

Centerville Elementary School

3115 Centerville Highway

Snellville, GA 30039

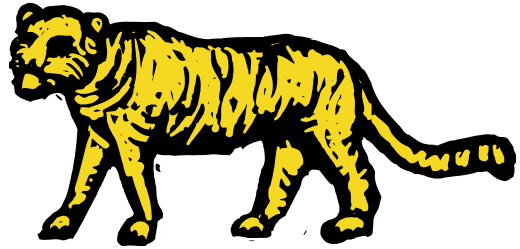
(770) 972-2220

2009-2010 Parent Handbook

Administration

Principal	Kim McDermon
Assistant Principal	Joan Chatham
Data Administrator	Sharissa Seymour
Cafeteria	(678) 639-3710
Counselors	
Mr. Higdon	(678) 639-3708
Mrs. Osborn	(678) 639-3722
Clinic	(678) 639-3703
Media Center	(678) 639-3707
Office	(770) 972-2220
Office Fax	(678) 639-3704

School Motto: “Do Your Personal Best”



Dear Parents,

It is with great pleasure that we welcome you to Centerville Elementary for the 2009-2010 school year. You are joining a community with a reputation for caring about our students. We have high expectations for all of our students in academic work and behavior. Please help us continue our tradition of excellence as we live up to our school motto: *Do Your Personal Best*.

You can support your child's academic performance by reviewing the Academic Knowledge and Skills (AKS) that will be taught at each grade level, attending school meetings and conferences and keeping in contact with your child's teacher. You will receive a communication from the teacher in the Friday Folder that will provide you with information on your child's academic work and conduct. Please help us by making sure that your child comes to school everyday, on time, ready to learn. We know that you are your child's first teacher. With your support, Centerville students will accomplish great things.

One of the most important things that you can do to help Centerville and your child is to become a member of PTA. For just \$5.00, you can have a voice in your child's education. Our goal is to have 100% participation. The invitation to join PTA expands beyond our Centerville parents. Grandparents, relatives and friends are encouraged to join PTA to help our school. With your \$5.00 membership, not only are you supporting our school, but you will also receive information on helping your child(ren) become a better student!

This handbook contains valuable information about Centerville Elementary, including rules, regulations and procedures. Please read through this information very carefully so that you will be informed. Also, keep it handy for quick reference. Let your child know that you know about the school rules. Your support will help us maintain the great reputation we have in the community.

Elementary school success is the foundation for your child's educational future. Our goal is to provide each child with the best education possible. We look forward to a great year at Centerville Elementary School.

Sincerely,

Kim McDermon, Principal
Cassandra Polk, PTA President

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CENTERVILLE DAILY SCHEDULE

Students enter building
8:20-8:45 a.m.

First bell / Car Rider Area closes
8:45 a.m.

Instructional Day begins
8:50 a.m.

Instructional Day ends
3:15 p.m.

Students dismissed
3:15-3:45 p.m.

Building Secured (closed)

Gwinnett County Public Schools Vision Statement

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

GCPS 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.

CENTERVILLE'S VISION, MISSION & BELIEFS

Mission:

The mission of Centerville Elementary is to use staff development, collaboration, consultation, open classrooms, coaching, supporting data, and instincts to create teaching best practices that inspire teachers and students to achieve our maximum potential and be intrinsically motivated learners performing at our personal best.

Vision:

We as a school envision a learning experience that inspires the pursuit of excellence, where respect, discussion, and personal choice are valued. We will provide an educational experience that not only transforms the learner but the teacher and community, creating lifelong learners and responsible citizens.

Beliefs:

About Students: Since all children learn differently we need to know our students and create lessons that meet their individual, diverse needs. We should provide focus driven instruction that is authentic and personal.

Therefore as teachers:

- We will be open to new ideas and research, modeling that learning is a life long process.
- We will continue our professional growth and development.
- We will set goals for ourselves and our students.
- Our behavior should reflect what we want from our students.
- We will inspire and motivate students by providing interesting, meaningful and interactive learning activities.
- We will reflect upon a lesson's strengths and weaknesses.
- We will build on student strengths.
- We will provide a risk free, positive, caring environment where students have a voice, feel valued and respected.

School Motto: *Do Your Personal Best*

Centerville Elementary PTA

Objectives of National 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 the 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.

Mission of National PTA

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

Centerville PTA Executive Board Members 2008-2009

President: Kim Bierman-Smith
Phone: 404-877-2816

Co-Vice President: Rosa Garica Kerrie Campagna
Phone: 404-553-6841 770-736-0859

Parliamentarian: Rev. Tim Blount
Phone:

Secretary: Myung Bergstrom
Phone: 770-972-2929

Treasurer: Jennifer Strauthers
Phone: 770-979-7872

Our Centerville PTA Executive Board would like to encourage you to be an active member in supporting the students, staff, and parents of Centerville. Please contact one of the Board members above or notify your child's teacher if you would like to take an active role in supporting the efforts of our local PTA.

CENTERVILLE ELEMENTARY FACULTY

2009-2010

Kim McDermon, Principal

Joan Chatham, Assistant Principal
Sharissa Seymour, Assistant Principal
Larry Higdon, Counselor
Cindy Osborn, Counselor
* Kimberly Adcock, Media Specialist
Anita Robinson, Media Clerk
Nancy Smith, Psychologist

Kathleen Kelly, LSTC
Steve Brueck, TST
Linda Watkins, Administrative Assistant
Helen Jernigan, Office Clerk
Nancy Nicholson, SASI Clerk
Donna Christopher, Office Clerk
Jean Trought, Nurse

KINDERGARTEN: (6)

*Janice Bauer
Patsy Dorman
Valerie Kellas
Stephanie Lindsey
Brenda Lowery
Bridget Mulligan

FIRST GRADE: (7)

Crystal Carleton
Leila Holbrook
Kelli Palma
Jill Rausch
*Amy Rostek
Kasey Thompson
Amy Wainwright

SECOND GRADE: (7)

Rochelle Broughton
Terri Dippel
*Susan Gadoua
Carol Hawkins
Debbie Pittmon
Tracey Reid
Catherine Sorrow

THIRD GRADE: (6)

Lydia Apple
Vivonetha Clarke
Gena Jackson
Lachelle Kegler
Allison Kyser
*Charlene Wood

FOURTH GRADE: (6)

Sophia Benjamin
Paul Curcione
Regina Hackett
*James Hope
Lucinda Hudson
Faedra James

FIFTH GRADE: (6)

Tremaine Carter
*Elizabeth Gomez
Michael Gottselig
Bev LeMaster
Neil Reese
Erica Wakefall

SPECIAL AREAS:

*Bonnie Benedict, Music
Laurie Burns, Art
Kim Catoggio, Spanish
John Warhol, PE
Jo Pratt, PE
*Angie Vollenweider, Computer Lab

SPECIAL EDUCATION:

Sylvia Wright, EBD (K-3)

Aisha Rodriguez, EBD (4-5)
Kirsten Dillard, EBD Para

*Cheryl Lawson, SLD (K-4)
Renita Blount, SLD Para (K-4)

Felicia White, SLD (4-5)
Caretha Brandyburg, SLD Para

Ashleigh Jenkins, Resource (K-5)
Wayne Parris, Resource (K-5)
Felecia Wilkins, Resource Para

Deidra Barker, Speech (Full-time)
Carol Lafayette, Speech (.3)

SUPPORT STAFF:

Lorraine Presson, ESOL
Tedra Norwood, Focus
Lori Bonn, Math Coach
Julie Nelson, Math Coach
Linda Taylor, Math Coach
Denise Holden, Literacy Coach
Emily Nelson, 5th Writing
Sally Trapnell, Literacy Coach
Stacy Kelly-Taylor, Parent Center
*Marlene Reilly, OR/RTI Support

PARAPROFESSIONALS:

Debbie Hardy
Bev Lemaster
Rebekah Massey
Terri Milton
Mary Sale
Melinda Spengler

STELLAR SUBS:

Joan Coppinger
Bekki Cummings
LUNCHROOM:
Roxann Hennings, Manager
Debbie Fleri, Assistant Manager
Nancy Ball

Marcia Collins
Cathy Gebauer
David Haler
Sandra Holnes
Cheryl Stillwell
Denise Stribling

LUNCHROOM MONITORS:

Rebecca Brownlee
Tammy Vowell

CUSTODIAL:

Kashma Nukic, Head Custodian
Cynthia Carter
Rabija Dogdic
Carlos Hernandez
Ahmo Krdzic
Elvira Zlatarevic

***Managers**

POLICIES AND PROCEDURES

ADMISSION/ENROLLMENT REQUIREMENTS

Authorized person(s) for enrollment purposes is the student's:

- *Parent (natural or adopted)*
- *Legal guardian or other person legally entitled to act on behalf of the child*
- *Foster parents appointed by a state agency*

Birth Certificates

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

Immunization Certificates

All students enrolling in Georgia schools must have an official Georgia Department of Human Resource Certificate of Immunization (Form #3231). This form can be obtained from a local physician or the Georgia Health Department.

Hearing, Vision, and Dental Certificates

All students entering school for the first time must present a certificate of ear, eye, and dental examination by the Health Department or a physician/dentist on an official Georgia Department of Human Resources Certificate (Form #3300). This form can be obtained from a local physician or Georgia Health Department.

Proof of Residency

School officials must require the parent or guardian to provide two proofs of residency in the district and attendance zone at the time a student is enrolled in a school and at any time there is a change of residence. A contract on a house, a deed or a lease is required as primary proof of residency. One utility bill will be accepted as secondary proof.

Address or Phone Number Changes

Parents are responsible for notifying the school office immediately of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of such changes.

Admission of Suspended or Expelled Students

The Gwinnett County Board of Education may decide not to admit a student into the school system who has been suspended or expelled from another school system during the period of such suspension or expulsion. Before an entering student will be excluded for the operative suspension or expulsion period, the Gwinnett County Board of Education will hold a re-admission hearing to determine whether the cause for a particular student's suspension or expulsion from another school system would justify suspension or expulsion from the Gwinnett County Public Schools. Such pre-admission hearings shall be conducted in the same manner as required for long term suspensions from the GCPS. A certified copy of the other school system's order of suspension or expulsion shall be obtained.

If the student's conduct would have justified suspension or expulsion from Gwinnett schools, the student may be barred from admission for such time as is authorized by the school system's rules governing long term suspension. This same process will be used to determine school admission enrollment eligibility for students who pose a threat to the school community.

Homeless Children and Youth

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

ATTENDANCE

The State of Georgia has a compulsory attendance law (20-2-690.2). This law requires parents to enroll a child in school and to ensure student attendance. A student will be considered truant at 5 or more unexcused absences. There are consequences associated with truancy. Please refer to the GCPS Student/Parent Handbook for details.

The importance of punctual and regular attendance for every student cannot be emphasized enough. A good attendance record has a direct effect on the student's grades. Any student who is absent must have a parent/guardian notify the school in writing in order to excuse the student's absence. A parent or guardian must submit a note upon the student's return stating the reason for the absence. The school will call home if a note is not received. Listed below are valid reasons for absence. All other absences are considered unexcused.

- Personal illness
- A death or serious illness in the immediate family
- Recognized religious holidays observed by the family's faith
- Absences mandated by order of governmental agencies, and
- Conditions which render school attendance impossible or hazardous to health and safety

Individual students who have emergencies necessitating their absence from school for a portion of the school day must be present for the majority of the school day in order to be considered present. Students checked out prior to 11:30 a.m. will be counted absent for the day. Students will only be released to persons authorized by a parent or legal guardian. No check outs or change in transportation are permitted after 2:45 p.m.

School hours are 8:50 a.m. to 3:15 p.m. It is both the parent and student's responsibility to be punctual. Students are expected to make up assignments missed due to tardiness. **Students arriving after 8:50 am must be checked in through the office by a parent or guardian.** Students are tardy after 8:50 a.m. Since learning begins at 8:50 a.m., 3 or more unexcused tardies or early pick-ups will prevent a child from being recognized for perfect attendance. A pattern of absences or excessive tardies require a doctor's note and may be referred to Social Services.

CAFETERIA SERVICES

Meal Prices

Breakfast	\$1.00
Student Lunch	1.75
Additional Lunch Entrée	2.00
Adult Breakfast	1.25
Adult Lunch	3.00
A la Cart	.25-.75
Milk	.40

Prepaid Meals

Students may prepay for multiple meals. A single account will be established in each student's name, which can be used to pay for breakfast, lunch and any extra items sold separately. When a student makes a purchase, his/her account will be debited for the amount of the purchase. If you wish your child's account be used for the purchase of meals only, please notify the cafeteria cashier. All transactions for lunch charges and prepaid meals are made each morning. Please have your child's full name and the teacher's name on all transactions.

Gwinnett County now offers you a means to add money to your child's account using check or credit card. You may also request an account balance electronically. Information and access to this new service is available at <http://www.gcsnp.org>.

Free and Reduced Meals

All students are eligible to apply for these meal rates. Applications are available from the school cafeteria manager. Students who are approved for Free and Reduced meals are asked to use the key pad system at all times. The key pad system helps us assure that each student's anonymity is protected. We are required by federal law to have a completed application on file for every student receiving these benefits.

Sack Lunches

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

Special Diet / Food Allergies

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

Lunch Charges

We appreciate parent assistance in reminding students to bring lunch money. Continue to check frequently with your children/child about when additional payments are needed. It is very upsetting to children to be without lunch money. Our school system has adopted a policy which governs student charges. **Only two charges are permitted.** After two charges, students will not be permitted additional charges. Students receive a charge slip indicating that credit payment and additional money is needed. Stay up to date on your child's balance by visiting <http://www.gcsnp.org>. Parents may pay for lunch in advance at this website.

Fast Food

Food from fast food restaurants will not be permitted in the cafeteria. This practice interferes with our lunchroom emphasis on good nutrition. Parents are invited to eat with their children, but should not bring fast food.

COMMUNICATION

Communication between the school and families is vital. Blue paper indicates messages from the principal, gold paper indicates PTA communication. Information from the principal and PTA will come home in "Friday Folders". Please pay special attention to this information.

"**Cougar Pause**" is a brief newsletter and calendar from the principal. It will be sent home every 2 weeks. "Cougar Tails" is the PTA newsletter. It will be sent home monthly.

Friday Folders: Messages from teachers, PTA and the school, as well as the student's graded work, are sent home with students for parent review. Please discuss the Friday Folder with your child and return the folder signed.

Messages to Teachers: Calls will be taken between 7:00 am and 4:00 pm. Messages will be given to the teachers in order to protect instructional time.

Messages to Students: We will only give students emergency messages.

Twitter : If you would like to get reminders and updates register at (twitter.com) and sign up to follow Centervillees.

DISCIPLINE

No student will be allowed to interfere with another student's right to learn. Therefore, students are expected to respect one another and all adults and to behave appropriately in class and throughout the school. The school has discipline guidelines, however, each teacher establishes his/her own classroom management strategies within these guidelines.

We believe that students are citizens of Centerville Elementary and have a right to a safe and comfortable learning environment. Along with these rights are also responsibilities. Rules have been developed to assure students of their rights but it is also their responsibility to follow these rules.

Elementary Modified Version of Student Conduct Behavior Code

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; or
- 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.

1. A student will not interrupt learning and teaching.
2. A student will not damage or attempt to damage or take or attempt to take property of the school.
3. A student will not damage or attempt to damage or take or attempt to take the personal property of others.
4. A student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
5. A student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school.
6. A student will not possess or use weapons, whether assembled or disassembled (guns, knives, firecrackers, etc.) whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
7. A student will not possess, use or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.

8. A student will not disobey directions or commands of teachers, principals, bus drivers, etc.
9. A student will not expose or touch himself/herself or others inappropriately including private areas of the body.
10. A student will not miss school or class without an excused absence.
11. A student will not exhibit unsafe and/or inappropriate conduct at any time.
12. Severe or repeated violations of school rules may result in parental conference and/or discipline review committee meeting.

Should students violate these rules, a series of consequences are applied. Possible consequences are an action plan, time out in class, time out in another classroom, time out from recess and specials, administrative time out and suspension.

Centerville Student Rules:

- Be prepared for instruction
- Follow directions the first time they are given by an adult in charge
- Respect your self, respect others, and respect your school.

DRESS CODE

We believe there is a direct correlation between student dress and student behavior and achievement. Any form of dress, hairstyle or makeup that is considered distracting or disruptive to the learning environment should not be worn to school.

When deciding what to wear to school each day, consider our dress code:

- Clothing should be worn so that sitting, bending, kneeling, etc. will not cause embarrassment to the student or those around him/her.
- Halter tops and spaghetti straps are not permitted for girls. Tank tops are not permitted for boys.
- Short-shorts and mini-skirts (less than mid-thigh length) are not permitted.
- All headgear including hats, scarves, bandannas, and other head garments are not allowed with the exception of designated hat days. These items must be kept out of sight in the building. Exceptions about headgear will be made by the principal for medical and religious reasons only.
- Clothes with logos identified with drugs, alcohol, or gangs will not be permitted. We will not permit violent content or inappropriate logos.
- We will not permit clothes with writing across the seat.
- Pants/jeans should fit properly. Pants should fit at the waist and not sag.
- Underwear should not show at anytime.
- Flip flops and high heels are not permitted because they are unsafe for school activities.

While styles change, it is still important to use good taste and judgment. If there is any doubt about whether a specific clothing item should be worn at school, it would be best to be cautious and not wear it in order to prevent distractions to the learning environment.

If students wear inappropriate items to school, we will give them the choice to call the parent/guardian or to wear clothing from our clinic. Your guidance and support regarding appropriate dress are needed and appreciated.

CELL PHONES

Students are encouraged not to bring cell phones to school. Should a parent decide to allow his or her child to bring a cell phone to school, the cell phone must remain turned off during school hours. The phone will be confiscated and parents will be contacted to pick up the phone if a student uses the phone during school hours. Since it is the expectation that cell phones will not be brought to school, administrators will not conduct investigations to recover lost or stolen cell phones.

Drug-Free Environment Policies

The Gwinnett County Board of Education is concerned about the well being of its students. The Board of Education recognizes that establishing a drug free environment encourages student productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs and alcohol by students on school premises, or as a part of any school sponsored activity.
- Disciplinary actions as described by the Student Conduct Behavior Policy (Policy MC) will be imposed on students who violate these standards of conduct.
- Information about drug and alcohol counseling, rehabilitation and reentry program is available through school counselors or administrators.

Emergency Preparedness Plan

In these uncertain times it is so important that we have a plan in place in case the unexpected happens. At Centerville we have three basic plans for emergencies.

1) **Evacuation Plan:** We follow this plan in case of fire or any other situation that would cause the building to be unsafe. We practice evacuation drills about 8 times a year. Students and teachers exit to four locations. The students are well oriented to this plan. We clear almost 900 people from our buildings in a minute and a few seconds.

2) **Severe Weather Plan:** Students move very quickly to a safe area as directed by the teacher. They get in the duck and cover position. We practice severe weather drills twice a year in the fall and spring. We use the Severe Weather Plan in the event of a tornado watch or warning in our area. **Note: Please do not attempt to pick up your children during tornado warnings.** Your child will be much safer in the school building. You will be safer if you do not attempt to drive in severe weather. We will not release children during severe weather for their safety and the safety of others.

3) **Lockdown:** We practice this once a year. We would use this drill if it was unsafe to move around the building for any reason. An intruder is the reason for most school lockdowns. Students are moved to the most secure corner of the classroom, out of view of anyone who is looking in a window. This can be accomplished in about 15 seconds.

We have lots of available hands in emergency situations. In the event of an emergency we have an Alert Team who assists the office staff. The Alert Team is made up of staff members who do not have direct student responsibility during the emergency. We also have first aid assistance readily available.

In case of an emergency you can help us by not parking in the fire lane or the turn area in front of the building. Emergency vehicles need access to the building. Parking in these locations may prevent us from getting assistance to someone who may need it.

Educational/Student Records

Family Educational Rights and Privacy Act ("FERPA")

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

The right to inspect and review student educational records maintained by the school;

An opportunity to challenge the content of the student educational records;

The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;

The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) officials for audit or evaluation purposes; (C) in connection with the student's application for financial aid; (D) state and local officials pursuant to State law; (E) organizations conducting studies on behalf of the school; (F) accrediting organizations; (G) parents of a dependent student as defined in section 152 or Title 26; (H) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (I) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

Privacy

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

Filing Discrimination Complaints

Student Complaints and Grievances

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

Step 1

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

Step 2

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

Step 3

A complaint may be reviewed by the district Title IX coordinator. To file a complaint with the district Title IX coordinator, send a letter detailing the complaint to Office of Title IX Coordinator, Gwinnett County Public Schools, 437 Old Peachtree Road, Suwanee, Georgia 30024.

Gifted Education Program

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.

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

Grading Procedures and Scales

Elementary report cards describing a student's progress will be sent to parents and/or guardians at the end of four, nine-week grading periods. The dates that report cards will be sent home are: October 17, January 9, March 20, and May 20.

Two parent-teacher conferences are scheduled with parents and/or guardians of elementary students during the school year (November 12-13 and February 11-12). Parents will be notified by the teacher regarding the specific day and time for these conferences.

Additional conferences should be scheduled by parents or teachers as the need arises.

Students are promoted to a higher level based on achievement of academic knowledge and skills curriculum standards (county and state).

You will be able to access student grades through go2.gwinnett.k12.ga.us/ Check Gwinnett Home Page for more information.

The grading scale for Kindergarten is:

AC	Accomplished	S	Satisfactory Progress
IP	In Progress	N	Needs to Improve
NE	Not Evident	U	Unsatisfactory Progress

The grading scale for first grade, special areas, effort and conduct is:

E	Excellent	N	Needs to Improve
S	Satisfactory	U	Unsatisfactory

The grading scale for grades 2-5 is:

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

During the school year, students are recognized who have shown exemplary academic achievement, progress, and/or citizenship. Award criteria are listed below and are based on students' performance during each nine week grading period.

Academic Achievement Award (Grades 2-5)

Straight A's (grades 2-5) and
All S/E's in conduct, effort and special area classes

Honor Roll (Grades 2-5)

All A's and/or 3 B's (grades 2-5) and
All S/E's in conduct, effort and special area classes

Perfect Attendance

Present each day at school for entire school year
No more than 3 total tardies or early checkouts for entire school year

Citizenship Award

This special award recognizes one child in each room who:

- Is a diligent worker
- Respects personal and school property
- Follows rules
- Has a pleasant and positive attitude
- Is helpful to others
- Demonstrates leadership qualities
- Is an asset to the class and community

Homework

Home study is a necessary part of each student's educational program. Each student is expected to spend some study time at home in addition to scheduled class instruction to achieve satisfactory academic achievement.

Some assignments are long range in nature and require planned study time for their completion. This eliminates the necessity of spending too much time in completing an assignment the day before it is due. (You will receive additional information regarding homework assignments for your child's specific grade level during curriculum night.) The following suggestions may help in preparing homework assignments:

Effective Study Habits

PLAN: Assign a definite time each day for study at home; utilize study periods and the media center in school. Keep a list of assignments in an agenda book or notebook and take home all necessary books, papers, and other materials.

PLACE: Have a definite place at home to study, away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.

PROCEDURE: Be certain you understand the assignment when it is given.

Agenda books are provided for all students, grades 2-5, to aid communication and foster planning and work completion.

Individuals with Disabilities

It is the practice of the Gwinnett County Public Schools to provide public education for individuals with documented disabilities. Individuals may contact their local school for information regarding services. Centerville Elementary provides services for students with problems in learning, behavior, health impairments, speech and language.

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

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

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services.

If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, contact Ms. Crissie Bowen at 678-301-7104.

Lost and Found

Many articles of clothing are left at school by students. Parents and students are invited to look through the lost and found at any time. The lost and found box is in the hall outside the Cafeteria. Those items not claimed will be given to a charitable organization. **In order to reduce the number of lost articles, label clothing and lunch boxes.**

Make-up Work

Students will be given an opportunity to make-up work they have missed due to an excused absence. It is the responsibility of the student to make arrangements to complete assignments when absent. Work must be completed in a timely manner. Parents of students who are absent two or more days may request assignments by calling the school before 9:00 AM. Requests for assignments made after 9:00 AM will be ready the next day. Assignments may be picked up in the front office between 2:00 and 3:00 PM. Make-up work for students traveling will be available upon their return.

Parent Visits

We encourage and welcome parents to visit our school. For the protection of students, however, **all parents and visitors must 'check in' through the office to receive an identification badge. This badge must remain visible at all times.**

Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes (Board Policy KM). Please contact the school at least 24 hours in advance at (770) 972-2220 to schedule any visitation and/or conference so that proper planning and focus can be given to the meeting.

Parent Conferences are also held in November and February to review your child's progress. Parents will be notified by the teacher regarding the specific day and time for these conferences.

Parties

Centerville classroom parties are limited to two, one-hour parties each year and are customarily celebrated prior to the winter break and at the end of the school year.

Birthdays - parents may bring “store bought” cupcakes, cookies, or other individually wrapped items to school to share with classmates or simply buy ice cream for the class through the cafeteria monitors. Items must be delivered to the front office and will be picked up by either the cafeteria staff or the classroom teacher for distribution to students. Centerville does not permit drinks, treat bags, balloons, or flowers at school as we believe birthday parties are more appropriately celebrated at home.

School Clinic

The school operates a clinic during school hours. The clinic worker facilitates sending sick children home, dispenses medication, and takes care of various problems and injuries that occur during the school day. The clinic worker will initiate contact with paramedics, if necessary.

Although we strongly encourage attendance every day, your child cannot attend school if he/she has a fever of 100 degrees or more, is vomiting, or is contagious. **Children with fevers should not return to school until they are fever free for 24 hours.**

By law, the clinic cannot operate as a doctor's office. We will not dispense any medication without prior written approval by parents. Medication **must be personally delivered by a parent** in the original child-proof, labeled container, and the parent must complete necessary consent forms. Children cannot bring medication to school. The parent must then pick up the remainder of the medicine once treatment is finished. Otherwise, it will be discarded. For additional information, please refer to the Clinic Guidelines provided at Registration.

School Supply Contribution

An annual elementary school supply contribution of \$10.00 is requested from parents to supplement supplies of duplicating paper, ink cartridges, art materials and enrichment supplies. This contribution does not pay for necessary personal school items such as pencils, notebooks and notebook paper. These funds are over and above any funds provided under the Quality Basic Education Act of 1985. No student will be denied access to or participation in any educational activity as a result of parents not paying the contribution. Parents are also asked to contribute \$10.00 toward technology supplies. We appreciate your support, and we use these funds to enrich programs for your children at Centerville.

Severe Weather

In case of severe weather (snow or other severe weather), please listen to the radio or tune in to the television to get up-to-date information. School closings will be announced on most radio stations (i.e. WSB 750 AM) and local television networks. Please do not contact the school for this information because we rely on the same sources above to determine school closings.

School Pictures

School pictures are taken in the Fall and Spring. These are optional and are offered as a service to students and parents. Tentatively scheduled dates are September 29, 2009 and February 25, 2010.

Reminders and additional information will be sent home prior to picture day.

School Council

Centerville Elementary's School Council is an advisory board, designated by GA House Bill 1187, that meets quarterly to discuss and make recommendations for continuous school improvement, and to build community awareness and interest in educational affairs.

The School Council meets 4 times per year with the following scheduled meeting dates:

September 3, 2009	Centerville ES Conference Room at 7:30 AM
October 3, 2009	Centerville ES Conference Room at 7:30 AM
December 5, 2009	Centerville ES Conference Room at 7:30 AM
February 6, 2009	Centerville ES Conference Room at 7:30 AM
April 14, 2009	Area Board Meeting at 7PM

All meetings are open to the public, and we encourage your attendance at these meetings.

Technology/Media Center

Technology Guidelines

Centerville Elementary School is very fortunate to have many technology resources. This up-to-date equipment provides a variety of opportunities for your students. It also requires great consideration of how we will use these technology resources for instruction.

One of the most versatile information sources for teachers and students is the Internet. Students and parents are required to sign the **Gwinnett County Acceptable Use Form** before students are allowed to access the internet at school. In addition to this requirement, we have developed the following guidelines for Internet use at Centerville Elementary:

- Students will be instructed on the proper use of the Internet and will be closely monitored at all times.
- For most lessons, students will use bookmarked sites. These sites will have been previewed by the teacher prior to the lesson.
- If it is necessary to locate additional information on a specific educational topic, students will use search engines such as **Yahooligans** or **Kids Click**. These engines are monitored for appropriate material and are specifically designed for use by children. There will be no random searching by students.

Parents will also be asked to sign a **Media Release** form. This will allow the school to use photos of school events on our webpage and send videos of Centerville Elementary events to be aired on GCPTV. Our website is updated often and is an additional source of information about Centerville Elementary such as menus, lunch times, pictures of Centerville events, and student projects. Please visit our site often at: <http://www.gwinnett.k12.ga.us/CentervilleES>

Media Center Guidelines

The media center has books and magazines for assigned study and recreational reading. It is open for use during the entire school day.

Students are encouraged to use the media center for reference work and for selecting books to read. The media specialist is always available to assist those who need help. Students are responsible for replace-

ment of lost or damaged library books, media materials or textbooks.

Testing Calendar

Below is a list of dates when Gwinnett students will take national, state and system assessments during the 2008-2009 school year. Many of these tests are used to determine promotion or retention. It is important that your child is present for all tests. Please refer to this list when making appointments.

September 21-23, 2009	Cognitive Abilities Test (CogAT)	Grades 1, 3, and 5
October 19-23, 2009	Iowa Tests of Basic Skills (ITBS)	Grades 3 and 5
March 3, 2010	Georgia Writing Test/Gateway	Grade 5
April 14-16, 2010	Georgia Criterion-Referenced Competency Test (CRCT)	Grades 3-5
April 19-23, 2010	Georgia Criterion-Referenced Competency Test (CRCT)	Grades 1 and 2

Textbooks

Textbooks are provided by the State of Georgia and Gwinnett County and are issued to students. These books are on loan to the students during the school year and should be treated as borrowed property. Every student is obligated to give his/her books the best of care.

In case of loss or damage of textbooks, the parent/guardian must pay for the book in accordance with a scale determined by the State Department of Education and/or the local Board of Education. The student's final report card will not be released to parents until all charges have been paid in full.

Transportation

Walkers and Car Riders

Parents are highly encouraged to have their children ride the bus rather than be transported by car to help alleviate traffic problems and provide safer conditions.

THE DOORS OF THE SCHOOL BUILDING OPEN AT 8:20 AM...STUDENTS WILL NOT BE PERMITTED TO ENTER THE BUILDING EARLIER.

Walkers are required to enter and exit the building through the front doors or at the car rider entrance.

Car riders are required to enter and exit the building through the doors at the Everson Road entrance only. The front driveway is reserved for bus traffic only. **DO NOT USE THE BUS LANES AT THE FRONT OF THE BUILDING FOR 'PARENT DROP OFF OR PICK UP PURPOSES.**

The car rider area is open from 8:20-8:45 AM. **Cars arriving after 8:45 AM must park in the Everson Road parking lot and children must be escorted into the building to be checked in. Students arriving after 8:50 AM must receive a tardy pass before going to class.** Centerville's instructional day begins promptly at 8:50 AM. All children are expected to be in class and ready for instruction at that time.

At dismissal, students are asked to wait in the waiting area until their transportation arrives in the front of the car rider line. Children are not permitted to leave the waiting area with parents/guardians who do not wait in the car rider line. **Car rider numbers should be displayed in the front window and should be clearly visible at pick up.** Staff members supervise students as they load and unload. Students who are not picked up by 3:35 PM will be returned to their classroom teacher for supervision. Parents must come to the main office to check-out children who are being picked up late.

Early Check-Out of a Student—the parent/guardian must park in the parking lot, go to the front office and show a photo ID in order to check out the student. Early check-out is not allowed after 3:00 PM.

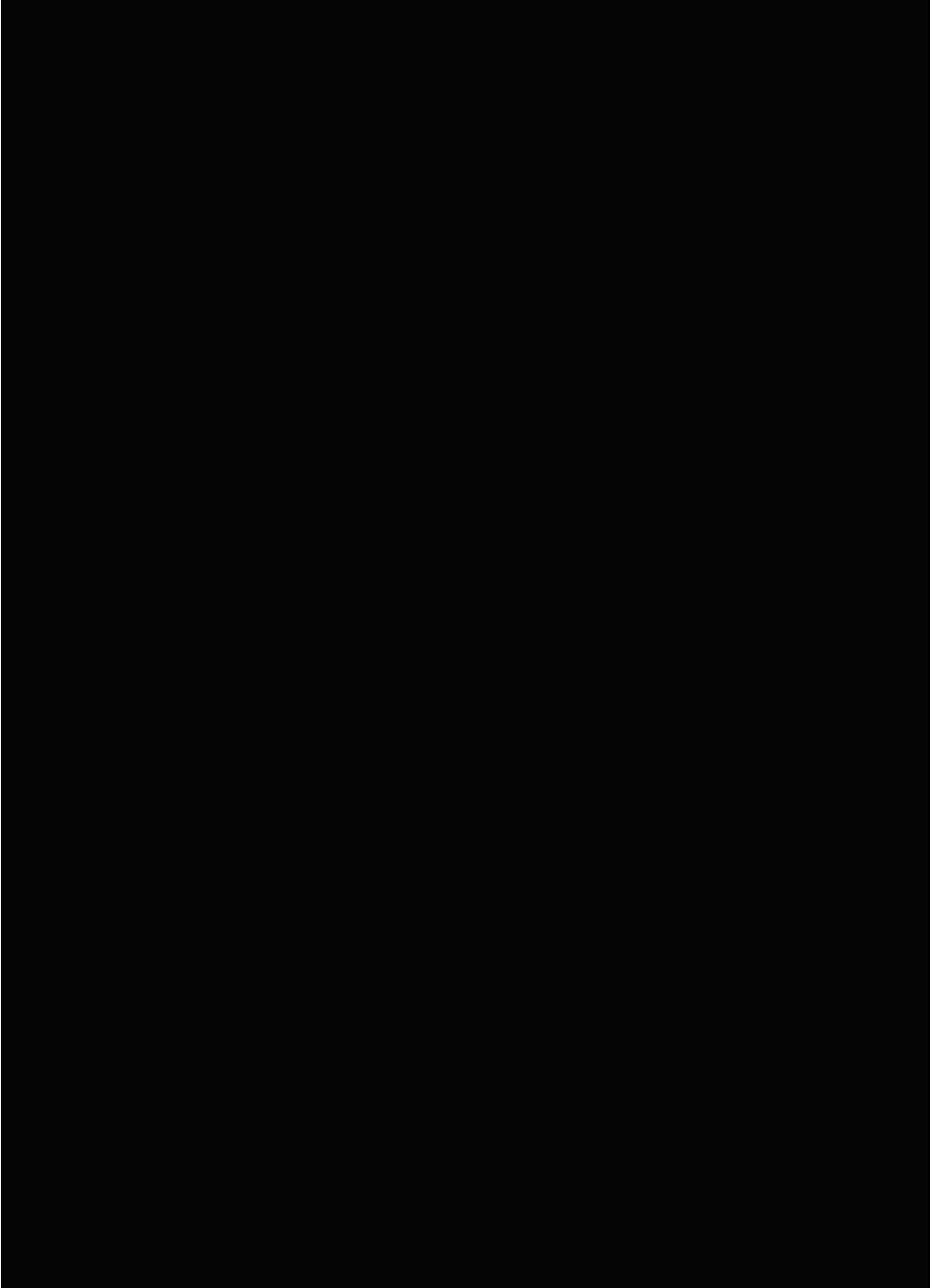
Reminder: Please obey the traffic signs on Everson Road that restrict a left turn into the parent drive. This is for the safety of our students. Police officers patrol this area in the morning and will issue a traffic citation.

School Bus Transportation

Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. All students are expected to obey the following bus rules:

1. Students will follow directions of the driver at all times.
2. Student 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. Student 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 the object.
6. Students will go directly to assigned seat when entering 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 hands, 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 the parent or guardian and a school official giving permission to ride a different bus or to get on or off at a different 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 communications 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.

Master Schedule



Lunch schedule

Lunch Schedule 2009-10

Table	Line	Time	Teacher
1 3 5 7 9 11 13	A B A B A B A	11:00-11:30 11:01-11:31 11:02-11:32 11:03-11:33 11:04-11:34 11:05-11:35 11:06-11:36	Apple Jackson Kyser Kegler Wood Clarke
2 4 6 8 10 12 1 3	B A B A B A B A	11:08-11:38 11:10-11:40 11:12-11:42 11:14-11:44 11:16-11:46 11:18-11:48 11:32-12:02 11:34-12:04	Broughton Dippel Gadoua Hawkins Pittmon Reid Sorrow
5 7 9 11 13 2 4 6 8	B A B A B A B A B	11:36-12:06 11:38-12:08 11:40-12:10 11:42-12:12 11:44-12:14 11:46-12:16 11:48-12:18 11:50-12:20 11:52-12:22	White/Rodriguez Carter Holbrook Reese Gottselig Wakefall Gomez Benjamin
10 12 1 3 5	A B A B A	11:54-12:24 11:56-12:26 12:05-12:35 12:07-12:37 12:09-12:39	Hudson James Curcione Hope Hackett
7 9	B	12:12-12:42 Overflow	Lawson x
11 13 2 4 6 8 10 12	B A B A B A B A	12:16-12:46 12:18-12:48 12:20-12:50 12:22-12:52 12:24-12:54 12:26-12:56 12:32-1:02 12:34-1:04	Wright Carleton Wainwright Nelson Palma
1 3	B A	12:37-1:07 12:39-1:09	Rostek Thompson
5 7 9 11 13 2 4	B A B A B A B	12:41-1:11 12:43-1:13 12:45-1:15 12:47-1:17 12:49-1:19 12:51-1:21 12:53-1:23	Rausch Bauer Dorman Kellas Lindsey Lowery Mulligan

PTA Schedule of Events 2008-2009

Curriculum Night August 11, 2009

Back to School Bash September 18, 2009

Grandparents Day(s) - September 15, 16, 17

Dads and Basketball, November 7, 2009

Veterans Day Celebration - November 11, 2009

Science Night - January 14, 2010

Reflections Open Mic Night, January 29, 2010

Movie Night - March 11, 2010

End of Year Picnic - May 21, 2010

Please contact one of the Centerville PTA Executive Board Members (pg.5) if you are interested in co-sponsoring one of the events listed above. Further PTA info can also be found at a link on the school's website at: <http://www.CentervilleES.com>