

Parent/Student Handbook 2022-2023

Policies and Procedures

Trip Elementary School

841 Cooper Road
Grayson, GA 30017

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Facebook: Trip Elementary School

Principal:

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Kimberly Lee (K-2nd)

Theresa Consorti (3rd – 5th)

Jason Bishop (Special Ed)

Mascot: The Rams

Colors: Green, Gold and Navy



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ATTENDANCE - School attendance is critical for all students because class activities and direct instruction cannot be duplicated by assigning work. Please make every attempt to be in school every day and to be on time. **Students who are not in good attendance standing may not be able to participate in extracurricular school activities.**

A. Absences

Excused

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family requiring absence from school.
- A court order or an order by a governmental agency mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to student health or safety.
- Serving as a page in the General Assembly.

Unexcused

- Vacations
- Extra-curricular activities
- Family outings / travel

Excuse Notes - Absences will be excused only for reasons previously stated and after a signed note is received at the school. (Email or Dojo are not acceptable) This note must be received in the office within 3 days of a child's return to school. After three days, the absence will remain unexcused.

B. Partial Day Attendance

- To be counted present for the whole day, students must attend for at least four hours.

C. Late Arrival

- **Late bell rings at 8:10am.** Students who arrive after the late bell are considered tardy.
- Students arriving late (8:10 and later) to class **must report to the office with their parent/guardian/adult to sign in and complete tardy information.** Parents may not "drop" students who are tardy at the front entrance.

D. School Hours

- Instructional hours are 8:10 a.m. until 2:45 p.m.
- Front office hours are from 7:30 a.m. – 3:30 p.m.
- Students are not allowed to be dropped off or enter the building until 7:45 a.m. unless they have a signed pass.
- The building is locked at 3:30 p.m. each day for security reasons. Students will not be allowed back into the classroom to collect items left behind.

E. Student Check-Out

- Student check out is not permitted after 2:15pm.
- The adult who is checking out the student must show a picture ID and be listed on the student's contact information page.

F. School Closing/Early Dismissal Due to Emergencies

If bad weather causes school to be canceled, public announcements will be made on GCPS Television, on the school system's web site (www.gcpsk12.org) and via metro Atlanta radio and television stations. Cancellations are usually announced shortly after 6 AM.

In the event of an unexpected early dismissal, students will be sent home via their regular transportation unless the school is notified otherwise.

Also, GCPS uses SchoolMessenger to deliver text messages straight to your mobile phone with important information about events, school closings, safety alerts, and more. You can participate in this free service just by sending a text message of "Y" or "Yes" to our school's short code number, 67587. You also can opt out of these messages at any time by simply replying to one of our messages with "Stop". **IMPORTANT:** In order to opt in to receive text messages from GCPS and the school, the phone number must be associated with your student in our student information system. SchoolMessenger is compliant with the Student Privacy Pledge so you can rest assured that your information is safe and will never be given or sold to anyone.

TRANSPORTATION

All students must have a current Transportation Parent Authorization Form on file with the school. The transportation plan noted on this form will determine how your child arrives and departs from school each day.

A. Changes in Transportation

- Any **permanent change** in transportation requires an updated Transportation Form to be completed by the parent and submitted to the front office. The form is located on the Trip ES website on the landing page.
- Anytime there is a **change from your child's normal** afternoon transportation a written note must be received the morning the change is needed. If your child is to ride a GCPS bus that is different from his/her regular bus, please include the address where the student is to go.

B. Bus Arrival/Dismissal

Please encourage your children to ride the bus (as often as possible) for these reasons:

- **Riding the bus means your student will always be on time for school.**
- Buses will be given a priority for afternoon loading and are dismissed before car riders.
- Buses are safer for all students. Students riding the bus learn to follow rules and learn a different type of responsibility. Students learn to cooperate with others in a different way. We have strict rules and we enforce them. Let your children know that you expect them to learn to ride the bus safely and if there are problems, we will work together to solve them.
- For more information about bus discipline policies, see **GCPS Discipline Handbook**

C. Car Riders

1. General Car Rider Guidelines

- **All car riders must be dropped off and picked up on the parking lot side of the building.** Students are not allowed to meet parents in the parking lot.

- **DO NOT** get out of your car with your student and walk to the door. **Parents must remain in the vehicle at all times.**
- The carpool line will start at the designated “start” line. Parents are asked to refrain from talking on cell phones during arrival and dismissal. **Turn off your car while waiting** to reduce unnecessary emissions.
- To release the maximum number of students at one time, please remember to pull forward
- Cars are **not allowed to drive in the front driveway/bus lane during arrival and dismissal times** (7:30 a.m. to 8:10 a.m. and 2:15 p.m. to 3:10 p.m.) due to bus arrival and dismissal.

2. Morning Car Rider Information

- Morning car riders are dropped off and enter the building at 7:45. Car rider door closes promptly 8:10.
- **If your child is a car rider, and you plan to have them eat breakfast at school, they should be dropped off as close to 7:45 a.m. as possible, but no later than 7:55 a.m.** Breakfast ends at 8:10.

D. Day Care Transportation

Some area day care providers offer morning and afternoon transportation to and from Trip Elementary. Please contact your day care provider to see if they provide this service.

Parents must complete a Transportation Parent Authorization Form and receive a Day Care Tag from Trip Elementary for the child to be transported via Day Care van to and from school.

GCPS busses provide transportation to and from the following day care providers.

Grayson Academy	Sunshine House
1045 Cooper Road, Grayson 30017	3238 Brushy Drive Loganville 30052
678-344-9991	770-466-2433

Parents must complete a Transportation Parent Authorization Form for their child to be transported via GCPS bus to one of the above day care locations. Students attending Trip on a Permissive Transfer are not permitted to ride any form of GCPS transportation including the above-mentioned busses.

E. Walking

Walking to/from Trip Elementary is strongly discouraged due to high traffic, limited supervision and lack of public walkways around the school. **Parents must escort** any students directly inside the building using the car rider entrance when walking **both to and from school.**

ENROLLMENT AND WITHDRAWAL INFORMATION

A. Birth Certificates

A certified copy of the students birth certificate must be presented in order to register. Children must be five years old on or before September 1st to enroll in the kindergarten program. Students must be six years old on or before September 1st to enroll in first grade.

B. Certificate of Immunization

These certificates may be secured from local physicians or the County Health Department. Students enrolling in kindergarten will be required to show proof of the following three immunizations: Hepatitis B, 2 MMR’s and Varicella (chicken pox).

C. Hearing, Vision, Dental and Nutritional Screening Certificates

All students entering school for the first time must present a certificate of ear, eye, and dental examination by the Health Department, a physician and/or dentist licensed by the State of Georgia.

D. Social Security Numbers for Students

The state requests a social security number for each student. Parents may bring a copy of their child's social security number or elect to sign a waiver.

E. Proof of Residency

School officials must require the parent or guardian to provide two documents as proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. Please refer to the GCPS website (www.gwinnett.k12.ga.us) for a list of acceptable documents. In a situation where residence is with a family in our attendance area, a form must be obtained from the school to be completed and notarized by the legal resident.

F. Withdrawal from School

When withdrawing from school, it is necessary for the parent/student to notify the registrar 24 hours in advance of the withdrawal. Withdrawal forms must be completed, bills/fines paid and textbooks returned before a student's record is cleared.

G. Change of Address or Phone Number

For emergency purposes, we must have updated information on each student. Please notify the school if there is any change of address or phone numbers. THIS IS VERY IMPORTANT. Parents may also update information in the Parent Portal.

CLINIC INFORMATION

We are fortunate to have Mrs. Shari Ayers as our clinic worker. Your donation of clinic supplies (q-tips, band aids, quart and snack size ziploc bags, 3 oz. paper cups, etc.) is very important and appreciated!

A. Student Illness at School

When a child becomes ill at school, our school clinic worker will assess and notify you if your child needs to be picked up from school. While each visit does not warrant a call home, in the event a parent must be contacted, it is important that your contact information (work, cell, and home number) is up to date. Please also supply the name and number of friends or relatives that can be reached, if you are unavailable.

Please do not send your child to school sick with a note requesting that the teacher send your child to the clinic. It is the responsibility of parents to see that medical treatment is given to their child.

The clinic is a very busy place, designated to deliver quick, minor care and comfort and return students to class, in a timely manner.

In an effort to reduce exposure, students who have been identified as needing to go home or running a temperature of 100.4° or any fever with symptoms, **must be picked up right away**.

Children's Healthcare of Atlanta Professionals recommends that students:

- Who have a fever, vomiting, or diarrhea; remain home until symptom free for 24 hours.

- Who need an antibiotic, take the antibiotic 24 hours before returning to school.

We ask that all parents adhere to these guidelines to help us maintain a healthy school environment.

B. Medications

Whenever it is necessary that medication be given to a student during the school day, the following guidelines apply:

- **Parents must bring medication to the clinic and complete forms for medicine to be dispensed. Do not send the medication to school with the student.**
- If prescription medication is necessary during school hours, the parents must complete the permission form provided by GCPS which must contain the same information as that on the prescription bottle. These forms are available in the clinic.
- Prescription and over-the-counter medications must be maintained in the original container.
- Each time the medication dosage changes, the prescription bottle label must be changed to reflect the dose ordered by the physician.
- Medication needed for long periods of time should have an updated request from the parent/physician yearly.

Over-the-counter Medication Guidelines

- Administration of over-the-counter medication is discouraged. Only in cases in which the student absolutely needs the medication in order to attend school should a parent/guardian request that the school administer over-the-counter nonprescription drugs. In this case, a designated school employee will be permitted to supervise and/or provide reasonable assistance in administering the medication. This includes requests for cough medicine, aspirin, and other pain relievers.
- The parent/guardian must furnish a written request, which includes the date, student's first and last names, name of medication, dosage, time to be administered, and reason for medication.
- Medications must be received by the school in the ORIGINAL CHILD PROOF CONTAINER. MEDICATIONS RECEIVED IN ANYTHING OTHER THAN THE ORIGINAL CONTAINER WILL NOT BE ADMINISTERED AT SCHOOL
- When medication is discontinued, any medication remaining must be picked up from the clinic by the parent. If the medication is not picked up within two weeks of discontinuation, it will be destroyed by the clinic attendant.

C. Student Insurance Program

Accident insurance is available to all students in the Gwinnett School System. Parents interested should pick up insurance brochures at registration. If more information is needed, please see contact the Trip Elementary Clinic.

STUDENT CONDUCT

A. General Rules of Conduct

Students at Trip are expected to follow the following rules:

1. Respect yourself, others, and school property.
2. Come to school ready to learn.

3. Listen and follow directions each and every time.
4. Be responsible.

Please see GCPS Discipline Handbook for Rules and Consequences.

Students who have difficulty adhering to school rules and behavior expectations may lose the privilege of participating in social and after-school extracurricular activities.

B. Trip Tickets

Each week, your child will bring home his/her Friday folder. The Friday Folder provides the student and parent with a weekly conduct and work habits report for the student. Take a moment to review the contents of the Friday Folder with your child. **It should be signed by you and returned to school on the next school day.**

DRESS AND PERSONAL APPEARANCE

- **Flip-flops** are NOT permitted at school for safety reasons. Sandals/shoes must have back straps.
- **Caps/hats** and/or hoods on coats or sweatshirts **are not to be worn** in the building.
- For students in 3rd, 4th, & 5th grade shorts, skirts, and dresses must be **4 inches from the top of the knee.**
- **Spaghetti strap tops and tank tops must be worn over or under a garment that covers the shoulders for 3rd, 4th, & 5th grade students.** Tops for all students should be long enough to **cover the midriff** when arms are raised to shoulder level.
- Low riding pants and/or baggy jeans are not appropriate for school.
- **Undergarments should not be visible.**
- Make-up, perfumes/colognes, scented lotion and scented body sprays cannot be brought to school.
- Tank tops, muscle shirts, midriff jerseys, chains, see-through or mesh jerseys, and torn clothing are not acceptable wear for school.
- **Athletic shoes should be worn to school on the days the students have PE.**
- The wearing of clothing with **offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated.** Gang attire is also prohibited.
- Avoid **clothes that promote unhealthy attitudes toward school or groups of people.**
- Shoes that have skates in the sole should not be worn to school.
- Sleepwear is not permitted to be worn at school unless it is a designated "Pajama Day".

PLAYGROUND GUIDELINES

1. Students are expected to remain on the playground during their outdoor time. Students should never leave the playground without permission from their teacher or supervising adult.
2. Students must follow directions during outside play. Remember to treat others with respect and to make good choices about how to solve problems that arise. Standard rules of conduct and corresponding consequences apply.
3. Neither tackle football or touch football is allowed due to safety reasons. Students also may not play with hard balls like baseballs and soft balls.
4. Kickball is only allowed if the teacher decides to closely supervise the game.
5. **Students should NOT bring their own recess equipment (balls, etc.) to school.**

PARENT VISITATION/OBSERVATIONS/VOLUNTEERS

- All visitors on school grounds must sign in at the Main Office and wear a visitor's pass that is clearly visible while on campus.

- Parents may not accompany students to class without prior permission from the teacher.
- Parents must make an appointment for teacher conferences, classroom observations, or to volunteer.
- Parents are permitted to eat lunch with their child on the day specified for the grade level (see page 23).
- Parents must meet and say “goodbye” in the cafeteria, sit at designated visitor tables, and not invite other students to join them. Fast food and food from restaurants are not permitted in the cafeteria.

STUDENT SAFETY

During the school year we will practice fire drills, tornado drills, evacuation drills and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel if you are present during any of these drills or practices.

GRADES/ASSESSMENT

Gwinnett County Public Schools requires that students receive grades in academic areas each semester. Assessments and grades reflect a student’s achievement and progress of the outlined Academic Knowledge and Skills (AKS) for each grade level. Each teacher will review classroom grading policies and procedures at Parent Orientation.

A. Parent Portal

As the parent of a GCPS student, you can review your child’s attendance, grading, and testing information through the Parent Portal. To register for the Parent Portal, visit Trip’s front office and complete the form. This must be done **in person**. Parents are encouraged to check the parent portal at least once a week.

B. Retakes

- Students will be allowed to retest two summative assessments (tests) per semester per core subject content area if they scored below 75 percent.
 - The higher grade will be entered in the gradebook followed by the lower grade.
- Teachers reserve the right to change the format of any assessment that is being redone for mastery.
 - Any student is eligible to request another attempt at mastery.
 - The request must be made by parent or student upon receipt of the test.
 - The teacher is not responsible for initiating a reattempt.
 - The student must complete the reattempt of the assessment by the assigned date.
 - The window of opportunity to reattempt mastery closes after 5 school days after the test is sent home excluding end of semester tests.
- All requests for a reattempt must be accompanied by a Trip Elementary Summative Mastery Ticket (contact teacher for form), which outlines what a student has done to prepare for the reassessment.
- The student will retake the test during the school day at a time determined by the teacher, which may include during recess/study hall or other times during the school day the teacher deems appropriate.

C. Late Work Policy

Students are expected to complete and hand in assignments on time. Failure to complete work on time will result in the following consequences. Ten percent (10%) of the value of the assignment will be deducted from the student grade for each day after the assignment is due. After the 5th day, the assignment will be marked NHI (Not Handed In) in the grade book and will no longer be accepted for credit. Students who are absent have three days to make up the assignment.

Work will not be accepted beyond 5 days of the original due date and will be marked NHI (not handed in) in the teacher's grade book.

D. Make-Up Work

Teachers will provide students with make-up work when they return from an absence. However, depending on the nature of the assignment, it may not be necessary or beneficial for the student to make up every assignment. This determination will be left to the discretion of the teacher. Students will not be penalized for assignments deemed not necessary to make up.

If a student is absent one day, the teacher will give them make-up work when they return. If the student is absent more than one day, parents may request make-up work. Please allow 24 hours for the teacher to gather needed materials.

Students will be allowed one day of make-up time for each day absent. Late make-up work will be treated according to the school-wide Late Work Policy. **Please do not drop by during instructional time to discuss make-up work with the teacher.** Vacations, extra-curricular activities, and family outings are unexcused absences. Please do not ask teachers to provide make-up work in advance for planned trips.

Parents, please notify your classroom teacher if you have any question about your child's grade. Parents are encouraged to request a conference with the teacher at any time. Parents are key players in the academic success of students. Make a special effort to attend each parent conference. Parent/Teacher conferences are scheduled in November and February. Parents and/or teachers may request additional parent conferences if needed.

Also, parents are encouraged to check the parent portal at least once a week to be up to date on student progress.

F. Promotion Requirements

This information is updated yearly by the Gwinnett County Board of Education. Promotion requirements for each grade level are provided at the beginning of each school year. In addition, this information can be found on the Gwinnett County Public School website.

MEDIA CENTER

At Trip Elementary, we feel that the media center is an extension of the classroom. Throughout the school day, students can come to check out books, participate in skills lessons, conduct research, and/or share literature. By providing access to books and technology, we strive to create a space where students are encouraged to become digital citizens and lifelong readers. Parents are invited to use the media center as well.

When a student loses or damages a book beyond repair, he or she is responsible for its replacement. At Trip Elementary, we charge a standard fee:

- \$15.00 for lost or damaged hardback books
- \$5.00 for lost or damaged paperback books

We accept cash, check, and online payment through MyPaymentsPlus. Please note that we cannot make change in the media center, and we do not accept store-bought replacement copies of a book, as we must use library bound copies of texts. If a lost book is found and returned before the end of the school year in May, the student will receive a refund by check in USPS mail. We are unable to issue refunds after the close of the school year.

TECHNOLOGY

A variety of innovative technology is incorporated into all aspects of our instructional services and proper and ethical use is imperative.

The following guidelines have been established:

- Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- Students' actions will be monitored, and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy and Acceptable Use Policy.
- When using the Internet, students will understand that they will be held responsible for their actions, keeping in mind the following rules:
 - Internet use is **limited to the gathering of information related to classroom assignments.**
 - Trip Elementary students may only go to Internet sites that have been previewed by a teacher or are linked to the Trip Elementary web site at <https://www.gcpsk12.org/TripES>
 - Trip students **may not gain unauthorized access to other people's files or programs.**
 - Trip students **may not make changes to the hardware or software configurations of any machine.**

Student access to technology is a privilege - not a right! **Inappropriate use will result in a loss of this privilege as well as disciplinary action. Students will be required to sign an acceptable use agreement.**

Google Classroom

Google Classroom is an integral part of learning at Trip Elementary and a tool used to communicate upcoming events, newsletters, classroom assignments and homework. Students will be expected to access eClass at school and, at times, from home.

How to access and login to the Student Portal (eClass):

1. There are two options for accessing the student portal.
 - a. Go to the Trip Elementary Website: <https://www.gcpsk12.org/TripES> and click on the eClass button on the top left of the Trip Homepage.
 - b. Go to the Gwinnett County Public School's Website: <https://publish.gwinnett.k12.ga.us/gcps/home/public/home> and click on MY eCLASS on the top right.
2. Next, login to the Student Portal:
 - a. A student's USER ID is their Student Number. These are given out at the beginning of the year.
 - b. Each student has a unique password. Passwords will be given out at the beginning of the year.

How to access Teacher's Google Classrooms:

Once students have logged in to the Student Portal a white page will appear. In the middle, you will see a section called Additional Resources. Click on Google Workspace for Education. When Google Drive appears click on the Waffle (9 dots that make up a square) in the far-right corner. This will bring up a list of Google Apps. Find and click on Google Classroom. This is where all Teacher's Google Classrooms will be located.

How to access Resources in the Student Portal:

Once students have logged in to the Student Portal a white page will appear. The majority of this page is used for resources such as eTextbooks, i-Ready, Amplified Reading, Safari Montage, Online Media Catalog, the Online Research Library, the GCPS Student/Parent Handbook and many more.

GIFTED EDUCATION

If you have questions regarding the Gifted Education Program, please email robin.brainard@gcpsk12.org.

PBIS PROGRAM

PBIS is an organizational framework to establish a positive school culture and climate by using data, putting into place positive reinforcements and creating a system that results in positive social and behavioral outcomes.

Part of this program is our Behavior Action Plan form. When students require three teacher interventions for the SAME behavior in one day, they will receive a BAP. The teacher completes the top portion, the student draws/writes (K-2) or writes (3-5) about the incident, and the parents sign and return the bottom portion of the form. After three BAPS, on the fourth behavior incident, the student will receive a discipline referral to administration. Major discipline issues will still result in an immediate administrative referral.

MEAL PROGRAM

- All meals are planned using a food-based menu planning approach. Lunches contain 5 food components: fruits, vegetables, grains, meat/meat alternate and milk.
- **Student breakfasts consist of:** 1 entrée and up to 2 sides
- **Student lunches consist of** A minimum of one entrée and 1 side (side must be a fruit or vegetable) up to a maximum of one entrée and 3 sides (one side must be a fruit or vegetable).
- **For all meals, milk is considered (1) side.**
- **Adult lunches consist of:** 1 entrée 2 side dishes 1 drink

If you plan to have lunch with your child, please plan to buy lunch at school or bring a sack lunch from home. **We ask that you not bring outside food like Burger King, Subway, etc.** In addition, fast food may not be dropped off in the office for students. Please do not bring carbonated drinks or sodas to school.

A. Meal Prices

- Student breakfast \$1.50
- Student lunches \$2.25
- Adult breakfast \$2.50
- Adult lunches \$3.75

B. Breakfast Times: 7:45 -8:00 a.m. Students arriving after 8:00am may not have time for school breakfast.

C. Meal Pay Accounts

Parents are encouraged to set up meal accounts rather than sending money with students each day. You can pay for your child's lunch on **www.mypaymentsplus.com** using their student number as well as set up payments when the account reaches a low limit. Students are allowed to use their general account to buy extra food items if they purchase a school lunch and if there is a positive balance on their account.

D. Meal Charges

While we encourage students to purchase a healthy meal at school, we discourage charging lunch which creates a negative balance. Students may charge no more than \$10.00 and charges are not allowed for a la carte or supplemental items. Once this limit has been met, the student will receive a designated alternate meal at no charge as defined by the School Nutrition Program for five school days. After five days, parents MUST send lunch from home until the account deficit is paid. Lunch charge notifications are sent home monthly in Friday folders. In addition, you can set up your MealPay account to notify you when your child's meal account falls below \$5.00. If your child must charge, please take care of that charge the following day. **April 28th will be the last day students will be allowed to charge. Students without lunch money from April 29th through the end of school will receive a partial lunch. Students who have outstanding negative balances may also be unable to participate in certain school functions until the balance is paid in full.**

E. Federal Free/Reduced Lunch Program

Free or reduced priced lunches will be provided for those students whose families meet federal guidelines. If parents wish to apply for free or reduced priced lunches, forms are available online from Trip's website. If you have a kindergartner coming in and also have children currently receiving free or reduced-price meals in a Gwinnett County school, your kindergartner may be eligible for free or reduced-price meals for the first 30 days of school while your child's application is processed. Please fill out a copy of the Kindergarten Sibling Form and return the completed form to the cafeteria. **Families must re-apply each year. Free/Reduced status does not carry over into the next school year.** Please go to www.gwinnett.k12.ga.us/gcsnp.nsf to apply.

F. Parent Visitation at Lunch

To accommodate our families, we will implement designated days for having lunch with your student in the RAMS room are of the Café. Fast food and outside restaurant food is not permitted. Keep in mind parents may eat with their student only; friends must remain with their class.

- 📍 **Tuesday is lunch visitation for kindergarten and 5th grade.**
- 📍 **Wednesday is lunch visitation for 1st and 4th grades.**
- 📍 **Thursday is lunch visitation for 2nd and 3rd grades.**

Parents/Guardians should say "goodbye" to their student in the cafeteria so that the teacher can begin instructional time after lunch. Visitors will not be permitted to escort students to recess, classroom etc.

G. Ice Cream

The school offers ice cream during the last 10 minutes of lunch. These offerings meet specific guidelines for calorie content. The price for ice cream is \$1.00 each and can be purchased as a treat for the entire class.

H. Student Birthday Treats

Individual student birthday parties are prohibited. **Please do not send or bring goodie bags, balloons, flowers, or party invitations to school.** During designated lunch time and day, parents may bring and pass out cupcakes. Parents may also send in cash to buy ice cream for the class for their child's birthday.

SCHOOL PARTIES

School-wide parties are held twice each year. The faculty has decided to have parties at winter break and in conjunction with end-of-the-year activities. Please check with your child's teacher for specific dates and times.

EXTRACURRICULAR OPPORTUNITIES

Students are encouraged to get involved in activities and clubs at Trip Elementary. Information about clubs and student organizations is provided in a separate student activities brochure and is also available on the Trip Elementary website. Signing up for clubs will begin in September through mypaymentsplus.com and are filled on a first come first serve basis.

Participation in clubs is considered a privilege. Students who do not meet behavior expectations both during the school day and at club activities risk being dropped from the club roster. For after school club meetings, late pick-up by parents will also result in the student being dropped from the club roster.

PARENT INVOLVEMENT

The success of our school is dependent on the school and parents working together for the benefit of our students. You are encouraged to get as involved as possible in the education of your students. Trip offers several family fun events during the school year, but the most important way you can be involved as a parent by monitoring and promoting your child's academic career!

A. PTA (Parent Teacher Association)

Trip PTA provides many programs, events, funding, and services to further enrich the education and well-being of our children and parents are encouraged to become members! The PTA supports the academic mission of our school by purchasing instructional materials, having members volunteer in classrooms, the media center, and in other areas of the school. The PTA partners with the school; supporting parent / student resource nights, student reward programs, and a wide range of other student activities.

Visit our website by clicking on the PTA website link under Quick Links on Trip Elementary home page to view a list of our committees and officers. It's a wonderful place to start if you are interested in becoming involved. Working together, we can make a difference in our children's education.

B. LOCAL SCHOOL COUNCIL

The school council is a very important organization and serves as a critical link between school, home, and community. Parents are strongly encouraged to consider serving a 2-year term on the local school council.

What is the purpose of a school council? To bring communities and schools closer together in a spirit of cooperation to solve difficult education problems.

Who serves on a school council?

- The principal
- Two certified teachers
- Four – six elected parents; two of which must be businesspersons
- One PTA Executive Officer
- One businessperson (who does not have a child attending Trip Elementary)

Roles & Responsibilities

- Maintain school-wide perspective on issues
- Regularly participate in council meetings
- Serve as a link between the school council and the community
- Encourage the participation of parents and others within the school community, and
- Work to improve student achievement and performance.

When will the council meet?

- The council meets one time each quarter for a total of 4 meetings during the school year.
- Meetings are held on Friday mornings at 7:30 a.m. at Trip and last approximately 1 hour.

When are elections held?

- Nomination forms will be available during the Fall of every school year.
- Elections for Local School Council will be held in August during Open House.

MISCELLANEOUS INFORMATION

A. COLLECTION OF MONIES FROM STUDENTS

Money may be collected for certain assemblies, breakage of school property, field trips, damaged textbooks, and other items. **Many times, these fees can be paid through your mypaymentsplus account. This is the case with field trips, yearbook purchases, etc.** When money is sent to school to pay for other items, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name and your child's name.

Please be sure to retain all receipts and/or cancelled checks if there is a bookkeeping discrepancy, and you are asked to show proof of payment.

B. LOST AND FOUND

Lost and found items are in the hallway outside the gym. A student may check for a lost item at any time with the teacher's permission. Unclaimed lost and found items are periodically donated to charity