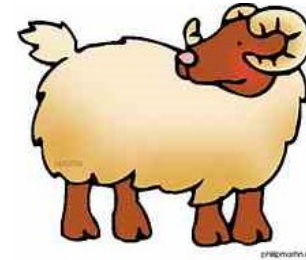


Grayson Elementary

Handbook -2019/2020



***460 Grayson Parkway
Grayson, GA 30017
770-963-7189—Phone
770-682-4151—Fax
www.graysonelementary.org***

Grayson Elementary

Supplemental Handbook

PROGRAMS

COUNSELING

Ms. ROSEMARY RUFFNER—COUNSELOR
770.682.4156

Grayson Elementary School is fortunate to have one of the finest counselors in Gwinnett County. Ms. Ruffner offers large group classroom guidance sessions, small group special needs sessions (friendship, divorce, etc.), and individual student and parent counseling sessions. Please take advantage of her services.

FINE ARTS PROGRAMS

Student's will have the following Specials once each rotation, and they will have PE two times during the rotation:

Art: Christi Umans

Math K-5: Brigette Britt

Music: Le Gibson

P.E.: Chad Reed

Science: Traci Green & Donna Ward

GIFTED EDUCATIONAL PROGRAMS

Gifted education in the Gwinnett County Public Schools is part of the system's Center for Education Programs. The procedures for identifying and placing students in the gifted program, which is funded by the state, are governed by the rules and regulations approved by the State Department of Education. Referrals to the gifted program may come from teachers, parents, and peers, or as a result of system-wide testing scores. A child may be referred *once* during grades K - 2, *once* in grades 3 - 5, *once* in middle school, and *once* in high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

MEDIA CENTER

Ms. Heather Abner - Media Specialist
770.682.4157

Services: The media center has books, magazines, and other resources for assigned study and recreational reading. Students are encouraged to use the Media Center for research using both online resources and reference books that can be used only in the Media Center. Books with accompanying audiotapes are available for students to check out. The Media Specialist, Ms. Abner, is always available to assist students who need help. Parents are always welcome to come to the Media Center with their children to help them choose materials. Because of the limited amount of materials which must be shared among all students and our computerized checkout system, it is not possible for parents to check out materials for their child.

SPECIAL EDUCATION

Special Education Assistant Principal- - Lisa Watts

Special Education classes are offered at Grayson Elementary. Students receive a variety of Specialized support services based upon their Individual Education Plans (IEP). For information on specific programs, please contact the Grayson Elementary Special Education Assistant Principal.

LOCAL PRACTICES & PROCEDURES

ATTENDANCE

For excused absences, parents must send in a signed and written note when the child returns to school. Parents have a 2 week window to send in a note stating the reason for their absence from the day they return to school. (Parents can access their child's attendance through Parent Portal). If a note is not returned to school, the student will be marked unexcused.

SEE GCPS STUDENT/PARENT HANDBOOK

school, please eat in one of the outside picnic areas or in the designated room (see receptionist for location).

LOST AND FOUND

We send clothing worth hundreds of dollars to charities several times each year. **PLEASE clearly label all items brought to school with the child's full name.** Lost items are placed **behind** the cafeteria in the breezeway. Parents and students may check that area at any time.

PARKING

- Please do not park in fire lanes or service entrances.
- Visitor parking is available in the front parking lot, across the street, and in the back of the school
- No parking in the front drive or on Gym Street.

PARTIES

Grayson Elementary School values student instructional time. Anything that detracts from learning time is discouraged. We do, however, allow two major classroom parties per year. PTA room parents plan the parties with the classroom teacher. Check your child's Friday folder or the e-folder for the classroom party times and dates. No other school-wide parties will be allowed. Parents may recognize their child's birthday with a treat (no whole cakes please) to be distributed to classmates when the teacher deems it best. **No flowers, balloons or presents will be delivered to your child. You will be called to pick them up if you or someone else sends them to a student.**

Teachers may, on occasion, serve food items as a part of an instructional unit or as a reward for their classes. If you wish to help on these occasions, please contact your child's teacher. **Please DO NOT send food or plan activities without first contacting your child's teacher.** If you wish to bring in snacks, please deliver them to the front office and they will inform the teacher that they are in the office.

PICTURES AND YEARBOOK

Individual school pictures will be taken at the beginning of the school year for the yearbook in August or September (make-up date will be October). Spring group pictures will be taken in February or March. Pictures are offered for

purchase to students and parents. Parents can expect more information as the scheduled dates approach.

GRAYSON SPIRIT DAYS

Spirit Days are held every Friday. Students are encouraged to wear their Grayson spirit wear. (Reminder: Unnatural hair color on Spirit Days or special occasions is not permitted.) Spirit wear can be purchased at school on PTA nights and at Open House.

VOLUNTEERS

Parents and grandparents are always welcome at Grayson Elementary. We have numerous opportunities for interested parents to get involved at school. Teachers always need help in the classrooms reading with children, helping with small groups, chaperoning field trips or changing bulletin boards. Our media center always needs volunteers to reshelv books and to work during Book Fair weeks. We will honor our volunteers during National Volunteer Week. Your commitment to Grayson Elementary School is greatly appreciated! In order to minimize interruptions in the classrooms, please do not bring preschoolers to school when volunteering.

contact the office prior to 12 PM. For safety and security reasons, we ask that you fax us a copy of your drivers license along with a note stating transportation changes. We need to be absolutely positive that it is a legal parent or guardian calling to change the child's transportation home. Children become confused and apprehensive when plans alternate between day care, parent pick-up, and buses. Your child becomes more confident with a consistent and dependable routine. **If and when you have to check out your children for appointments, please remember that all check-outs must occur by 2:45 PM.**

OTHER INFO

CLINIC

Ms. Mitzi Bishop 770.682.4158

School personnel shall not administer students with any medication except as authorized in writing from the students parent(s) or legal guardian(s). Parent/legal guardian must provide a completed Administration of Medication Request Form to the school and supply the needed medication. All medications should be received and kept in the original container with the proper labeling. Parent/guardian is responsible for transporting all medications to and from school. Please do NOT send medication on the bus with a student. Grayson Elementary does not accept "just in case" medication. Medication is only accepted if there is a specific health care condition that has been identified.

CLOSINGS DUE TO WEATHER

SEE GCPS HANDBOOK

DAYCARE PROVIDERS IN THE VICINITY

GRAYSON

- Grayson Academy
1045 Cooper Rd. 678.344.9991
- Kids R Kids
Hwy 20 770.963.9110
- Rosebud Child Care Development Center
550 Grayson Pkwy 678-694-1679
- Sunshine House
Hwy 20 770.822.4477
- Kids Harbor of Grayson
444 Pine Grove Ave. 770.237.8880

LAWRENCEVILLE

- Kids Come First
495 Scenic Hwy. 678.226.1809

SNELLVILLE

- Kids R Kids
2360 Ronald Rd. 770.979.6767
- Legacy Academy
1560 Summit Chase Dr. 770.982.5530
- Global Karate
1990 E. Main St. 770.972.7418
- Primrose
2782 Sugarloaf Pkwy. 770.513.0066

LOGANVILLE

- Five Star Academy
97 Ozora Rd. 678-638-7827
- Kid's Harbor of Loganville
315 Cooper Rd. 678.376.5115

YMCA (*not sponsored by Grayson Elementary*)
Meets in the gym at Grayson Elementary
770.963.1313

FIELD TRIPS

Field trips are sometimes planned to enhance student experiences. Some trips may extend beyond regular school hours of 8:50 AM – 3:20 PM. Those extended-day field trips require coach-style buses which increase the cost for students and their parents. When parents pay for field trips of this nature, they must realize that the bus and fees are all paid for in advance, and there is no money for refunds if students drop out of a field trip. If payment for a field trip is difficult, please contact your child's teacher or counselor so that arrangements may be made. No child will be denied permission to participate in a field trip for financial reasons, but a field trip may be canceled if enough funds are not secured.

Only Grayson Elementary students will be allowed on school field trips. Siblings will not be allowed to attend school trips.

FUNDRAISERS

We will have fundraisers to support our instructional programs and facility improvements. Participation is voluntary and we appreciate your support.

LUNCHROOM

We welcome parents to eat lunch with their students. We ask that you observe the cafeteria rules and sit at the designated parent table/area with your child. **Please do not invite other students to eat with you and your child.** If you bring any outside restaurant food into the

AWARDS PROGRAMS

AWARDS:

- Principal's Award – All A's
- Honor Roll – A's and B's
- Perfect Attendance – No absences

FIFTH GRADE CELEBRATION:

- The 5th Grade Awards Ceremony will be held at 9:15 am on the last day of school in our gym.
- Afterwards, the students will have their end of year celebration.

CHANGE OF ADDRESS OR PHONE

Please notify the school in writing of any changes in work or residential phone numbers or addresses as soon as they occur. Even if it is a temporary change, we must be notified so that we will know how to contact you in case of an emergency.

ENTRANCE REQUIREMENTS

Students entering Kindergarten must be five on or before September 1st, and Grade 1 students must be six on or before September 1st. All students entering a GCPS school must present: (1) a copy of a certified birth certificate; (2) an official Georgia Department of Human Resources Certificate of Immunization form #3231; (3) a Georgia Vision/Hearing/Dental/Nutrition form #3300; (4) two proofs of residence (must be a settlement statement or lease agreement and one utility bill (water, gas or electricity only) and (5) a driver's license. In addition to the required documents, all Out-of-state students will be required to transfer their information to the appropriate Georgia forms. Students may be withdrawn from Grayson Elementary School if the proper documentation is not provided within the allotted time period. The State of Georgia requests that we ask for a Social Security Number for all students. Compliance with this request is optional.

HOMEWORK

Home study is a necessary part of each student's education program. Each student may be expected to spend some study time in addition to scheduled class instruction to make satisfactory progress. Regularly assigned homework should not take students long to complete. If your child is spending a lot of time doing homework, please call the teacher to discuss the situation. Some assignments are long

-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. The following suggestions may help parents and students in preparing homework assignments:

Plan - Assign a specific time each day for study at home; utilize study periods and the media center at school.

Place - Have a specific place at home to study with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.

Procedure - Be certain your child understands the assignment when it is given. Ask questions. Students who say they have no homework always have reading.

Homework will be grade level specific. For homework and classroom notices, please see your child's planner or teacher website.

MAKE-UP WORK AFTER AN ABSENCE

Students have two school days per excused absence to make up missed work. Work missed due to unexcused absences may or may not be credited. Please give teachers **24 hours notice** to get work ready for parents to pick up in the office.

PARENTS' RIGHTS

SEE GCPS HANDBOOK

PROGRESS REPORTS

Student progress reports are issued on a semester basis at all elementary schools. The grading scale for Grades 2 – 5 is as follows:

A 90-100	Excellent Progress
B 80-89	Above Average Progress
C 74-79	Satisfactory Progress
D 70-73	Progress Needs Improvement
U 0-69	Unsatisfactory Progress

Academic, special areas, conduct, and work habits grades for Kindergarten and 1st graders will be reported by the following:

Surpasses Standards: E
Satisfactory: S
Needs to Improve: N
Unsatisfactory: U

SAFETY AND SECURITY

The safety and security of our students and staff is a major concern at Grayson Elementary. We have been reviewed by GEMA (Georgia Emergency Management Agency). We have four procedures that we practice:

- Fire drills – Having monthly unannounced fire drills is state law.
- Tornado drills – It is also state law that we hold a yearly tornado drill.
- Lockdowns – In the rare event that there is a dangerous situation on our campus, we have a very well-organized system for students remaining in their rooms.
- Evacuation – In the rare event of a bomb threat, we practice evacuating each year.

WHAT WE NEED PARENTS TO DO DURING A CRISIS:

- Please do not go to the classroom.
- Please remain calm.
- Please do not call the school. We need the phone lines to communicate with emergency and support personnel.
- Our Evacuation Location is Chestnut Grove Baptist Church. Students will be dismissed from the church if we are unable to return to the school.

HOW CAN YOU HELP KEEP OUR CAMPUS SECURE?

- Please sign in the front office every time you arrive on campus.
- Notify the office when you see a suspicious person walking around the campus.
- Please park in the front parking lot. Do not block service or emergency driveways.
- Do not drop off students in unapproved areas.

OTHER SAFETY ITEMS OF NOTE:

- Security cameras have been installed throughout the campus. Each administrator has a radio to communicate to the GCPS Safety and Security office. Each grade level has a radio on the playground. Three defibrillators have been purchased and installed, one by the front office, one in the Back building, and one in the gym.
- A security fence has been installed and connects between the buildings. ***Do not ask a child to open a gate or door to let you in.***
- Several staff members are trained in CPR and First Aid.
- We have access to the weather channel to follow severe weather. A severe weather radio is located in the front office that is

constantly monitored and we also monitor our own GCPS Safety and Security radio channel.

- Our cluster has a Security Resource Officer available to respond to emergencies.
- Magnetic security doors are located on the cafeteria and Back building
- The principal is always in communication with the school when not on campus.
- Check in/out and visitor sign-in electronic system is in place. ***All visitors must be wearing a yellow sign-in badge before going to a classroom.**

Thank you for your support in helping to keep our campus safe.

STUDENT DRESS FOR SUCCESS

Our goal is for students at Grayson Elementary to dress in a manner which supports a positive learning environment that is free of distractions and disruptions.

Do's

- Make sure you wear shoes that are safe, especially for participating in PE and outside playtime (Tennis shoes are needed for PE).
- Keep your head hatless and free of head coverings, bandanas & sweatbands except on days designated as "hat day." Winter head wear is permitted outside during cold weather.
- Jeans and sweats are appropriate, but ALL PANTS must be worn at the waistline and not rolled up or pulled up.
- Shorts and skirts should be an appropriate length (about mid-thigh).
- Wear a t-shirt under fishnet type athletic jerseys. Look your best at all times!!!

DON'TS

- Bare midriff clothing, halter-tops, spaghetti straps, spandex, short-shorts, and short skirts are not allowed.
- Undergarments should never be exposed!!!
- Unnatural hair color (especially on holidays and Spirit Days) is not permitted.
- T-Shirts or clothing which display the following are not permitted...alcohol, tobacco, drugs, gangs, offensive words or designs, violence, weapons, words or pictures of a sexual nature & suggestive words, phrases or pictures that are offensive.

PROCEDURES

The teacher has the authority to determine any other attention-getting appearance to be distracting or disruptive to the learning environment. Teachers or administrators, who

student check-outs will be allowed after 2:45 PM. Your cooperation with these security measures is appreciated.

BUS RIDING STUDENTS

No child will be released to an adult from the bus circle. For the safety and security of all of our students, students must be checked out through the office only. Because other schools will be waiting for our buses, we cannot hold buses to remove a child because of a late checkout. **Again, office checkouts must occur before 2:45 PM.** Riding the bus is the safest way to get to and from school. Please know that your children's safety is our utmost concern. In the absence of a notice or call from a parent or guardian, a child will be placed on his/her usual mode of transportation. We will not take a child's word about his/her dismissal procedure. In addition, please follow all state traffic control signs on Grayson Parkway and any signs on or around the school grounds.

SCHOOL BUS RULES

SEE GCPS HANDBOOK

*****Riding the school bus is a privilege and improper conduct on the bus can result in that privilege being denied.*****

CAR RIDERS

The safest way for children to get to and from school is on the bus. All car rider drop off and pickup will be in the front of the school. Cars enter using Pine Grove Ave. **Students can not be dropped off before 8:20 AM unless they are here for a school-sponsored activity. Students may only be dropped off at the supervised car rider lane. DO NOT DROP YOUR CHILD OFF AT THE STREET.**

OTHER ITEMS OF NOTE:

- Please avoid using your cell phones while in line.
- For the safety of our children, parent pick-up numbers must be in the front window, otherwise you will be asked to come into the school to check out children.
- We cannot release children to a person who is not in a car without a Grayson Elementary "Issued" (homemade car rider tags will not be accepted), car rider tag. If someone is to pick up a child, but doesn't have the "issued" car rider tag they will be asked to come into the school with their drivers license and check the child out
- No parking on Gym Street.

- No parking on Grayson Parkway, Hwy 84 and walking your child to the front of the school. The goal of our plan is to not block or slow down traffic on Hwy 84.
- Car access from Hwy 84 (the front of the school), will not be possible during 8:00 AM – 8:50 AM and 3:00 PM until the last car in the car rider line (times are determined by the official school clock).
- After drop off or pick up, you must turn right onto Gym Street.
- ***All car riders must be picked up by 3:40 PM. If late pick-up takes place on a regular basis, you will be informed that your privilege of being a car rider will be discontinued and your child will need to ride the bus.***
- If your child arrives after 8:50 AM, he/she is considered tardy, and you (the parent) will need to bring the child into the front office for a tardy slip. ***Do not drop off your child and leave. He/she must be signed in for security purposes.***
- Do not drop your child off at any location except the front door of the school.
- Remain in your car with your number displayed in your car window.

PROCEDURE FOR STUDENTS AT SCHOOL AFTER HOURS (STUDENTS RETURNED TO SCHOOL ON THE BUS BECAUSE NO ONE WAS HOME TO MEET THEM OR CAR RIDER STUDENT WAS NOT PICKED UP AT SCHOOL BY 3:50 PM)

- First Incident: School contacts parent(s), guardian(s) or emergency contacts for pick up.
- Second Incident: 1. School contacts parent(s), guardian(s) or emergency contacts for pick up. 2. School contacts GCPS Office of Safety and Security. 3. A GCPS SRO will contact parents and explain that DFACS will be contacted the next time the student is left or returned to school.
- Third Incident: School will contact DFACS (770-518-5600) and make a referral for neglect.

ALL TRANSPORTATION

If your child is not going home by his/her normal mode of transportation, a note to the teacher must be sent with your child on that day. If an emergency arises during the day and plans must be changed, please

have a table at the receptionist desk for teachers to pick them up at their convenience.

PARENT CONFERENCES

Parent Conferences are held during Early Release Days in September and February. Students will be dismissed at 12:50 PM. Parents will receive information for scheduling these conferences through our on-line conference scheduler. Other conferences are held throughout the school year at the request of parents, teachers, or administrators.

PARENT PORTAL

Gwinnett County Public Schools offers parents and guardians on-line, timely, and secure access to their child's grades and attendance. It also includes details on the child's discipline record and test history. The Parent Portal is an easy to use communication tool that allows you to take an even more active role in your child's education.

CAFETERIA SERVICES

SEE GCPS HANDBOOK

**Manager—Gail Lloyd
770.682.4152**

Grayson Elementary student's that have a balance of negative \$11 or more will receive an alternate meal (entrée plus a water or juice) until their account is paid in full. You can pay in person or go to www.mypaymentsplus.com.

ARRIVAL & DISMISSAL

ARRIVAL

Instruction for the day begins at 8:50 AM. Students may not enter the building before 8:20 AM. Students who are not in their classrooms by the 8:50 AM bell will be marked tardy by their teachers. Students who cannot make it to their class by 8:50 AM, need to be signed in by an adult at the front desk or they will be marked absent. During the first two weeks of school, Kindergartners and 1st graders should wear a name tag with their bus route number, their Day Care name, or "PPU" (Parent Pick-Up). Students who ride the bus to school will be dropped off at the bus circle between the Rock Building and the Back Building. Students are expected to go immediately to their classroom to prepare themselves for the instructional day. If, for some

reason, a bus is late arriving to school, students are never counted tardy. **If a car rider, Day Care or walker arrives after 8:50 AM, the student is considered tardy and the parent/guardian must enter the office and sign in the child.**

DISMISSAL

All children are dismissed at 3:20 PM. Students will go immediately to the buses or cafeteria as soon as they are dismissed from school. Students who come to school on the bus should return home on the same bus unless they have a note from their parents. If you have questions, please call 770-338-4800 (Regular Education) 770-513-6881 (Special Needs). We must keep our parent pickup line moving efficiently! Parents, please be sure your child knows his/her parent pick up number. After the first week, parents will be asked to park and come inside to check out their child if they do not know their number. The gate for parent pick up is unlocked at 3:20 and locked again at 3:40-determined by the official school clock. *Parent pick up takes longer the first week of school, so the gate will remain open until the students are picked up.* For the safety of our children, parent pick up numbers must be in the front window. **Without this number parents will have to come in with their drivers license and check out their child. Please avoid using your cell phones while in line.**

WALKERS

Students who can walk from their residence are considered walkers, otherwise students need to ride a bus or use the car rider line. **Parents of walkers are not allowed to park their car and then walk inside to drop off or pick up their child.** It is also recommended that parents request a Parent Pick Up number for days that they don't walk so that they can go through the car rider line. Walkers will wait for their children in the afternoon in the gym.

EARLY CHECK-OUT

Your child's instructional time is very important. ALL parts of the school day are important, especially the beginning and the ending of the day. Please schedule regular health appointments outside of school hours. When you must check out your child, he/she will be released from the front office only. Teachers do not release students to any adult without notification from the office. Identification will be required before checking out your child. ***No**

find students in violation of the above, will talk to the student, notify parents and request a change in clothing or appearance be made. Subsequent violations will be handled by the administration.

STUDENT MANAGEMENT

Students at Grayson are expected to conduct themselves as ladies and gentlemen.

BYOD: Bring Your Own Device

Grayson Elementary is a BYOD (Bring Your Own Device) school. Students are encouraged to bring an electronic device to school for instructional purposes as directed by their teachers. Electronic devices and cell phones should only be out during designated times for educational purposes only. Electronic devices and cell phones that are brought to school should remain in a student's bookbag and turned off when not in use for instructional purposes.

STUDENT RECORDS

SEE GCPS HANDBOOK

TEXTBOOKS

The school district provides textbooks for all students in the district at no extra cost to parents. Every student is obligated to give his/her books the best of care. Students should not underline or highlight in their textbooks. Lost or damaged textbooks must be paid for by parents.

VISITING OUR SCHOOL

You are always welcome at Grayson Elementary. For you and your child's protection, all visitors must check in through the front office, sign in, and wear a visitor's badge while in the building. Adults without proper identification will be addressed by school staff and be required to check in at the front office for the required identification. As a courtesy to the teacher, please notify him/her to make an appointment when you would like to make a classroom visit. They will respond to you within a 24 hour period and notify the office as to when they are expecting you. It is

most important that teachers maximize use of instructional time with students.

If you would like to observe in a classroom, the request must be submitted to an administrator for approval. Observations will be limited to 20 minutes, scheduled by an administrator, and will not disrupt instruction.

WITHDRAWAL FROM GRAYSON

A 24-hour notice is needed when a student permanently withdraws from school. This gives the teacher time to average grades and to determine if all textbooks and library books have been turned in and fees paid. If such notice is not provided, the withdrawal information necessary for entrance into another school may be delayed.

COMMUNICATION

FRIDAY E-FOLDER

You will receive emails every Friday for updates and information. Student work will be sent home in the Friday folder.

MESSAGES TO STUDENTS

Only messages of an emergency nature will be delivered to students. Please remember that our purpose is to provide an excellent learning environment without frequent interruptions. Student use of telephones is permitted in emergencies only.

MESSAGES TO TEACHERS

Calls will be received by the school between 8AM and 4 PM. Messages will be taken for teachers to return calls. Instructional time will not be interrupted for incoming calls. Teacher email is also available on our website - GraysonElementary.org
Emails are not instant messages, so please do not expect an immediate response. Responding to email messages will be handled under the same reasonable response time as telephone messages—within 24 hours.

ITEMS DELIVERED TO STUDENTS

We will no longer interrupt classrooms to let staff know something has been dropped off...such as tennis shoes, lunch, homework, cupcakes, etc. We will