



Mascot: Comet

Colors: Blue and Silver

Doris Jones
Principal

Sandy Grizzard
Assistant Principal

Melissa Madsen
Assistant Principal

School Address
2503 Skyland Drive
Snellville, Georgia 30078

School Telephone Numbers
770.972.4500 – front office
770.736.4423 – clinic
770.736.4428 – cafeteria
770.736.4433 – media center

Arrival and Dismissal Times: 8:20 a.m. (arrival) 3:20 p.m. (dismissal)

W. C. Britt Elementary website: www.wcbritt.org

Cluster Schools: Magill Elementary, Norton Elementary, Rosebud Elementary, Snellville Middle, Grace Snell Middle, and South Gwinnett High School.

Stay informed. Check the parent portal **each week** so you know your student's up-to-date grades for students in grades 2-5, www.go2.gwinnett.k12.ga.us

W. C. Britt Elementary School Mission Statement

The mission of W. C. Britt Elementary is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards. In order to achieve our mission, students, educators, and families of W. C. Britt Elementary will work together to establish a positive, nurturing, and safe learning environment.

Belief Statements

- We believe that the school environment should encourage an inquisitive mind, foster critical thinking and creativity, help develop a disciplined approach to all subject areas, and encourage responsible decision making.
- We believe teachers, staff, administrators, parents, students, and community members share the responsibility for providing a safe, supportive environment.
- We believe clear goals and high expectations for student achievement should guide the development of the curriculum instructional strategies and learning activities.
- We believe that because every student has the right to a superior education, teachers should be enthusiastic and expect excellence from their students.
- We believe in preparing students to participate in a society with democratic ideals so that students realize they have a place in that society and can contribute to our intellectual, ethical, multicultural, and aesthetic heritage.
- We believe that each individual student is of value and that all students possess unique intellectual, physical, social, and emotional needs.
- We believe the commitment to continuous improvement is imperative if our school is going to enable students to become dynamic members of the global community.
- We believe that all members of the W. C. Britt Elementary School community should be treated with respect and dignity.

School Policies and Guidelines

After School Activities

Examples: Practices, Special Events, Clubs

Students must bring a signed permission slip that indicates the date and time of the event that the parent will be responsible to pick up the student. If the student is to be picked up by someone other than the parent, the name of that person must be included on the permission slip. Students will not be allowed to call for permission on the day of the event.

No child may stay for an after school activity without a signed note by a parent indicating who will pick up the child. No change will be made to these special arrangements without another note from the parent detailing the change.

Attendance / Tardies

Attendance and Excused / Unexcused Absences

Punctual and regular attendance for every student is very important. Attendance has a direct effect on grades and attitude toward school. After an absence from school, a student **must present a written statement signed by a parent or guardian giving the reason for the absence. The following are the only reasons that are excused.**

1. personal illness
2. death or serious illness in the immediate family
3. recognized religious holiday(s) observed by the family's faith
4. student under orders from a government agency (court order)
5. student at least 13 years of age serving as a Page in the Georgia General Assembly
6. conditions rendering school attendance impossible or hazardous to students' safety or health
7. visitation with parent/guardian prior to or during leave from deployment in combat zone. (5 days)

If a student will not be attending a length of time on a particular day, the parent or guardian should call the office and give the school that information. If the office does not hear from the home, a telephone contact to verify absences will be made. **After an absence from school, the student must present a written statement signed by a parent or guardian giving the reason for the absence. Even with the telephone contact, a written excuse is still required.**

A new state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences."

When students will be absent because of a scheduled unexcused absence (vacation, child care, etc.), parents may request in advance that the teacher prepare make-up work for the student to complete while absent. Assignments provided in advance are to be turned in when the student returns to school. Parents should contact teachers at least five days before the absence regarding this request.

There are several factors that influence what work the teacher can provide before an extended absence, including the length of the absence, types of classroom assignments / instructions, and the teacher's own absence. Teachers' plans are usually made one to two weeks in advance. Teachers will only be able to provide make-up work for the time they have planned. Much of the work students do occurs during the school day and may not be reproducible for students who are absent. Any evaluation based on classroom activities missed due to unexcused absences may not be able to be made up; this may be reflected in the student's grade. Much of the final grade is based on what a child learns in class through hands-on experiences and discussions.

Make-up Work

It is always the student's responsibility to make arrangements to make-up any work missed during an absence in a timely manner. The front office will be happy to assist in collecting work for someone to pick-up when the absence will be for more than one day. **Please allow teachers 24 hours to get assignments ready.**

Extended Unexcused Absences

We strongly recommend that students come to school and be on time every day they are not sick. All absences cause students to miss classroom instruction that supports their learning the required Academic Knowledge and Skills. Students are responsible for the A.K.S. (Academic Knowledge and Skills) for their grade level before advancing to the next grade. Excessive absences as well as excessive tardies will lead to missed instruction that could affect a student's final grades.

Excessive Absences

If a student's name appears on the Critical Absence List (ten absences) generated by the County Office, his/her parents/guardians will receive a letter from the school office, and the student may be referred to the counselor. The purpose of these letters is to help parents keep a running record of the number of times students are absent. By limiting absences to illness and family emergencies, parents will help improve student attendance records.

Tardies

Punctuality is part of the attendance record. A student is considered tardy after 8:50 a.m. When a student arrives at school late, he/she must sign in at the office. Parents **MUST** accompany their child to the office to explain the reason for the tardy. A pass to class will be completed and signed in the office before the student goes to the classroom. If you have extenuating circumstances that would cause you to be consistently tardy, please contact an administrator. Students with unexcused tardies are not eligible for perfect attendance awards.

After three tardies in any nine-week period, a referral may be made to an administrator, counselor, or social worker. A letter, telephone contact, conference, or referral to an attendance panel may follow. Every effort will be made by the school to ensure that our students come to school on time.

Excused Tardies

Excused tardies are only granted for doctor, dental, and specialist appointments. A note from any of the above listed will be required to grant an excused tardy. This note must be on an official form that reflects the service provided.

Checking Out Students Early

If a student must leave during the school day for any reason, a parent must sign the student out through the front office **no later than 3:00 p.m.** We encourage parents to limit early checkout to emergencies and doctor's appointments. Please do not check your child out early to avoid waiting in the car rider line. If checkouts become excessive, an administrator will be contacting the parent or guardian. ***Picture ID is required for checking out a student per GCPS board policy.**

Office personnel will locate the student. Students must be checked out by the parent or guardian. **Relatives, neighbors, or friends will not be allowed to check out any student unless written authorization is on file on the locator card. No phone calls, fax, or e-mails will be accepted for security reasons.**

Students must be present for the majority of the school day in order to be counted present for that day.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well balanced lunch is offered daily to promote good nutrition. To make lunch fair for all students, please do not bring fast food to school for your child. Breakfast, the most important meal of the day, is also available in the cafeteria each morning from 8:20-8:40.

If a student forgets or loses lunch money, he/she may charge lunch that day. A charge letter will be sent home with the student on Friday if the student has charged during that week. Repayment is expected no later than the following school day. Our lunchroom is self-sustaining with money made through the breakfast and lunch programs used for all cafeteria purchases of supplies, utensils, and foods. Payment can be made on line, check or charge, at www.mealpayplus.com or at the school cash or check only. We welcome you to come and have lunch with your child here at Britt.

Students with food allergies must have a note from their doctor verifying the allergy on file with the nurses office and the cafeteria. SNP Website: <http://www.gwinnett.k12.ga.us/gcsnp.nsf/pages/PriceInformationO~Menu>

Breakfast

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

Lunch

Student Lunch ES	\$2.00
Reduced Price Lunch	\$.40
Adult Lunch	\$3.00
Extra Milk	\$.40

Car Riders

Students are dropped off (8:20 – 8:50 a.m.) and picked up (3:20 – 3:40 p.m.) at the side of the building. **Any use of the front drive between 8:00 – 9:00 a.m. and 3:00 – 4:00 p.m. is strictly prohibited. This is a bus only zone for the safety of our children.**

1. Follow the car rider route when dropping off and picking up your children. Be courteous and DO NOT make a left hand turn into the parking lot when others are waiting to turn right. Please enter the car rider line by using the turnaround at the end of Church Street.
2. Students should only be dropped off and picked up as car riders at the supervised location.

If you are unable to follow these procedures, please use the school bus transportation.

Cell Phones

Students may have a cell phone in their book bag based on Board of Education Policy. Cell phones must remain off and in book bag during the school day. The phone is for use only before and after the school day. If a cell phone interrupts the learning process or is out of book bag, it will be taken up by the teacher and given to an administrator. Parents must then pick the phone up from the school.

A violation of this policy may result in a student's phone being held in the front office for their parent to pick-up. Repeated violation could result in the student losing the right to bring a cell phone to school.

Change of Address or Phone Number

For emergency purposes, we **must** have updated information on each student. Please notify the school, in writing, of any changes in work, cell, or residential phone numbers, or if a change in address occurs.

Clinic

Our clinic provides first aid consisting of washing the injured area and bandaging. Parents/Guardians will be called if a student is too sick to remain at school. All contact information on the Clinic Card must be correct and current. Please **Do Not Send** your child to school if he/she has a fever with 100.0 degrees or higher, is vomiting, has diarrhea, or has a contagious illness. Students must be fever free and have no vomiting for 24 hours before returning to school. Please inform the clinic when your child has an infectious or contagious disease. Confidentiality is respected in all health concerns.

There are **strict guidelines** that are followed in regard to medication. All medication must be brought into the clinic by parent/guardian. Students are **not** allowed to have medication in their possession. Do not allow your child to transport medication by a bus. An Administration of Medication Form must be completed for each medication. All medications prescribed by a doctor, or purchased over the counter, i.e.: Tylenol, cough/cold medicine, etc., must be in their original bottle or box. Medications in zip lock bags will not be accepted. When a medication is changed by the doctor, a new prescription bottle must be brought to the clinic and a new Administration of Medication Form (located at www.britt.org) must be completed. If a different over the counter medication, i.e.: Tylenol, cough/cold medicine, etc., is brought in to replace what is in the clinic, a new Administration of Medication Form must be completed.

The following is provided as a guide:

Fever-Parents/Guardians will be called to pick up their child with a fever with 100.0 or higher. **Students must be free of fever for 24 hours, without the help of medicine, before returning to school.**

Chicken Pox-Students may return to school when lesions have crusted.

Pink Eye-Students may return to school after 24 hours of antibiotic treatment.

Ringworm-Students are not restricted from school if lesions are covered and student is undergoing treatment. A note from your doctor may be requested.

Strep Throat-Students may return to school 24 hours after antibiotic treatment and if they have been fever free for 24 hours.

Diarrhea-Students may return to school if bowel movements are fewer than 5 stools per day and fever free for 24 hours.

Fifth Disease-Students are NOT restricted from school. Please inform the clinic if your child has this illness.

Lice-Do not send your child to school when they have **live lice**. Please contact your doctor for treatment. Please contact the clinic when you find lice. When your child returns to school, please send in the receipt or box of the treatment used for lice.

Vomiting-Students may return to school if no vomiting for 24 hours and no fever.

Please inform the clinic if your child has a chronic health condition. A chronic health condition includes but not limited to Asthma, Heart Disease, Seizures, Diabetes, Childhood Cancers/Transplants, Headaches, Kidney Disease, Sickle Cell Anemia, Juvenile Rheumatoid Arthritis, Cerebral Palsy, ADD, ADHD, Spina Bifida, Gastrointestinal Conditions, or any condition not previously named. Also inform the clinic if your child has a food, insect and/or drug allergy. The clinic needs to know what reactions your child has to their allergy. A Health Management Plan must be completed by a parent and will be kept on file in the clinic. The plan will be used to help your child manage any problems they may have at school. It will also be used to notify any emergency medical personnel/hospital of your child's medical history. If your child requires medication at school, please fill out the Administration of Medication Form and the medication must be brought to the clinic by a parent. A doctor's note is required if your child needs a peanut free classroom and/or eat at a peanut free table in the cafeteria. The county nurse may contact you if they have any questions about your child's condition.

If your child has a food allergy or intolerance, the cafeteria is required by the state to have a signed doctor's note. The document must be on the doctor's letterhead and include the following information: child's name, the food allergy/intolerance, list of food the child **may have** like soy milk, juice, chocolate milk, cheese, yogurt, ice cream, etc., and a doctor's signature. This document must only come from the doctor.

If your child cannot physically participate in PE or recess, a doctor's note is required to be excused from physical activity.

Conferences

Parent-teacher conferences are scheduled for each student at Britt twice each year during conference weeks. Early release dates for conferences are November 2 & 3 and February 1 & 2. Students will dismiss at **12:50 p.m.**

Throughout the year, teachers and parents are encouraged to meet to discuss individual student needs. Please feel free to arrange a conference at any time.

Counseling

The purpose of the counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

- Help new students feel at home in our school with new teachers and friends.
- Individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
- Providing the opportunity to talk over things with students, parents, or teachers.

Dress Code

Students are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions or disruptions. No student shall dress in such a way as to distract from the learning process of other students. Our dress code also applies to all school related functions as well as the school day.

The following list of items shall serve as a guideline that represents what is **not** to be worn at W. C. Britt Elementary; however, on a case by case basis, other items of dress may be included.

1. Clothing that depicts or symbolizes offensive words or designs, violence (blood, death weapons), sex, hate groups, negative or disrespectful attitudes, drugs (including alcohol and tobacco). Jewelry worn in pierced areas (other than the ears) will not be allowed. This is in accordance with the School Board policy (JCD – Student Conduct Behavior Code, Rule 1I.) of zero tolerance of weapons and drugs.
2. Clothing that presents a safety hazard (such as sagging pants that touch the ground or do not stay up without holding them, inappropriate shoes for the day’s activities).
3. Clothing that is suggestive in nature (such as bare midriff, see-through, clothing that shows undergarments, tank tops, short shorts and miniskirts, or any other clothing that is suggestive in nature or has provocative illustrations, excessively tight fitting clothing). Shorts and skirts should be fingertip length or longer.
4. Hats are to be worn in the building only on designated hat days. Hats may be worn outside as long as they do not cause disruption. Shoes with wheels are not permitted (heelies).
5. Hair color should be a natural hair color.

Field Trips

Grade levels may plan field trips during the school year that correlate to their curriculum. Before each trip, you will receive a permission slip that must be signed and returned before your child may attend the trip. We ask that you include a phone number where you can be reached during the trip.

On rare occasions, students who fail to complete class work or follow school rules may not be allowed to attend a field trip. Good behavior will be the criteria for field trip attendance. Parents will be informed if their child will not be attending the field trip, and all money submitted may be returned unless otherwise stated in the original field trip permission request. A written request for a refund, signed by the parent, must be sent to the school bookkeeper.

Grade Reporting to Parents

Elementary report cards describing a student’s progress are sent to parent and/or guardians at the end of each nine weeks reporting periods. A progress report will be sent home at the 4-1/2 week point which should be signed and returned by the parent.

See Grading Policies in the Gwinnett County Public Schools Student/Parent Handbook.

Impaired/Handicapped Access

W. C. Britt Elementary School, along with Gwinnett County Public Schools, wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact an administrator.

Insurance

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

Internet Acceptable User Policy

Internet use at W. C. Britt Elementary is used solely as support for the Academic Knowledge and Skills for grades K-5. Any student using the Internet will do so with direct instruction from his/her teacher. Under no circumstances will a student be allowed to “surf” the Internet for fun. Any transmission a student makes over the Internet will not include any personal/private information (e.g. last name, phone number, address, etc.) unless previously authorized (in writing) by their parent/guardian. The student is responsible for the content of any messages sent. Any violation of this policy will result in review of the usage for that student with termination of usage possible.

Lost and Found

Your child may visit the lost and found area to locate any lost items. **Please write your name on all personal property for easy identification.** Unclaimed articles are donated to a charity on the last Friday of each month.

Media Center

The Media Center at Britt has a variety of resources including reference books, paperback books, magazines, fiction, non-fiction, and software that support the curriculum and provide appropriate reading materials for enjoyment. Students in Kindergarten and first grade are allowed to check out one book at a time and keep it for up to two weeks. Students in second through fifth grades are allowed to check out two books at a time for two weeks. Reference books are available for check out for one day and count as a "book" checked out to that student. Students may only have one reference book at a time checked out in their name. Students who want to use the Internet in the Media Center must have a signed A.U.P. on file with the Technology Coordinator and bring an Internet pass signed by the teacher with the specific website listed on the pass.

Overdue and Lost Materials -- Students who keep library books beyond the due date will receive an overdue notice. Overdue reports are sent weekly by email to the student's homeroom teacher. The next day, notices are sent to the parents' email address(es) on record for the student. (Students without email addresses on record will receive paper notices to take home.) Overdue materials should be returned immediately. Students who lose or damage library materials are expected to pay the replacement cost for each item, in a timely manner. Replacement cost for elementary school library books are set by GCPS policy at a standard cost of \$5 or \$15, depending on the specific copy. Students who do not pay for replacements, or continue with overdue materials, will not be permitted to check out any additional materials from the Media Center until the item is returned, or the payment is complete. Students will have access to materials for use in the Media Center during the student school day.

-- Gwinnett County Board of Education's Policy states, "Students or their parents/guardians will be responsible for reimbursement to the school for damage to school property, or lost or damaged books. Grades, diplomas, or certificates of progress may be withheld until restitution is made".

Messages to the Teacher

Calls will be received by the school between 8:15 a.m. and 4:15 p.m. Messages will be taken for teachers to return calls. Instructional times cannot be interrupted.

Messages to Students

Only messages of an emergency nature can be delivered to students. Please remember that our purpose is to provide an excellent learning environment. That purpose is not compatible with constant interruptions. Use of the school telephones by children is permitted only in emergency situations.

Party Invitations

PLEASE do not send in party invitations for a personal party your child is having at home. They will not be distributed to individual students so as not to cause hurt feelings among other students who do not receive invitations.

Promotion Criteria

Go to the Gwinnett County Public Schools website for more information.

School Bus Transportation

Students who come to school on the bus should return home on the same bus unless they have a note from their parents which must be signed by a teacher, administrator or their designee. This note must be sent if a child is exiting a bus at a different stop. Only regularly scheduled bus students are to ride the school bus. Bus students go immediately to the buses as soon as they are dismissed from school in the afternoon. Students will not be allowed to ride home on a different route unless a change in child care is needed. Please arrange this with the office in advance. All transportation changes must be sent to the school office **in writing. No changes will be taken over the phone, fax, or e-mail.**

For routine transportation questions or information, please contact the Transportation Supervisor. Those numbers are available on the school system's website at www.gwinnett.k12.ga.us/web-facilities.nsf/pages/Transportation.

School Cancellation / Inclement Weather

In the event of severe weather or other conditions, the starting time of a school may be delayed, or all schools may be closed. Announcements will be made over radio station AM750 WSB, local television news, and the Gwinnett County Public Schools website, www.gwinnett.k12.ga.us. Reports in the morning will be between 6:00 – 6:30 a.m. If no report is announced, 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.

Student Behavior "Respect Yourself and Others"

W. C. Britt Expectations of Students

1. I will be honest in my statements and actions.
2. I will respect school staff, the fellow students, and myself.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.
9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

Gum – no gum chewing during school.

In addition, each classroom has specific guidelines and consequences for inappropriate behavior. Teachers will review these guidelines with parents at Curriculum Night Open House.

School Parties

Based on Board policy, there are two approved parties per year.

Children are expected to apply themselves to normal school studies for all hours except those designated as party time by their teacher. Please advise your child of this and encourage enthusiastic completion of work as appropriate preparation for a party.

Throughout the year teachers may plan activities that involve snacks or other foods. When requests are made, parent participation is voluntary.

Celebration of birthdays will be observed by allowing parents to provide snacks for the class during regular snack time. Please get permission from your child's teacher first. Please drop off snacks at the office. Do not plan to go to the classroom. Items such as individual cupcakes or individual cookies are preferable so that teachers do not have to take instructional time to divide up the snack. Please do not send drinks unless they are in individual containers (no red juices). No birthday favors will be allowed.

Textbooks

The school district provides textbooks for all students in the district at no cost. Students are obligated to give their books the best care. Books are to be used and not abused. Textbooks must be paid for if lost or damaged.

Visitors to Schools (GCPS Board Policy: KM)

Any visitor with legitimate business on school grounds must sign in at the Main Office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

During School Hours

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

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

Students should not bring student visitors to school.

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

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

School Authority

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

Visitor Procedures

We encourage visitors and volunteers to come to Britt. For the safety of all students, we ask that you follow specific procedures when you visit.

1. Please sign in with the receptionist and get a visitor sticker or volunteer badge. Sign out when you leave.
2. Tell the receptionist the purpose of your visit.
3. Please do not go into a classroom unless the teacher is present and you already have a scheduled appointment.
4. The W. C. Britt campus is a non-smoking facility. Please do not smoke anywhere on campus.
5. Unauthorized visitors and anyone not following the above procedures will be asked to return to the office.

Volunteers

Our school is fortunate to have parents, community members, business partners, high school students, and other volunteers helping in the school. They assist in various ways such as listening or reading to the students, working with student activities, making learning games and activities, helping with media center materials as well as one-on-one tutoring. Volunteers are invaluable in helping to meet the individual needs of students.

Volunteering at our school is a very enriching and fulfilling experience for the volunteer and for the children. We encourage all parents and interested community members to spend time in our school.

Please contact the W. C. Britt Elementary Parent Center if you would like to volunteer. The direct phone line is 678-639-3884.