

# **C. H. Gullatt Elementary**

**6110 Dodson Drive**

**Union City, GA 30291**

**770-969-3425 Office / 770-306-3582 Fax**

School website: <http://www2.fultonschools.org/school/gullatt>



**Home of the Eagles**

*“Creating High Goals for Every Student”*

**Dr. Adrienne L. Walton**

*Principal*

**Mrs. Miranda Freeman**

*Assistant Principal*

*Fulton County School System*

*Atlanta, Georgia*

# WELCOME

Welcome to C. H. Gullatt Elementary School! One of our goals is to see that parents/guardians of students here feel at home. To accomplish this, we advocate an open door policy. This handbook has been prepared to provide you with a reference on standard operational procedures. It is provided to help develop some consistency in our effort to make our school THE BEST!

To help you enjoy your experience at this school, we offer the following suggestions:

- Get to know your school
- Become familiar with the teachers and staff
- Know that we are here to help you
- Take an active part in your child's education

We are pleased to have you as partners this year. We invite you to participate in the exciting and challenges of your child's learning and growing. We sincerely hope that in working together, we can provide the positive educational environment your child needs to become a well-rounded individual.

*Adrienne L. Walton, Ed.D.*  
Principal

# C.H. GULLATT



# ELEMENTARY SCHOOL

**Adrienne L. Walton**  
Principal

**Miranda Freeman**  
Assistant Principal

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*Creating High Goals for Every Student*

Dear Parents,

It is indeed a pleasure to welcome our returning students as well as our new students to the 2011-2012 school year. The Gullatt faculty and staff are excited about beginning a rich and fulfilling school year with many academic adventures and journeys to explore. As I begin my first full year as principal at Gullatt, I want to thank you for your assistance with making the tremendous progress we have made thus far. We now have new mission and vision statements and can proceed in fulfilling our school wide goals. After collaborating with parents, community, and staff members, we now have the following statements to guide us in achieving excellence:

#### **Vision Statement**

At Gullatt ES, our vision is to promote collaboration between the staff, parents, community, and students to achieve academic excellence in all subject areas by providing a rigorous learning environment with high expectations and high standards that prepares all students to be successful and meet the challenges of a technology-rich, multi-global society

#### **Mission Statement**

We will create a collaborative school culture among the staff, parents, and community as well as a student-centered learning environment that will facilitate and encourage the following components:

Academic excellence

Leadership

Individuality

Effective communication

Independent thinking

Responsibility

Sportsmanship

Creativity

Diversity

With these goals in mind and you as our partners, I feel confident that we will continue to make strides in our quest for excellence in all areas. As always if you have any questions or concerns, please feel free to contact me at the numbers below or by email: [waltona@fultonschools.org](mailto:waltona@fultonschools.org).

With sincerity,

*Adrienne L. Walton*

Adrienne L. Walton, Ed.D.  
Principal

## School History

C. H. Gullatt Elementary was named after Charles Homer Gullatt, an important advocate for education in the Georgia Legislature and resident of Union City. In August of 1976, C. H. Gullatt Elementary school was opened with 211 students in grades one through seven and a staff of sixteen. During the 1979 school year, kindergarten classes were added. In 1987-88, the sixth and seventh grade classes were moved to middle school.

Dr. Adrienne L. Walton began as the school's fifth principal in January 2011 and will continue to challenge and extend the students and staff to reach excellence in all areas.

### School Administration

Principal	Adrienne L. Walton
Assistant Principal	Miranda Freeman
Curriculum Support Teacher (CST)	Leroyce Williams
Guidance Counselor	Aundrea Hammond-Butts

### School Information

#### Mission Statement

*"Creating High Goals for Every Student"*

### Office Support Staff

Secretary/PAII	Melisa Sanford
Data Clerk	Jean Kibler
Clinic Assistant	Theresa Warner
Bookkeeper/PAIII	Catherine Robinson
Technology Specialist	Regina McDowell

### Additional Information

Office Number	770-969-3425
Office Fax Number	770-306-3582
Cafeteria Number	770-306-3532
School Hours	7:45 am – 2:25 pm
School Mascot	Eagle
School Colors	Blue and Gold
Students Served	Pre-K thru 5 <sup>th</sup> Grade

### After School Care

The Southwest Family YMCA Primetime program provides a safe, relaxed, and well supervised environment with stimulating enrichment activities for students. Other after-school programs offering pick-up services at C. H. Gullatt include:

A Place 4 Kids (770) 964-1925  
Childcare Network (770) 964-8236  
Harvest Rain (770) 969-2040  
Immanuels Early Learning Center (770) 306-8181  
Sheltering Arms (770)774-2110  
New Horizons (770) 306-0279.

### Fulton County's Vision

- High Expectations
- Safe Schools
- Customer Focused Philosophy
- Common Purpose for all members of the school community
- Collaboration with other Agencies and Groups of students

## C. H. Gullatt Elementary 2011-2012 School Calendar

<b>First Semester</b>	<b>Second Semester</b>
August 3-5 Professional Learning Days (teacher workdays)	January 5 First Day of Second Semester
August 8-12 Preplanning	January 16 Martin Luther King Jr. Day (schools closed)
August 15 First Day of School	February 17 Teacher/Student Holiday (schools closed)
September 5 Labor Day (schools closed)	February 20 Presidents Day (schools closed)
October 10 Columbus Day (schools open)	March 9 Teacher Workday (students off)
October 17 Teacher Workday (students off)	April 2-6 Spring Break
November 11 Veterans Day (schools open)	May 18 Last Day of School
November 23-25 Thanksgiving Break (schools closed)	May 21-22 Postplanning
December 22 End of First Semester	May 28 Memorial Day (schools closed)
December 23 - January 3 Winter Break	
January 4 Teacher Workday (students off)	

## Attendance

Students attend school 177 days per year. Regular and punctual attendance is expected. Students are expected to come to school on time every day unless ill. Tardiness is not acceptable. Please know that students need to be in their assigned seat when the bell rings at 7:45 a.m. Students need to arrive at school in sufficient time to eat breakfast, if desired, and get to class. The following guidelines in regard to absences/tardies must be observed:

Excused absences: The Georgia Board of Education states that students may be temporarily excused from school for personal illness, serious illness or a death in the immediate family, recognized religious holidays observed by one's faith, absences mandated by government agencies or conditions which render school attendance impossible or hazardous to one's health or safety. Students must be in attendance at least one-half of the school day (3 hours) to be counted present. Upon return to school, the student must present the teacher with a specific written excuse for the absence.

Unexcused absences: An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused.

Make-up Work Due to Absences: Parents may request make-up work on the second day of an absence by calling the school prior to 9:00 a.m. Requested assignments may be picked up in the school office after 2:30 p.m. or sent home with another student as designated by the parent. When students are absent for excused or unexcused reasons, the teacher will make a list of all important work missed and give it to the students upon return to school with a deadline for completion. If the student will be absent from school at a future date, please give the teacher as much notice as possible to allow time to prepare needed work.

Late Arrivals: If a student arrives after 7:45 a.m., the student must sign in at the office. Absences and tardies are documented. Excessive absences and tardies (more than 5 absences or 7 tardies in a 20-day reporting period) will result in a written notification from the school social worker and/or Department of Family and Children (DFAC) referral.

## Arrival Time

Since students do not begin school until 7:45 a.m. and teachers are not required to be in the building until 7:15 a.m., **students should not arrive at school before 7:15 a.m.** Students should report to the cafeteria for breakfast or the gym for supervision. Students are not allowed in any other part of the building until 7:30 a.m.

Students who are walkers and car riders who choose to eat breakfast must report to the cafeteria by 7:30 a.m.; otherwise, they will not be allowed to eat breakfast. Being on time to class is extremely important. If a student is tardy, he or she must be checked in by a parent/guardian.

## Dismissal

The school strongly discourages students being checked out early. This interrupts the instructional day for all students in the class. However, if a child is being checked out, the adult's name must appear on the student's registration card and that person must provide identification at the time of check-out.

**Any student needing to go home differently than normal must bring a written permission note from the parent/guardian; without a note, the student will not be allowed to alter the usual end-of-the-day routine and will be sent home as he/she normally goes home. NOTE: All bus changes must be approved by the school transportation coordinator at least 24 hours in advance.**

## Car Riders

Students who ride in cars are to be dropped off and picked up in the front of the school near the main entrance. Parents are asked to wait in their cars forming an orderly line. Staff members on bus/car duty will assist students being loaded into their cars. **In consideration of the safety of our students, parents are requested not to park their cars and walk students across the driveways.** The car rider entrance doors close at 7:45 a.m. **After 7:45 a.m., parents must sign students in at the front office.**

Afternoon pick-up is supervised by staff members from 2:15 p.m. until 2:40 p.m. Parents picking up students are to remain in their cars in the car rider line. Students are to remain in the cafeteria under the direct supervision of assigned adults until the appropriate vehicle is in position. Passing cars in the car rider line is dangerous and therefore not permitted. **Children remaining after 2:40 p.m. will be automatically enrolled in the YMCA after school program.** A minimal fee (\$15.00 per day) will be charged to cover the cost of adult supervision after normal school hours.

## Bicycles

Due to safety factors, Gullatt students are not allowed to ride bicycles to school.

## Withdrawal of Students

If a parent/guardian needs to withdraw a child from school, he or she needs to notify the school at least 48 hours prior to the withdrawal date. This will allow ample time for the completion of necessary paperwork. The parent/guardian must submit his/her intentions in writing and state the reason for the withdrawal.

## **Fire/Tornado/Intruder Drills and Emergency Evacuation Procedures**

Emergency drill procedures are posted in each room in the school. Fire drills are rehearsed monthly. Tornado drills are rehearsed at the beginning of the year and prior to the tornado season. Intruder drills are rehearsed during each semester to prepare students for an intruder emergency.

### **Weather Related Emergencies**

When emergency weather conditions occur during non-school hours, school openings/closing information can be obtained from Radio (WSB, WGST) or Television (ABC, NBC or CBS).

### **Medication**

Teachers do not give medication to students. Medication is administered in the clinic. If a child must take medicine, the parent/guardian must sign an authorization form as well as have a physician's statement signed. No medication, prescription or non-prescription drug, will be administered without appropriate paperwork.

### **Clinic**

A full-time clinic aide is available from 7:45 a.m. until 2:15 p.m. every school day. The clinic is open for students with scrapes and bumps, and for those who become ill during the day. The clinic aide also administers all medication to students who must take it during the school day. If a student has a fever, is vomiting, or has an injury (other than an ordinary first-aid injury), parents will be called to pick up the student from school. If a student must go to the hospital, school personnel will accompany the student to the hospital until the parent arrives.

## **School Breakfast/Lunch Program**

Children need healthy meals to learn. Fulton County Schools offers healthy meals daily at a reasonable price. At elementary schools, the price for breakfast is **\$1.05** and lunch is **\$2.10**. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. Students who are walkers or car riders must be in the cafeteria by **7:30 a.m.** if they plan to eat breakfast.

## **School Insurance**

Group Accident insurance is available for students. Student insurance may be purchased at a low cost through a private company approved each year by the Board of Education. Information on this insurance, its cost, and other details of the plan are given to parents during registration or on the first day of school.

## **Field Trips**

Field trips are planned to supplement and enrich units of school work. In an effort to ensure student safety, transportation is provided by Fulton County School buses and Charter buses for a reasonable fee. No child will be denied permission to attend trips due to inability pay. Every child must have written permission on the appropriate form from the parent/guardian before going on a field trip.

## **Bus Transportation**

Please notify us in writing if your child is to get off at a bus stop other than his/her regular stop. Give dates if this change is to continue over a period of time so that we may notify the bus driver. Please contact us 24 hours in advance if your child will be riding a bus other than the one assigned.

## **Student Dress**

Examples of inappropriate clothing include the following: bare midriffs, tank tops, see-through clothing or apparel which designates gangs or similar organizations, bike shorts and form-fitting body suits. Use the fingertip rule for wearing shorts. The hem of the shorts should reach the tip of the student's middle finger. Students are not allowed to wear pants or shorts that hang below the waistline. Parents/guardians will be called to bring appropriate clothes or to pick up their child(ren). These items may be disruptive to the educational process; therefore, students are not allowed to wear these or any similar articles of clothing to school.

## **Visitors**

All visitors and parents/guardians are asked to report to the office upon entering the school. A visitor's pass is needed before walking through any area of the building. This requirement is enforced for the protection of the students.

## **Classroom Visitation/Observation**

Parents are welcome to visit their children's classes. For the protection of our children, all visitors are required to check-in in to the office first to receive a visitor's badge/sticker before classroom/observations, delivering articles/messages to students or reporting for volunteer duty. Classroom visits are limited in length to 30 minutes and should be scheduled 24 hours in advance with the teacher, Curriculum Support Teacher (CST), Assistant Principal or Principal. Do not expect the teacher to conference with you during instructional time. The regular school program must continue during your visit.

## **Classroom Rules**

1. You must be here at school on time
2. You must be ready to work by being prepared
3. You must do your assignments
4. You must respect your own and others' life spaces

The following general discipline cycle will be followed and documented by the classroom teacher for minor offenses. Listed below are the previous steps that may be taken by a staff member prior to an office referral. Steps may be skipped at the discretion of the local administration.

1. Student Warning(s)
2. Parent Phone Call(s)
3. Classroom Time Out
4. Student-Developed Action Plan
5. Parent Conference
6. Teacher/Parent/Student-Developed Behavior Modification Plan
7. Office Referral

A detailed copy of the Discipline Policy is available and will be discussed at the parent meetings in the fall.

## **Testing**

The following tests are administered during the school year:

GKIDS:	Kindergarten
CRCT:	Grades 3, 4 and 5
ITBS:	Grades 3 and 5
GA Writing Assessment:	Grades 3 and 5

GKIDS – Georgia Kindergarten Assessment Program is a readiness assessment required by the Georgia Department of Education.

CRCT – Criterion-Referenced Competency Tests are based upon the State Quality Core Curriculum (QCC) and the Georgia Performance Standards and is designed to measure the knowledge and skills taught in Georgia classrooms.

ITBS - Iowa Test of Basic Skills – National norm-referenced test for grades 3, 5, and 8.

### **Special Areas at C.H. Gullatt**

#### **Talented and Gifted Program (TAG)**

The Fulton County School System will screen all students' eligibility for the system's program for gifted students twice a year. Initial screening is completed by the classroom teacher. Parents may request that their child be screened and have results shared with them. Parents must sign a consent form to evaluate before any testing is completed. Results of testing will be given to the students' parent(s). This process will take approximately four to six weeks. If you have questions or need further information, please contact the Curriculum Support Teacher or the TAG teacher here at Gullatt.

#### **Guidance and Counselor**

Counselors are available to:

1. Provide limited individual or small group counseling as well as classroom guidance to students;
2. Work with school personnel to foster a positive learning environment for children;
3. Assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing; and
4. Assist parents and children in obtaining special school and/or community services.

The School Social Worker is also available by appointment for support and assistance to students and parents.

## **The Media Center**

The media center, which is developed on an open library concept, is equipped with carefully selected print and non-print items. Books are available for all students in good standing to check out. A book checked out must be returned in order to check out another one. Classes check out books either weekly or every two weeks, but visits to the Media Center by individual students are unlimited. A certified media specialist will work with your children in the media center.

Fees will be charged for any lost or damaged book. Report cards are withheld until Media Center books are returned or the fee paid.

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## **Bus Conduct and Bus Transportation**

Safe school transportation is an important part of our school program. Riding the school bus is a privilege based upon proper and courteous behavior. The Fulton County Board of Education recognizes that safe school bus operation is only possible with the cooperation of students, parents, and school staff.

Bus assignments are based on the student's home residence and may not be changed to accommodate after-school play arrangements. Any change to regular transportation (car, nursery van, or bus) requires a written request from the parent/guardian of the student. Any emergencies or other situations requiring different bus assignments must be made through the Transportation Office (770) 969-6060, in writing if possible. Non-bus riders are not permitted to ride the bus.

While students are riding the bus, students are expected to:

1. Observe quiet conduct.
2. Stay in their seats while the bus is in motion.
3. Not throw any objects at any time.
4. Keep hands and feet to themselves.
5. Not have any food or drinks while on the bus.
6. Cooperate and be respectful of the bus driver at all times.
7. Act in a courteous and respectful manner at all times.

Remember:

1. Riding the bus is a privilege. Students who violate safety rules may be suspended from riding the bus.
2. The bus driver is in charge of the bus at all times.

## **Internet Policy**

All students will be given a copy of the Internet policy at the beginning of the year. Parents and students are asked to sign the policy and return to the school. Only those students who have signed the policy will be allowed to access the Internet.

Internet access is available at your school in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Web sites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy/ Procedure IFBGA, Electronic network Access. The policy and procedure may be viewed in the school media center or on-line at <http://www.fultonschools.org>.

## **Statement of Nondiscrimination –Equal Opportunity**

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.

If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact the Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone (404) 763-4585. TTY 1-800-255-0135.

