including a copy of your picture ID, stating the change in dismissal transportation for your child. Phone calls alone will not be accepted as verification of the needed change in transportation.** Please do not send an email to your child's teacher, as he or she may not have the chance to check messages prior to

dismissal and we must have a note with a signature for changes in transportation. **If you wish to check your student out of school prior to dismissal, you will need to do so before 2:15. No checkouts will be allowed after 2:15. All “day of” transportation changes must be sent to the office no later than 2:00 that day. That is the only way we can ensure that the notice will be received and communicated to your student prior to dismissal.** All of these measures are intended to ensure safety for all our children and we will maintain strict procedures to ensure that each child is safe and secure at school.

Attendance

When your child is absent from school, you are required to send a note explaining the reason for your child’s absence. We have provided a form for you to use to document your child’s absence. You can find a copy of that form on our web page, in the back of this handbook or you may obtain one from our front office staff or classroom teacher. A note must be sent regarding the reason for the student’s absence before the end of the grading period (9 weeks) in which the absence occurs. **Should absences become frequent, or if a child experiences an extended illness, parents will be asked to present a doctor’s excuse.**

GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK ATTENDANCE POLICIES AND PROCEDURES

Statement of Policy

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades and increased learning. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents and students. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

Definitions

Truant - any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Compulsory Attendance - Official Code of Georgia (20-2-690.2): Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

Tardy - Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. Any student arriving at Harbins after 8:15 is considered tardy and the parent/guardian is required to escort the student into the office for check in. Students must be in their homeroom class by 8:15 to be considered on time.

Early Checkout - When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in local school handbooks. **Early checkouts at Harbins must occur prior to 2:15 each day.** After 2:15, the parent will need to obtain a car rider number in the front office and proceed to the car rider line to pick up the student.

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

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's *immediate* family necessitating absence from school. (i) In the event of a serious illness in a student's family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools the closure of schools for hazardous conditions may *only* be made by the School Superintendent for the purposes of excused absences)
6. Local boards of education *may* allow a period not to exceed one day for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly

Procedures for Absences

To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

Parents or guardians are encouraged to call the school on the day of the student absence to indicate the reason for the absence. **Parents or guardians should also send a signed, written note or a completed Harbins Attendance/Tardy form when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number.** Notes regarding the reason for a student absence must be received before the end of the 9 week period in which the absence occurred. **If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence.** If a student has five unexcused absences, the school will make contact with the parent, guardian, or person having charge or control of the student to notify them of these absences and possible consequences.

Possible consequences and interventions for unexcused absences, tardies, or excessive early checkouts may include but are not limited to the following:

| | |
|-------------------------------------|------------------------------------|
| Morning Detention | Afternoon Detention |
| Saturday School | Revocation of School Transfer |
| Community Service | Counseling Group Participation |
| Loss of Parking Permit | Isolated Lunch |
| In-school suspension | Student/Parent Conferences |
| Out-of-school Suspension | Loss of Driver's License or Permit |
| Referral to School Social Worker | Referral to Juvenile Court |
| Referral to Social Service Agencies | Referral to a Disciplinary Panel |

Once students have been absent for a total of ten days, they are considered "critical absentees". Students who are registered in school, but are not attending regularly, and do not have permission to be absent from school are considered truant. **Please note that vacations are not excused absences.** It is our request that you will make every effort to schedule vacations at times when students are not in school. Please notify the teacher in advance if you have scheduled a vacation during the school year.

Cafeteria

Lunch Purchases: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a very reasonable price. Lunch may be purchased daily on a cash basis or on a pre-paid basis at any time. **You may pre-pay for your child's lunches at anytime at www.mealpay.com.** You may also go to the website www.gcsnp.org and register to receive a notification by email weekly regarding your student's account balance. (At the end of the year, anyone due a refund must send a note to the cafeteria stating so.) Any remaining balances roll over to the next school year. Breakfast and Lunch costs for the 2011-2012 school year are listed below.

Breakfast

| | |
|-------------------------|--------|
| Student Breakfast | \$1.25 |
| Reduced Price Breakfast | \$.30 |
| Adult Breakfast | \$1.50 |
| Extra Milk | \$.40 |

Lunch

| | |
|---------------------|--------|
| Student Lunch ES | \$2.00 |
| Student Lunch MS/HS | \$2.25 |
| Reduced Price Lunch | \$.40 |
| Adult Lunch | \$3.00 |
| Extra Milk | \$.40 |

If a student brings a lunch to school, the lunch must not contain carbonated beverages in cans or food in glass containers or items that would require use of a microwave or heating. Students who bring food from home should bring it in non-breakable containers that they can open easily on their own.

Lunch Charges: Students will be allowed to accumulate a maximum of two (2) charges at any one time. When a student comes for lunch without money after the second charge, the student will be given food which includes a peanut butter and jelly sandwich and milk to eat at lunch. Parents will be informed in writing of the student's current payment status and the need for immediate payment. Every student charging a meal will be given a reminder note to go home to parents. When a student has charged meal(s), parents will be informed of the account status at least once a week by a letter printed from the computer and/or a phone call. Charges will be deducted from the new payment received from the student and the balance made available for future meals. All charging procedures for students apply equally to adults. All procedures governing lunch charges are consistent with Gwinnett County Public Schools guidelines. **You can monitor your child's account daily and make payments by creating an account at www.mealpay.com or you can send in a payment on any school day.**

Free or Reduced Lunches: Free or reduced lunches will be provided for those students whose families meet federal guidelines. If parents wish to apply for free or reduced lunches, forms can be obtained from the school office.

Lunch Guests: Parents and other guests are encouraged to come eat lunch with their children at any time. In most cases, there will be spaces available for guests to sit with students at their class table. In addition, there are a few tables designated to handle overflow seating. Due to space limitations, students are able to select one additional student to sit with them at the overflow tables. **Remember, food prepared by outside vendors or fast food restaurants (i.e., McDonalds, Subway, Chick-fil-a, etc.) cannot be brought into the cafeteria. Thank you in advance for your cooperation in this matter.**

Ice Cream and Fruit Slushies: Ice cream is sold in the mornings prior to your child's lunch period for a price between \$.50 and \$1.00 to be eaten after students have finished eating lunch. Students will be expected to finish eating ice cream in the cafeteria. We also provide ice cream "packages" for birthdays. If you would like to purchase a Hooray, Hooray, It's Your Birthday Package, you may pick up a flyer in the front office or print a copy online from our webpage. Walk-up purchases for ice cream are not permitted due to our inventory and accounting requirements.

100% Fruit Slushies will also be available during lunch for purchase by students. Each 8oz. slushie costs \$1.00 and walk up purchases can be made each day during the designated time at each lunch period. We also offer fruit slushies as an option for the Hooray, Hooray, It's Your Birthday Package as well. The flavor of the Fruit Slushies will vary from week to week, depending on available inventory.

Change of Address or Phone

For emergency purposes, we must have updated information on each student. Please notify the office of any changes in address or phone numbers during the school year so they can be noted on the permanent file. It is imperative that we always have current parent contact information on file.

THIS IS VERY IMPORTANT!

Clinic

Parents will be called if students are too sick to remain in school or have been seriously injured. When your child is ill and running a temperature, please do not send him/her to school and risk infecting others. First aid will be administered in the clinic. To insure the safety of all students, these guidelines need to be followed regarding the administration of medications.

- All medications (prescription and non-prescription) must be taken directly to the clinic by the parent/guardian for safekeeping. **MEDICATION CANNOT BE KEPT IN THE CLASSROOM OR SENT TO SCHOOL IN YOUR CHILD'S BOOKBAG. The parent or guardian must deliver all medication including over-the-counter medications to the clinic.**
- All medication (both prescription and over-the-counter) must be accompanied by an Administration of Medication Request form which can be found in the back of this handbook or downloaded from the school website.
- All medications must be in the original, childproof container. Prescription medications must be in the labeled prescription bottle. **Medications stored in envelopes, baggies, etc., will not be given.**
- Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged at school. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily can be given before school, after school, and at bedtime.
- If you have any questions about this procedure, please contact the clinic. Additional information can also be found on the school website.

Closing of School/Inclement Weather

In the event of severe weather or other conditions, the starting time of the school may be delayed or all schools will be closed. Announcements will be made over the radio station WSB or WSB TV. You can also access updated school closing information from our school system website at www.gwinnett.k12.ga.us or GCPS TV if you have cable (Comcast, Channel 24; Charter, Channel 22; Bellsouth, Channel 21; or Adelphia, Channel 20). Reports in the morning will be between 6:00 a.m. and 6:30 a.m. If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. Please do not call the school. Telephone lines must be kept open for emergencies.

Collection of Money From Students

Some occasions arise which necessitate the collection of money from students. Money is collected for lost or damaged books, field trips, school pictures, fundraisers, and other items. Parents will be notified by the teacher of the reason for the charge and the amount involved. When money is sent to school, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name and your child's name. **Please send a check when possible to reduce the risk of lost money. You may also pay for field trips, yearbook and most other school expenses/purchases through your child's mealpay account. Our web page has directions on how to sign up for a mealpay account if you have not already.**

Communication With Parents

Communicating effectively with our parents is a staff priority. There are a number of ways we communicate with parents throughout the year:

Parent Portal: The Gwinnett Parent Portal allows parents access to pertinent information regarding their student(s). To access the Portal, parents will set up one secure account that will provide access to test history, attendance, conduct and weekly grade updates for all their children. Details will be shared by the classroom teacher.

Classroom Communication: Each teacher establishes a system for weekly communication of students' academic and/or behavioral progress. In addition, they develop ways to share information about classroom activities and events with parents. Teachers review these communication systems with parents on Curriculum Night.

Curriculum and Instruction Communication: Each parent receives a copy of the Academic Knowledge and Skills (AKS) brochure for their child's grade level. This brochure outlines the teaching and learning expectations for that particular grade level. In addition, the school and teachers will provide more specific curriculum information as appropriate. Parents may access GCPS curriculum and instruction information through the school system's website at www.gwinnett.k12.ga.us

Email and Internet Communication: Parents may communicate with the staff through each staff member's email address through our Harbins website (www.harbins.org). The website provides additional information about our school as well. **Please note that teachers are busy teaching during the day and most likely will not be available to respond to your email until after school or the following day. Staff will respond to you within 24 hours.** If your communication with the teacher will require a lengthy email, it is best to call the teacher and speak with him or her personally.

Gwinnett County Public Schools Information: Parents may access information on Gwinnett County Schools (GCPS) at the website www.gwinnett.k12.ga.us. We hope you will consider signing up for the **GCPS e-newsletter** to receive current news from GCPS via email. Sign up information can be located on the GCPS website.

Harbins Communication: You will receive a quarterly PTA/School Newsletter, Tiger Tales, and a weekly Harbins Newsletter, The Peek at the Week, which includes a calendar to keep you informed about school events and activities. Additionally, newsletters will include school improvement updates, information about the instructional program, and parenting tips. Monthly lunch menus are also provided. The most current issue of the weekly and quarterly newsletters and Harbins Café menu can be accessed on our website at www.harbins.org.

Parent-Teacher Conferences: Early Release conferences are scheduled twice during the school year. Additional conferences may be scheduled with teachers, our counselors, or administrators as needed.

Progress Reports: Teachers will report grades to parents at a minimum of every 4.5 weeks and at the end of each 9 week grading period. Parents are encouraged to use the Parent Portal for up-to-

date reports of student grades. Please see the “Grading” section for more specific information regarding progress reports and report cards.

Telephone Communication: Our staff is committed to returning phone calls to parents within 24 hours of the parent’s contact with the school. Concerns that are specific to your child’s classroom or teacher should be addressed with the teacher first. If concerns persist, an administrator or counselor would be happy to assist you as well.

Dress Code

Students are encouraged to dress appropriately, suitable to weather conditions and in good taste. The wearing of short shorts, shirts with spaghetti straps, halter-tops, midriffs, or bandanas is not considered appropriate dress for school, and we ask that our students not wear them. In addition, students should not wear baggy pants, pants that will not stay up on the waist without a belt, or chains to school. Mesh sports jerseys should be worn with a shirt under them. In addition, hats can be worn to school but should be removed before entering the building. We appreciate adults removing their hats as well when entering the school.

Students should wear comfortable shoes to school and tennis shoes on days they have P.E. Shoes with pop-out rollers are not safe for school and may not be worn. Flip flops also present safety concerns for our students and are strongly discouraged. If you send your child to the school in flip flops, please provide an extra pair of shoes in your child’s book bag. Flip flops tend to break easily, which leaves your child without adequate shoes for school. The School Board policy states: “The wearing of or absence of any item of clothes which will distract from the learning process of other students or with offensive words and/or design and/or the advertising of drugs or alcohol beverages will not be tolerated.” In addition, any haircuts/styles, including Mohawks, or hair dyes/color that are disruptive to the learning environment and distract attention from teaching and learning are not permitted. Please note that Silly Bandz or shaped rubber bands may not be worn to school by students. They have become disruptive to our instructional day so it is best for these to be worn outside of school. Thank you for your help in keeping our instructional time free from disruption.

Gifted Education Program

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. Referrals to the gifted program may come from teachers, parents, peers, or as a result of system wide testing scores. A school’s gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. A child may be referred once during K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student’s aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

Fire and Tornado Drills

Fire and tornado drills are held at specific intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case

of a tornado. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any safety drill will not be tolerated.

Guidance and Counseling

Guidance and counseling services are available to all students through our counselors. The goal of the guidance program is to help students grow toward a more meaningful and satisfying life socially, as well as academically. To accomplish this, the guidance counselors are available for individual and group counseling sessions.

Grading - Reporting to Parents

Reporting Procedures: Elementary report cards describing a student's progress are sent to parents or guardians every nine weeks.

Two parent-teacher conferences are scheduled with parents and/or guardians of elementary students during the school year. Parents will be notified by the teacher regarding the time for these conferences. However, a parent may request a conference at other times during the year by contacting the teacher for an appointment.

Progress Indicators for Kindergarten

E = Surpasses Standards
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory
✓ Area of Needed Improvement

Progress Indicators for First Grade

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

For subjects graded by letter grade this is the scale that is used:

Elementary (2-5)

Academic Achievement

A = 90-100 Excellent Progress
B = 80-89 Above Average Progress
C = 74-79 Satisfactory Progress
D = 70-73 Progress Needs to Improve
U = 0-70 Unsatisfactory Progress

Special Areas, Health, Conduct, Effort, and Work Habits

E = Surpasses Standard
S = Satisfactory
N = Needs to Improve
U = Unsatisfactory

Students' grades in subject areas reflect their achievement of the essential Gwinnett County curriculum (AKS) at their grade level. In addition, parents will receive feedback at both conference times regarding their child's progress against Gwinnett's reading and writing standards. **Students are promoted based on achievement of Academic Knowledge and Skills at a level that the student will be "reasonably successful" at the next grade level. Additionally, students in grades 3, 4, and 5 are required to earn passing scores on designated standardized tests. Specific testing requirements will be shared with parents at the beginning of each school year.**

Instructional Program

Academic Knowledge and Skills: The Gwinnett County Academic Knowledge and Skills (AKS) and the school system's standards in reading and writing serve as our essential curriculum. Teachers plan instruction using the AKS as a foundation. Media and technology are used frequently to provide meaningful and engaging work for students. In addition, teachers use Board of Education adopted materials as well as approved supplementary materials to support instruction.

Assessment:

Teachers assess student progress in many ways. Progress in reading and writing is measured against Gwinnett County Public Schools' Reading and Writing Standards and weekly teacher assessments/assignments. Data from these two assessments are shared with parents during conferences. Students take Gwinnett County Interim Assessments in grades 1-5. In addition, Harbins kindergarten students are assessed one-on-one through grade level benchmarks. The Harbins teachers assess student progress regularly in mathematics computation and problem solving. Finally, teacher-made tests based on the Academic Knowledge and Skills (AKS) and portfolio assessments help communicate students' academic progress.

Students participate in the following standardized tests:

- Cognitive Abilities Test (CogAT) in grades 1, 3, and 5,
- Iowa Test of Basic Skills (ITBS) in grades 3, and 5
- Georgia Criterion-Referenced Test (CRCT) in grades 3-5.
- Georgia Writing Assessment in Grades 3 and 5
- GKIDS Assessment in Kindergarten
- Gwinnett Comprehensive Assessment and Accountability System, Grades 1-5

The CRCT assesses student progress toward achieving the state curriculum standards. Parents will receive more information about these assessments throughout the year. Student performance on these tests gives parents an idea of how their children compare with students of the same grade taking the same tests.

Homework: Homework is used to provide students more time and opportunity to practice, extend, and apply skills, or to preview new learning. Each student is expected to spend some time in addition to regular class instruction to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for their completion.

Individuals With Disabilities Service: 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. Please contact our assistant principal who supervises special education programs for information regarding these services.

Interventions: We provide a number of interventions to assist students when they are having difficulty achieving curriculum and performance standards. Interventions provided at school may include Reading Recovery for first grade students; Early Intervention Program for grades K-5; Co-teaching efforts involving gifted, special education and classroom teachers; paraprofessional assistance; online resources; after school tutoring programs; and summer school primarily for

reading and math support. A Student Support Team operates to provide insight and specific suggestions to help classroom teachers best meet individual student needs.

Academic Contracts are developed for students who are not achieving grade level expectations, and are usually shared with parents by the first conference date, unless a contract is warranted before or after that time. These contracts outline interventions for home and school to help the child experience more success. Students on academic contracts are often recommended to attend summer school.

Publishing and Sharing Student Work: We provide many opportunities for sharing and publishing student work. In addition to published writing pieces, students use technology, cameras and video production tools to share their work.

Make Up Work

Students have the opportunity to make up work missed during **excused** absences.

When students are not well enough to attend school, we believe it is important that they get plenty of rest and concentrate on getting better so they can return to school as soon as possible. For that reason, students will receive assignments they missed **when they return to school**. Teachers will adjust the assignments if needed to help students focus on the most important skills they missed. If a child must be absent for over 10 consecutive school days due to illness or injury, the school will make arrangements for homebound instruction.

In the event of students missing school work due to a vacation, work will be collected as it is assigned to other students. **When your child returns**, the folder will be given to him/her, and a reasonable amount of time to make up work will be provided. Remember, that vacation absences are **unexcused**.

Media Center

Our Mission

The Harbins Elementary Media Center fosters a teaching and learning environment that promotes reading for information and recreation, and that supports, encourages, and instructs all members of the learning community in the acquisition of knowledge and the use of information and technology.

Our Policies

Kindergarten and 1st grade students may check out 1 book. Students in grades 2, 3, and 4 may check out 2 books. Fifth graders may check out 3 books, one of these may be a magazine. Magazines are available to other grade levels for reading while in the media center. Books may be kept for 2 weeks and may be renewed once. Magazines may be kept for 2 weeks, but may not be renewed. Reference books are reserved for use in the media center only so they will always be accessible to patrons. Students are asked to pay for lost or damaged books: \$15.00 for a hardback book or \$5.00 for a paperback. If the student is unable to pay the fee for the replacement cost of the material, appropriate voluntary service to the school may be arranged. Student access to media center materials may be limited until restitution is made.

Messages to Teachers

Calls are received by the school between 7:00 a.m. and 4:00 p.m. Messages will be taken for teachers to return calls. Instructional times cannot be interrupted for incoming calls. Remember that emails sent to teachers might not be checked until after students have been dismissed or the following day.

Messages to Students

Only messages of an emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment. Use of the telephone by children is permitted only in emergency situations.

Parent Involvement

PTA: The Parent-Teacher Association is an active part of the school. All PTA programs, activities, and functions are dedicated to the best interest of the children. Please refer to the PTA section of this handbook to learn about the many PTA activities and volunteer opportunities.

School Council: The purpose of the School Council is to develop and nurture parent participation, bring parents, community and educators together to better understand and respect each other's concerns, and to share ideas for school improvement. The Council is governed by guidelines established in Georgia Law. The council will meet 5 times per year (see calendar section of this handbook), and the meetings are open to the public.

Volunteers: Volunteers assist our school in many ways, such as listening or reading to students, working with student activities, making learning games and activities and helping with media center materials. Volunteers are invaluable in helping meet the needs of students. You are encouraged to be active in our school.

Visitation of School and Classrooms: For the protection of all children, **visitors must check in through the office. 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 the items in the school office. There is a procedure in place for getting items to the classroom. It is important that we prevent interruptions to instruction.

Parties

School wide: Policy permits two classroom parties per year on days designated by the local school. PTA Room Representatives plan parties with the classroom teachers. The first party will be during the week prior to the winter break. The second party date is held in the spring. That date will be determined by the classroom teacher and the room representative. **There are no parties for holidays such as Halloween, Valentine's Day, St. Patrick's Day and Easter.** All school sponsored or class parties will be held on campus during school hours on designated dates and times.

Birthdays: Parents may deliver a simple treat, such as cookies (not drinks) to the school office on their child's birthday. If you wish for the treat to be served that day, it must arrive in the office prior to your child's lunch time. **The birthday treat will be served only at lunch and it should be pre-cut or in individual servings.** The cafeteria monitors will assist in passing out the treat to the class. Food/treats for birthdays will not be permitted in the classroom. Birthday parties are not allowed at school. Please do not send balloons, flowers, etc. to students while they are at school. Unless every child in the class is receiving an invitation, invitations will not be distributed at school.

To assist you in making your child's birthday special, we offer an ice cream package that enables you to purchase ice cream or fruit slushy for every student in your child's classroom. If you choose to purchase the Hooray, Hooray, It's Your Birthday celebration, we will sing a birthday cheer for your child at lunch. For details and an order form, ask our front office staff or get it online at www.Harbins.org.

Learning Celebrations: Teachers may, on occasion, serve food items as a part of an instructional unit or as reward for their class. If you wish to help on these occasions, please contact your child's teacher. Please do not send food or plan activities without first contacting your child's teacher.

Personal Property

Students are asked to bring all found articles to the lost and found. All textbooks should be turned into the office; library books should be returned to the media center. Students should check the lost and found immediately for lost articles when they are missed. Please write your child's name inside jackets/coats, lunch boxes, bookbags, and other personal items. **At the end of each month, unclaimed items will be donated to charity.**

Large sums of money, expensive jewelry, sports equipment, and articles of clothing should not be brought to school. Articles such as radios, tape recorders, cameras, computer games, small toys, balls, bats or other sports equipment and other electronic devices are not permitted at school. ***Laser games or laser pointers are strictly prohibited.*** Students should not wear or bring Silly Bandz, shaped rubber bands or rubber bands of any kind to school. Cell phones must be kept in bookbags and may not be used during the school day by the student. Any cell phone usage that causes any disruption to instruction or to the school day, will result in the cell phone being confiscated and held for parent pick-up. Articles of any type brought to school that are inappropriate will be forwarded to the administration. Parents will be contacted so they can pick up the items at school.

Pictures

Individual pictures will be taken in the fall. Individual and group pictures will be taken in the spring. These are offered as an option to students and parents. Parents can expect more information as the scheduled dates approach.

Registration/Records/Withdrawal

Registration: 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. A copy of the birth certificate, Georgia Immunization form, Vision, Hearing, and Dental form and two proofs of

residency will be requested for initial registration. A copy of the student's social security number (or waiver form) is requested. **Students will not be placed on a class list until all registration requirements have been completed.**

Records Release: 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.

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

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:

- The right to receive this information in a format understandable to the student and parent;
- The right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained;
- The right to copies of student records;
- 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;
- The right to request that material be removed from student records and the procedures for doing so;
- The requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- The rights of separated or divorced parents and legal guardians pertaining to student records;
- The schedule of destruction of particular student records;
- The content, location, and particulars concerning permanent records, official records and supplemental records.

The student or parent may contact the local school for more information about the above list of rights.

Withdrawal: It is especially helpful to have at least a twenty-four hour notice when a student withdraws. This gives the teacher time to average grades and determine if all textbooks, and library books have been turned in and fees paid. If such notice is not provided, we may be unable to give the parent the withdrawal information necessary for entrance into another school. Students who are enrolled for the current school year and who do not attend school for ten consecutive days, and the school is not notified of the absence by the parent or guardian, are considered withdrawn.

Spirit Day

Spirit Days are held each Friday. On these days, students and staff members wear their Harbins T-shirts or dress in our school colors of pantone red and silver. Catch the Harbins spirit as these days are noted on the calendar pages.

Student Behavior and Management

Goal of Student Management and Discipline: The goal of student management is to provide the best learning environment and instructional program possible for every Harbins student. We hope to achieve this goal by helping each child learn to take responsibility of his or her behavior choices and by expecting each student to demonstrate consistently appropriate school behaviors. It is grounded in the belief that building cooperative relationships and nurturing responsibility, kindness and good judgment is the basis for creating a successful community of learners. Our schoolwide discipline program fosters a climate of principle-centered and personal leadership.

We hope to achieve this goal by helping each child learn to take responsibility for his or her behavior choices and by expecting each student to consistently meet the standards of appropriate school behaviors.

The Harbins discipline plan, the Raise Responsibility System, teaches students to take responsibility for their own choices and provides the structure for self-motivation and self-discipline in an encouraging environment. It is based on teaching four levels of behavior. The hierarchy of the four levels is taught school-wide. Levels 3 and 4 are appropriate and acceptable levels of behavior. Levels 1 and 2 are inappropriate and not acceptable levels of behavior. During inappropriate behavior a guided questioning approach is used to help the child understand his or her choices, take responsibility for the choices and return to an appropriate level of behavior.

The four levels of behavior:

Level 4

Highest level of behavior

- + Shows self-control
- + Shows kindness to others
- + Respectful
- + Responsible
- + Trustworthy
- + Good citizenship
- + Does good because it is the right thing to do
- + Meets classroom standards on your own

Level 3

Appropriate and acceptable level of behavior

- + Considerate of others
- + Listens
- + Practices
- + Cooperates
- + Follows directions
- + Meets classroom standards with encouragement

Level 2

Neither appropriate or acceptable level of behavior

- + Bosses others
- + Bothers others
- + Breaks classroom standards
- + Must be bossed to behave

Level 1

Lowest level of behavior

- + Noisy
- + Out of control
- + Unsafe
- + Physical
- + Rude
- + Breaks classroom standards

Additional information on the Raise Responsibility System: www.marvinmarshall.com

The Harbins Discipline Plan with the hierarchy of behavior will be taught to students beginning on the first day of school and will be reinforced throughout the year. It will be used school-wide so that all students will know the expectations whether they are in their own classroom, a specials classroom, at lunch or recess or elsewhere on the grounds.

Level 3 and 4 behavior will be the expectation and the standard. During inappropriate behavior the strategy of using questioning pertaining to the levels will take place, such as “On what level is that behavior?” or “What level is it when someone bothers others?” Most situations are handled using the two-step approach of *teaching* and having students *reflect* on their self-chosen level.

If disruptions do continue, using authority without being punitive is needed. One intervention would be a brief essay, or action plan, that would include the student reflecting on what he or she did, what he can do to prevent it from happening again and what he will do.

The next level of intervention would be a “Self-Diagnostic Referral” which helps a student to understand their self-chosen behavior level and to become more socially responsible. The **first** referral is handled between the teacher and the student. If a **second** referral is necessary a copy of the first and second are sent home. If a **third** referral is necessary, copies of all three are sent home and future irresponsible behavior will be referred to the school office.

This approach encourages students to exercise self-discipline through reflection and self-evaluation. Students learn to control their own behavior, rather than always relying on the teacher for control. We want our school to be encouraging and conducive to learning at all times. In this way, young people develop positive attitudes and behavior skills that are necessary for successful lives.

Schoolwide Expectations: The Gwinnett County Public Schools Student Code of Ethics and Guidelines for Student Behavior serves as a foundation for our schoolwide expectations. The following rules apply when a student is:

- a. On the school grounds;
- b. Off the school grounds at a school activity, function, or event;

- c. En route to and from school;
 - d. Off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities; or
 - e. Off the school grounds when the misconduct is directed at a school's student or employee and is related to the victim's school affiliation, or when the off-campus misconduct directly affects the safety and welfare of the school community or the orderly mission and function of the school.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
 5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
 6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns), knives, firecrackers, etc.) whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
 7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
 8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
 9. Each student will not expose or touch himself/herself or others inappropriately including private areas of the body.
 10. Each student will not miss school or class without an unexcused absence.
 11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
 12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

Our Harbins schoolwide expectations are as follows:

1. I will be present at school and arrive on time so I can learn.
2. I will be prepared for all my learning activities.
3. I will do quality work and give school my best effort.
4. I will follow the directions of the adult in charge the first time they are given to me.
5. I will respect myself, others, and my environment which includes doing nothing to hurt myself or others at any time.
6. I will follow all school, classroom, and bus rules so everyone can be safe and able to do their best.
7. I will take responsibility for my actions.

Classroom Expectations: Classroom management is the responsibility of each teacher. Each teacher will follow the Raise Responsibility System, which teaches students to take responsibility for their own choices and provides the structure for self-motivation and self-discipline in an encouraging environment. Teachers will communicate their expectations to students and share

them with parents through Curriculum Night, conferences, and regular home-school communication channels.

Interventions and Consequences: Should student behavior become a concern, teachers will contact parents first unless the behavior presents an immediate risk to themselves or other students. In those cases, students might come immediately to the office. In addition, some of the interventions that may be used include: temporary classroom time-out, time-out in another classroom, or referral for administrative support. Also, teachers, the counselors, or administrators may work with parents and students to develop individual behavior goals as well as supporting checklists or behavior contracts.

Consequences for referrals to administrators may include verbal and written apologies, cleaning up after damage to property, conflict resolution, time out, isolation, opportunity room time (administrative time out), and out of school suspension. When students are referred to an administrator, parents will receive a copy of the discipline referral form. Persistent disruption or major offenses may result in a disciplinary panel. Abuse of another person (child or adult) is not tolerated at any time. In all cases, we strive to work closely with parents regarding student behavior approaches.

School Bus Rules – Posted on all GCPs school buses and printed in all school handbooks

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different

bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.

15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

****PLEASE NOTE: IN ADDITION TO THE HARBINS PARENT/STUDENT HANDBOOK, ALL PARENTS AND STUDENTS ARE RESPONSIBLE FOR REVIEWING THE GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK.**

Student Recognition

Harbins students are recognized throughout the year for academic excellence, attendance, birthdays, and good citizenship. Teachers will also recognize students with other classroom incentives.

Technology

As part of our efforts to provide high quality educational experiences at Harbins Elementary School, our students have access to many instructional technology tools such as computers, cameras, video and audio equipment, satellite connections, ActivBoard Technology and the Internet. With the privilege of use comes the obligation to use the equipment responsibly. The following expectations constitute our school's Acceptable Use Policy:

The Board recognizes that electronic media, including the Internet, provide access to a wide variety of instructional resources in an effort of enhanced educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission, and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

Users must respect intellectual property rights and understand that the school system data accessible over the network constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users, (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the

information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The Gwinnett County Public Schools does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

The definition of GCPS information and data resources will include any computer, server, network, or access provided or supported by GCPS, including the Internet. Use of the computer facilities includes the use of data/programs stored on GCPS computing systems, data/programs stored on magnetic tape, floppy disk, CD-ROM's, DVD-ROM's, computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical, and lawful manner.

GCPS technology should be used for legitimate educational reasons only, and not for personal use. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of GCPS.

GCPS technology and electronic resources must not be used to:

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

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by GCPS policies.

Finally, please note that GCPS technology use is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Textbooks

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his books the best of care. They are to be used and not abused. The student must pay for lost or damaged textbooks. Individual textbooks are checked out to individual students each August. Parents will be provided written notification at the November parent-teacher conference listing the title of the textbooks issued to the student and the replacement cost for each.

Transportation

Bus Riders: Students riding a bus will be expected to ride their designated bus. **Bus passes cannot be issued for play dates, birthdays, Girl/Boy Scouts, sleepovers or any other reason except an emergency as determined by a school official. Bus passes are valid for up to 10 consecutive days only.** Students annually receive instruction in safe riding procedures. Bus drivers share guidelines and safety procedures beginning the first day of school, with monthly reviews to enhance the safety of children being transported. Each bus driver has complete charge of pupils riding the bus. Students who refuse to obey the school bus safety guidelines shall forfeit their right to ride the bus.

Car riders: Each car picking up students in the car rider line must have a car rider number visible to staff who are assisting with loading. If you have misplaced your number, please request a new one from the front office. Cars must remain in the car rider line. Drivers will not be permitted to park and walk students across the line of traffic or pass other cars in the car rider line.

Vehicles will not be permitted to pass other cars, park in the car rider lane or move in the bus lane during student loading and unloading. All cars exiting from the car rider lot must turn right. **Left turns are not permitted.** This is for the safety of all and we appreciate your help in ensuring that safety comes first when entering and exiting the parking lots. It is our goal to have a smooth arrival and dismissal in the car rider lane. We appreciate your cooperation and patience as students are loaded and unloaded from cars.

Day Care: If your child normally takes day care transportation, and you need to change those arrangements at any time, **please be sure to contact the day care provider about the change.** Any time a student's transportation routine changes, **the school must be notified in writing.** Please do not rely on email messages to teachers, as they may not have the chance to check messages prior to dismissal.

ADDITIONAL TRANSPORTATION GUIDELINES CAN BE FOUND IN THE GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK.



**GWINNETT COUNTY PUBLIC SCHOOLS
ADMINISTRATION OF MEDICATION REQUEST**

STUDENT NAME: _____ **Date of Birth:** _____
STUDENT NUMBER: _____ **TEACHER:** _____
SCHOOL: _____

For the safety of all students at our school, these guidelines should be followed:

1. Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school, and at bedtime. If you have any questions about this procedure, please call the school clinic.
2. All medications, both prescription and over-the-counter, must be accompanied by **this form** and brought to the school clinic by an adult.
3. All medications must be in the ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. **Medications stored in envelopes, baggies, etc., will not be administered.**
4. **Medications must be picked up at the end of the year, or the school will dispose of them.**

Name of Medication: _____ **Doctor:** _____

Reason Medication Given: _____

Amount to be given: _____

Time(s) to be given: _____

Possible Side Effects: _____

Special Instructions: _____

I, _____, grant permission for the principal or designee to assist in administration of medication listed above for my child, _____, while at school, or when on field trips.

I understand that the school personnel cannot assure that anything more than a reasonable effort will be made to assist the student and I further agree to waive any claims of liability that may rise against any school personnel relative to the administration of this medication to my child according to the instructions provided above.

Phone Numbers:

Home: _____ Work: _____ Cell: _____

Signature of Parent

Date



STUDENT ABSENCE / TARDY EXCUSE NOTE

_____ Student's Legal Name (print)
 (Last, First, Middle)

_____ Student Grade, & Date of absence

_____ Parent's/Guardian's Name (print)
 (Last, First, Middle)

_____ Home & Work Telephone Numbers *

| | | |
|------|---------------|---------------|
| Home | Father's Work | Mother's Work |
|------|---------------|---------------|

The state of Georgia will accept 9 reasons for a student to be considered excused from a school absence or tardy. Please check one of the below and have the student turn this form in to the classroom teacher upon returning to school.

- _____ Personal illness jeopardizes personal health or health of others
- _____ Doctor/Dentist/other healthcare professional
- _____ Serious illness or death in immediate family. List family member and relationship to student _____
- _____ Religious holiday.
- _____ Student under orders from a government agency. Documentation must be attached.
- _____ Voter registration or voting (18 years or older).
- _____ Conditions rendering school attendance impossible or hazardous to student's health or safety.
- _____ Tests and physical exams for military service including National Guard. Documentation must be attached.
- _____ A student misses school days to spend time with active duty combat-zoned parent(s) who are about to leave for overseas deployment or who are between military deployments (maximum of 5 days per school year).

Whenever possible, attach a copy of the formal documentation such as a doctor's note.

_____ Unexcused absence with reason _____

Parent's notes will be accepted for the first ten (10) excused all-day absences per school year and six (6) check-ins per school year. Thereafter, the only excused reasons for absences or check-ins must be verified through the following formal documentation.

1. Doctor or hospital note
2. Court or government mandated papers
3. Funeral brochures or programs

Excused documentation should be submitted to the classroom teacher within two (2) days of return to school. Failure to do so may result in the absence or tardy being considered unexcused.

I hereby certify that the above information is accurate and have attached all available formal documentation.

Parent's/Guardian's Signature _____ Date _____