

Parent/Student Handbook 2021-2022

Policies and Procedures

Trip Elementary School

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Grayson, GA 30017

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Principal:

Dr. Rukina Walker

Assistant Principals:

Kim Lee (K-2nd)

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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

Certain absences are considered to be excused according to state guidelines. Excused absences include:

- 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.

If your child is absent from school, you need to send a signed note to the school stating the reason for his/her absence (an email is not considered a signed note). Excuse notes from parents must be received **within 3 days** of a child’s return to school in order for the absence to be considered excused. **After three days, the absence will remain unexcused.** Please note that only if the reason for the absence is one noted above, will your child’s absence will be marked excused.

*Vacations, extra-curricular activities and family outings are **unexcused** absences.* A 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”. All absences, excused and unexcused, become a part of a student’s official record.

In addition to state attendance protocol, Trip Elementary has attendance policies in place. A summary of policies is listed below.

- Teachers will contact parents if students arrive at school following an absence without a signed excuse note. If after three (3) days a note is not received, the absence will remain an unexcused absence and will not be changed.

- **After four (4) total absences** (excused and unexcused combined), a letter of concern will be sent home and a **doctor's note or other legal documentation should be produced for each subsequent absence** in order for the absence to be marked as "excused".
- **After five (5, 7 & 10) unexcused absences** parents will receive a letter of concern from the school and/or a call from our social worker or counselor.
- **After ten (10) total absences** (excused and unexcused combined) counselors will schedule a pre-SARC (Student Attendance Review Committee) with the parent and school representatives.
- **After ten (10) unexcused absences**, a SARC (Student Attendance Review Committee) meeting will be scheduled and the school social worker will become involve

B. Partial Day Attendance

To be counted present for the whole day, students must attend for at least the equivalent of half the school day. This does not have to be continuous time.

C. Late Arrival

Our daily instruction begins at 8:10. Students who **arrive to their CLASSROOM after 8:10** are considered **tardy and will report to the computer lab for iReady during CQI instruction.** If your child will be a car rider, they must be dropped off by 8:10 a.m. in order to give them time to make it to class without being tardy. Because students who are consistently late to school also miss substantial instructional time, it is important that tardiness to school be minimal.

So that instruction may begin promptly at 8:10am, morning announcements and news begin at 8:00am. Valuable information is communicated during this time so we ask that students arrive to the classroom at this time.

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 should not “drop” students who are tardy at the front entrance.

One way to ensure that your child arrives to school safe and on time is to have them ride the bus every day.

D. School Hours

Instructional hours for Trip Elementary 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 should gather all needed materials and books before leaving at dismissal time. **Please do not bring your child back to the school to get items from the classroom (ie homework, laptop, water bottles, coats, glasses, etc.).** We are working on student responsibility, and we need your support.

E. Student Check-Out

To prevent a child from leaving school with a stranger, the following procedures must be followed for early check-out.

- **If your child needs to leave early, please pick him/her up by 2:15 p.m.** Dismissal is a very busy time of day as we work to ensure 1200+ students arrive safely to the correct after school destination. After 2:15 p.m. the students should either ride the bus or join the car riders for car pool pick up.
 - For safety reasons, **cars are not allowed to enter or leave the front drive bus lanes when a school bus is already parked in the drive.** Adhering to the 2:15 pick-up time will ensure you are not in violation of this policy.
- *If anyone **other than a parent** wishes to take a student from school, the child must bring a note to the teacher in the morning from the parent stating who will be picking up the child.*
- All students must be signed out in the office where they will meet the parent or other authorized person. Please do not attempt to go directly to the classroom to get your child.
- The adult who is checking out the student must show a **picture ID.**
- If restrictions exist concerning individuals who may pick-up your child, please notify the school in WRITING.
- Anytime there is a **change from your child’s normal** afternoon dismissal plans, **a note must be sent to your child’s teacher** AND email Julie Patch (julie.patch@gcpsk12.org) in the front office to make sure the student and teacher know what to do. If your child is to ride a bus that is different from his/her regular bus, please include the address where the student is to go.

F. Parent Visitation

In order to maintain the safety and security of all students as well as maximize instructional time, no one will be permitted to visit classrooms unless prior arrangements have been made with the teacher. Also, after the first day of school, August 4th, parents/guardians will not be allowed to walk their student to class.

G. 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

We must all work together cooperatively and positively for the safe arrival and dismissal of all students.

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.

Non-Permanent Afternoon Transportation Changes:

Dismissal can be a particularly busy time of day. For this reason, **parents must choose one mode of afternoon transportation for their children.** Consistency is very important for children, and transportation arrangements that vary can cause confusion with your child and for those charged with delivering your child home safely each day.

On the rare occasions that a child must take a different mode of transportation home than they normally do, **the parent must send in a signed note with phone number** where the parent can be reached in case of questions. **Please instruct your child to give the note to the teacher when they arrive to school.** A note must be sent in **each day in the morning** of the afternoon that the transportation plan changes for their child **AND** email Julie Patch (julie.patch@gcpsk12.org) in the front office. **Please make every attempt to make these**

changes at a minimum. Changes to transportation totaling 10 or more days constitute a permanent transportation change and a new Authorization Form must be filed with the school.

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.
- Fewer cars on the road help our environment. The quality of our air is important! Set a positive example for your children. Fewer cars reduce the traffic and the time it takes for all students to arrive and dismiss safely.
- 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 **page 11**.

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. Remember, safety is important for all students.
- For safety reasons, **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 car pool line will start at the designated “start” line. Parents are asked to refrain from talking on cell phones during arrival and dismissal. **We also ask that you turn off your car while waiting** to reduce unnecessary emissions.
- In order to release the maximum amount 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.
- Vehicles transporting students to and/or from school are required to display a Trip Elementary car rider tag. A car rider tag is required for all students whether your child is dropped off in the morning, picked up in the afternoon or both! There is a \$5.00 charge to obtain tags. Car riders will receive two tags. This can be paid through your mypayments plus account.

2. Morning Car Rider Information

- Morning car riders may be dropped off and enter the building at 7:45.
- Because our instructional day begins promptly at 8:10, it is necessary that students be dropped off by 8:05 to ensure they have time to get to class, unpack, and be ready to learn by 8:15.
- **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.** Students arriving after 7:55 will not be able to eat breakfast at school.
- Parents must remain with their children in the morning until the first bell rings indicating that morning arrival is beginning. **Students may not be dropped off in the car rider lane until the first bell rings and a staff member is present.**

3. Afternoon Car Rider Information

Because the vast majority of our students ride the bus **and** because our busses serve 3 additional schools after Trip, it is necessary that they stay on schedule. Therefore, bus dismissal is given priority over car rider dismissal.

- Parents must sign up for their child to be an **after school** car rider either during August registration OR in the front office after school begins.
- Students must be picked up by **3:10 pm**. **After the third late pick-up, parents will be required to make alternate arrangements.**

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 in order for their 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
1045 Cooper Road, Grayson 30017
678-344-9991

Sunshine House
3238 Brushy Drive Loganville 30052
770-466-2433

Parents must complete a Transportation Parent Authorization Form in order 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**.

F. Arrival and Dismissal Schedule

Morning Arrival: 7:45 – 8:10 a.m. Busses, Car riders, and Daycare

Afternoon Dismissal: 2:45 p.m. Busses and Daycare Vans
3:10 p.m. Car riders
Walkers (with parent escort only)

ENROLLMENT AND WITHDRAWAL INFORMATION

A. Birth Certificates

Kindergarten and First Grade students entering school for the first time must present a certified copy of their birth certificate. 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. Withdrawal forms must be completed, bills paid and textbooks returned before a student's record is cleared. In order to make sure these things can be done and to ensure a smooth withdrawal process, parents must contact the registrar 24 hours in advance of the withdrawal.

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. Sharon Nurse and Mrs. Shari Ayers as our clinic workers. 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!

In light of the recent COVID 19 pandemic, please be aware that updates to clinic procedures may arise. You will be notified of any updates or changes.

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 absolutely 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 the school system which must contain the same information as that on the prescription bottle. These forms are available in the clinic. ***We suggest, as an added precaution, that your child bring their own water bottle to the clinic if daily medication is required***
- 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.

Rules are designed to notify students about the types and ranges of behaviors that are unacceptable. Every specific variation of the prohibited conduct has not been included. Students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

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.**

C. Infractions and Consequences

Trip Elementary has high expectations for student behavior. Student misconduct leads to the disruption of the learning environment and will be addressed.

1. Classroom Disruptions/Minor Rule Violations:

For classroom disruptions, teachers will give the student a chance to correct their behavior. Recurring classroom disruptions will result in the teacher making note in the student’s Friday Folder giving consequences such as a classroom timeout, removal to another classroom, referral to the counselor, loss of classroom privilege or other appropriate behavior intervention. Parents will be contacted via phone for repeated offenses or major infractions. If the student’s misbehavior continues, an administrative referral will be written and the student will receive a consequence as deemed appropriate by his/her grade level administrator.

2. Major Rule Violations

Actions deemed severe by administration will merit immediate referral and strict consequences. Such occurrences will be handled on a case by case basis, **but in most cases will result in either in-school or out-of-school suspension.**

Some examples of severe offenses include:

- Fighting
- Bullying
- Disruption of School
- Extreme disrespect toward adults
- Damage/destruction of school property
- Threatening behavior
- Weapons
- Drugs/tobacco/alcohol

D. School Bus Rules & Consequences

The following rules are posted on all GCPs school buses and printed in all school handbooks.

- Students will **follow directions of the driver.**
- Students should be at the bus stop **5 minutes before the bus arrives**, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
- Students will wait in an orderly line and avoid playing.
- Students will **cross the roadway in front of the bus** after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
- Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
- Students will **go directly to assigned seat** when entering the bus. Keep the aisles and exits clear.
- Students will **remain properly seated**, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- Students **will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.**
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on to the bus. Students may carry only objects that can be held in their laps.
- Students will **refrain from using loud voices, profanity, and /or obscene gestures**, and respect the rights and safety of others.
- Students will **not extend head, arms, or objects out of the bus windows.**
- Students will be **totally silent at railroad crossings.**
- Students will **stay seated until time to get off the bus.** The open door is the signal to get up from the bus seat.
- Students **must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus** or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
- Students will **keep their bus clean and in good, safe condition.**
- Students shall be **prohibited from using any electronic devices during the operation of a school bus**, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or school bus driver's

operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.

- Students shall be **prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices** in a manner that might interfere with the school bus driver’s operation of the school bus.

Consequences for Bus Infractions:

Bus drivers are responsible for delivering large numbers of students safely to school. Therefore, it is critical that students follow all school bus conduct rules. Students who violate the above rules and receive a bus disciplinary referral will be subject to minimum consequences as outlined below:

- 1st Bus Referral: 1 day bus suspension
- 2nd Bus Referral: 3-day bus suspension
- 3rd Bus Referral: 5-day bus suspension
- 4th Bus Referral: Suspension from bus for remainder of school year

Note that it is the responsibility of the parent to provide timely transportation to and from school during bus suspensions.

DRESS AND PERSONAL APPEARANCE

The student dress code is designed to reduce the likelihood of distraction and to maintain an academic focus in the classroom and on campus. The purpose of the student dress code is not to inhibit any person’s taste in attire, but to better facilitate the process of education through reasonable guidelines of “dress” instilling dignity and pride. Our staff requests a partnership with parents to observe the following guidelines when purchasing school attire. Please do not allow the fashion industry to set your standards.

- **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.
- Bike shorts (spandex) and **short shorts** should not be worn to school. For students in 3rd, 4th, and 5th grade shorts, skirts, and dresses must be **4 inches from the top of the knee**. Capris are encouraged for if shorts cannot be found in the appropriate length.
- **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 can not 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.** The visitor's pass must designate the purpose of the visit and must be clearly visible the entire time the visitor is on campus.
- With the exception of the first day of school in August, parents may not accompany students to class without prior permission from the teacher.
- In order to avoid disrupting instruction, **parents must make an appointment for teacher conferences, classroom observations, or to volunteer in the classroom.** Parents are welcome as partners and seen as major players for student success.
- Parents are permitted to eat lunch with their child on the day specified for the grade level (see page 23 for details). **Parents must meet and say "good bye" in the cafeteria** so instructional time can be maximized and should **sit at the designated visitor tables with their child.** Parents should plan only to eat with their own child and not invite other students to join them. **Please plan to enjoy one of our delicious cafeteria meals with your child. Outside food and food from restaurants are not permitted in the cafeteria.**

STUDENT SAFETY

One of our strategic goals addresses the safety and security of students, teachers, and visitors. Persons who interfere with the security of the school cannot be permitted to impede the school's purposes. Our cluster Resource Officer works with us as we plan and implement safety drills. 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 Gwinnett Public Schools student, you can review your child's attendance, grading, and testing information on an ongoing basis through the Parent Portal. To register for the Parent Portal, visit Trip Elementary's front office to complete the registration form. Please note this must be done **in person**. If you signed up for the Parent Portal during a previous school year, you do not need to register again. Parents are encouraged to check the parent portal at least once a week to be up to date on student progress.

B. Grading Scales

1. Kindergarten

- The Georgia Kindergarten (GKIDS) is the formal assessment instrument used in all Georgia kindergartens.

- The kindergarten report card is designed to be used to assist teachers in evaluating the on-going growth and development of each student. The most widely used source of on-going evaluation data is the teacher's observation on a daily basis.

2. Grade 1

- Progress reports use the following scale to report grades in all areas:

E Excellent

S Satisfactory

N Needs Improvement

U Unsatisfactory

3. Grades 2-5

Student AKS achievement is graded by A, B, C, D, U defined as follows:

A 90-100 Excellent Progress

B 80- 89 Above Average Progress

C 74- 79 Average Progress

D 70- 73 Below Average Progress

U 0- 69 Unsatisfactory Progress

4. Special Areas, Conduct, and Effort reporting scale:

E Excellent

S Satisfactory

N Needs Improvement

U Unsatisfactory

5. 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. School Wide Grading Policies

For consistency, school-wide grading guidelines have been put in place at Trip Elementary. Specific information can be provided to you by your child's teacher.

D. 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.

Example: Assignment Value = 100%

- 1 day late = 90 is the best grade possible
- 2 days late = 80 is the best grade possible
- 3 days late = 70 is the best grade possible
- 4 days late = 60 is the best possible
- 5 days late = 50 is the best possible

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.

E. 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. Homework

Home study is a necessary part of each student's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. Students should be certain they understand the assignment when the teacher gives it and do their best to complete the task. When they have trouble they should seek help from parents or siblings. If students continue to struggle, please notify the teacher. It is recommended that they read or practice math facts in order to improve their skills.

Please do not rescue your child if he/she forgets homework, books, or lunch. Your child will learn to be responsible if you allow him/her to accept the consequences of forgetting.

If you rescue your child and bring the items to school, the parent assumes the responsibility, not the child. To maintain an instructional focus and not interrupt instruction, our policy is to place all items brought by parents in the teacher's mailbox. The items are not taken to the student.

The teacher will see these items at planning time, lunch, or maybe even after school. Therefore, the student cannot count on receiving these items when needed. Consequences for not having homework or needed materials are still earned if the items are placed in the teacher's mailbox.

G. Effective Study Habits

Plan - Encourage students to set a definite time each day for study at home, utilize study periods and the media center in school, keep a list of assignments in agenda, and take home all necessary books, papers, and materials needed. Students are expected to be responsible for taking home necessary items in order to complete homework. We ask parents to support teachers in our efforts to encourage responsibility and do not bring their students back to school after hours to pick up forgotten items.

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

H. 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:

Trip ES Handbook

- \$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, including classroom Chromebooks, computer labs, iPads, Smart Boards or Interactive Whiteboards, school-wide networking, video production and telecommunications including Internet access, is incorporated into all aspects of our instructional services. With all of this technology, there is a need for emphasis on proper and ethical use.

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. Therefore, students will be expected to access eClass at school and, at times, from home. Google Classroom is a technology tool that teachers use to communicate upcoming events, newsletters, classroom assignments and homework.

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, Classworks, Leveled Readers, Safari Montage, Online Media Catalog, the Online Research Library, the GCPs Student/Parent Handbook and many more. These resources are there to help your child. Please take some time to use these resources to help supplement what is being taught in class.

GIFTED EDUCATION

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

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

A school's gifted eligibility team reviews referrals at the beginning, middle and end of each school year to determine which students will be evaluated. A child may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. **All Gwinnett County students are automatically screened for gifted education in grades 1, 2, and 5.** Students in grade 1, and 5 use the CogAt test, while 2 grade students use both the CogAt and IOWA test. 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.

SPECIAL AREA CLASSES

Physical Education

The physical education program is based on a movement education concept. Students are encouraged to participate in every aspect. Students are provided with a lot of physical activity and very little waiting time.

Our goal is to help children become more skillful and develop positive attitudes toward themselves and towards physical activity. Our physical education program emphasizes fitness through nutrition. It is important that children learn to eat and exercise correctly so they will continue to do so as adults.

The students will be participating in a physical education class regularly. Comfortable clothing appropriate for class is recommended such as jeans, sweat pants, or shorts. If students wear a dress or skirt, please have them wear shorts underneath. **Some type of athletic shoe should be worn to school on the days your child has PE.** Dress shoes, heels, crocks, flip-flops, and cleats cannot be worn in the gym. All students are expected to participate in physical education unless a doctor's excuse has been provided.

Music Education

Music is integral to Trip's well-rounded educational program. Designed to give the students skills and opportunities to express themselves creatively and imaginatively, primary students (K-2) are introduced to the elements of music through singing, movement, playing classroom instruments, and beginning music theory, while intermediate students continue studying the elements through singing, movement, and playing classroom instruments. In addition, there are more opportunities for composition and performance, advanced music theory, music history and appreciation. Many projects in music relate directly to content in math, science, social studies, and language arts.

Art Education

Art is an important part of the curriculum at Trip Elementary. We believe that all our students have imaginative, expressive, and creative potential and that through an organized visual arts program this potential can be enhanced. All students involved in the art program receive an introduction to art methods and techniques as well as specific artists and art history. Special emphasis is placed on the 1.) Elements of Art (line, shape, form, texture, color, space, and value), 2.) Principles of Design (balance, rhythm, movement, emphasis, unity, variation, repetition, and contrast), 3.) Art Appreciation, and 4.) Cultural Art Awareness. Many projects in art enhance content areas in other subjects such as history, science, math, and literature. Art students are encouraged to wear appropriate clothing on days of art instruction.

Science Education

We are excited to offer a Science specials class at Trip Elementary. Students at each grade level will have the opportunity to further explore and enrich the topics they are studying in science. Students will attend the science lab in order to develop their scientific inquiry skills and be given the opportunity to participate in hands-on activities related to the academic knowledge standards in life, earth, and physical sciences.

Drama

Trip elementary offers a drama special that incorporates literature, social studies and performance.

STUDENT RECOGNITION

Deserving students are recognized as often as possible to praise, promote positive behavior and attitudes, and to increase academic performance. Each classroom teacher focuses on positive reinforcement!

A. Individual Recognitions

Students will be recognized **each semester** for:

- Principal's Honor Roll (All A's)
- Honor Roll (All A's and B's)
- Honor Roll (All E's and S's) – (1st grade)
- Perfect Attendance (**no absences, tardies or early check-outs**)
- Excellent Conduct
- Most Improved (as determined by each teacher)

A separate recognition system is used in Kindergarten since their academic progress is measured differently.

For 5th grade year-end attendance awards, Perfect Attendance recognition will be determined using Gwinnett County Schools guidelines.

B. PBIS

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.

How are we implementing PBIS at Trip ES?

Our school wide Matrix provides structure for expected behaviors throughout the school building. All students are presented with the same expectations in common areas, such as hallways, the cafeteria, the restroom, the playground and in arrival and dismissal areas. Teachers use the RAMS Can framework to develop their own classroom rules for their individual class's needs.

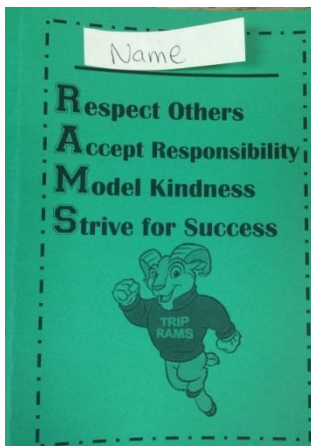


RAMS CAN



Expectations	Cafeteria	Hallway	Restroom	Playground	Arrival/Dismissal Areas	Clubs
R espect O thers	<ul style="list-style-type: none"> Keep Hands and Feet to Yourself Keep Tray to Yourself Respond to Adults 	<ul style="list-style-type: none"> Keep Hands, Feet and Objects to Yourself Keep Appropriate Distance from Peers 	<ul style="list-style-type: none"> Respect Privacy (One Person to a Stall) Keep Hands, Feet and Objects to Yourself 	<ul style="list-style-type: none"> Play Safely (*) Take Turns Keep Hands, Feet and Objects to Yourself 	<ul style="list-style-type: none"> Use Appropriate Voice Level Keep Hands, Feet and Objects to Yourself 	<ul style="list-style-type: none"> Use Appropriate Voice Level Keep Hands, Feet and Objects to Yourself
A cccept R esponsibility	<ul style="list-style-type: none"> Keep Your Area Clean Use Appropriate Voice Level Only Eat Your Food Get All Materials First Time through the Line 	<ul style="list-style-type: none"> Take the Shortest Route Walk on the Right Side of the Hall Walk Facing Forward 	<ul style="list-style-type: none"> Flush Toilet Respect Property(*) Keep Restroom Clean Turn Off Water Only Bring Appropriate Materials (*) 	<ul style="list-style-type: none"> Respond to Whistle Follow Directions Enter/Exit the Building Quietly 	<ul style="list-style-type: none"> Listen to the Driver/Adult Take Care of Your Belongings Follow Directions 	<ul style="list-style-type: none"> Follow Directions Clean Up Your Area
M odel K indness	<ul style="list-style-type: none"> Wait Your Turn Use Kind Words 	<ul style="list-style-type: none"> Use Silent Waves Respond to Adults 	<ul style="list-style-type: none"> Wait Your Turn Use Appropriate Language 	<ul style="list-style-type: none"> Include Everyone Play by the Rules Use Kind Words 	<ul style="list-style-type: none"> Walk Use Kind Words Respond to Adults 	<ul style="list-style-type: none"> Use Kind Words Help Others
S trive f or S uccess	<ul style="list-style-type: none"> Keep Legs Under the Table Enter/Dismiss Calmly in a Straight Line 	<ul style="list-style-type: none"> Keep it Moving Straight to your Destination Transition Silently 	<ul style="list-style-type: none"> Move Quickly Wash Hands with Soap 	<ul style="list-style-type: none"> Use Equipment Appropriately 	<ul style="list-style-type: none"> Remain in Line Get to Area on Time Be Safe (*) 	<ul style="list-style-type: none"> Be an Active Participant

Students have an opportunity to earn stamps when displaying positive behaviors. Throughout the year, the PBIS committee will provide incentives and host incentive parties for students who have earned the required amount of stamps.



Another component of PBIS is our new 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.

Teacher: _____
 Area: _____
 Date: _____

**Trip Elementary School
Behavior Action Plan**

Top Copy: School Administrator
 Yellow Copy: Teacher
 Bottom Copy: Parent

Dear Parents,
 This is to notify you that your student, _____, received a Behavior Action Plan today due to inappropriate behavior. Please review this notice, sign and return it on the next school day.

1.	BEHAVIOR: (ONLY check 1) <input type="checkbox"/> Follows Directions <input type="checkbox"/> Controls Talking (disruption) <input type="checkbox"/> Respects Others <input type="checkbox"/> Shows Self Control <input type="checkbox"/> Follows Rules Outside Classroom <input type="checkbox"/> Specify Area <input type="checkbox"/> Stays on Task/Pays Attention <input type="checkbox"/> Property Misuse/Damage <input type="checkbox"/> Other: _____	INTERVENTION STRATEGIES: (check 3) <input type="checkbox"/> Re-Direct/ Reteach Expectation <input type="checkbox"/> Teacher Proximity <input type="checkbox"/> Seating Change <input type="checkbox"/> Verbal or Nonverbal Prompt <input type="checkbox"/> Ignore/Attend/Praise <input type="checkbox"/> Provide Choice (2 Alternatives) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Student Conference <input type="checkbox"/> Timeout in Different Class
Teacher Section	TEACHER EXPLANATION _____	

2.	Draw a picture and/or write a sentence to explain your inappropriate behavior.	Draw a picture and/or write a sentence to show how you could change your inappropriate behavior.
Student Section		

3.	Please review your teacher's ECLASS page for classroom expectations and return the form signed the next school day. I have read and understand the Trip Discipline Policy/ Behavior Expectations. Student Signature _____ Date _____ I have read and understand the Trip Discipline Policy/ Behavior Expectations. Parent Signature _____ Date _____
Parent Section	

Teacher: _____
 Area: _____
 Date: _____

**Trip Elementary School
Behavior Action Plan**

Top Copy: School Administrator
 Yellow Copy: Teacher
 Bottom Copy: Parent

Dear Parents,
 This is to notify you that your student, _____, received a Behavior Action Plan today due to inappropriate behavior. Please review this notice, sign and return it on the next school day.

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Teacher Section	TEACHER EXPLANATION _____	

2.	Explain your behavior. _____ What could you have done differently? _____
Student Section	

3.	Please review your teacher's ECLASS page for classroom expectations and return the form signed the next school day. I have read and understand the Trip Discipline Policy/ Behavior Expectations. Student Signature _____ Date _____ I have read and understand the Trip Discipline Policy/ Behavior Expectations. Parent Signature _____ Date _____
Parent Section	

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 \$1.75
- Adult lunches \$3.00

B. Breakfast Times:

To ensure that students arrive to class on time, breakfast is served from 7:45 -8:00 a.m. Students who ride the bus to school arrive in ample time to eat breakfast at school.

If your child will be a car rider in the morning and you plan to have them eat breakfast at school, **please drop them off as close to 7:45 a.m. as possible – but no later than 7:55 a.m.** Students arriving after 7:55 a.m. through car riders will not be able to eat breakfast at school.

C. Meal Pay Accounts

Parents are encouraged to set up meal accounts rather than sending money with students each day. This ensures that students have money to purchase a healthy lunch and eliminates the need for students to charge lunch (for limits and restrictions on charging – see Meal Charges). 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 as long as there is a positive balance on their account. If parents do not want extra food items purchased, a block can be placed on the meal account.

D. Meal Charges

While we encourage students to purchase a healthy meal at school, we discourage charging lunch. We realize, however, that students may misplace money. Students may charge no more than \$11.25 and charges are not allowed for a la carte or supplemental items. Once the charge limit has been met, the student may 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 has to charge, please take care of that charge the following day. **April 29th will be the last day students will be allowed to charge. Students without lunch money from April 30th 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. Complementary internet access in the school’s Media Center is available, if needed for this purpose as electronic form submission is suggested for quicker response time. 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

New this year, in order to accommodate our families, we will implement designated days for joining students during lunch hours. During your visit, please feel free to join your student(s) in the RAMS room and enjoy your

lunch. Keep in mind **parents should eat with their student only**; friends must remain with their class at the tables.

- **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.**

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.** Fast food may not be dropped off in the office for students. Please do not bring carbonated drinks or sodas to school.

Parents/Guardians should say “good bye” 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. Snacks

1. Classroom Snacks

The purpose of snack time in elementary school is to ensure that students have the necessary nutrition throughout the day to keep their minds active and sharp. **Snacks should be kept simple, and be conducive to a short, working snack time during class.** To alleviate concerns with food allergies, students should not share snacks with their classmates.

Students may bring one small, healthy snack. Students should bring their snack in a small, zip-lock type bag or individually sealed bag/container. Snacks should be healthy finger foods that do not contain liquids that can spill or leak and that do not require utensils.

Please refer to the lists below for guidance on what are appropriate and inappropriate school snacks.

Appropriate School Snacks

Pretzels
Snack Crackers (Goldfish, Cheeze-Its)
Popcorn (pre-popped)
Granola Bars
Pre-cut apple slices
Raisins/Dried Fruit
Trail Mix

Snacks to Avoid at School

Potato Chips
Cookies
Candy
Yogurt or Fruit Cups (messy!)
Cupcakes
Sodas, fruit drinks
Snack Cakes (Lil' Debbie's, Twinkies, etc.)

2. Ice Cream

In addition, 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 and can be purchased as a treat for the entire class.

3. Student Birthday Treats

Individual student birthday parties are prohibited. **Please do not send or bring goodie bags, balloons, flowers, or party invitations to school.** Party invitations create a loss of instructional time and will be returned home with the student. If you would like to invite the entire class to a party, they may be sent home in Friday folders, so long as **every student** in the class is included. (All girls or all boys party is acceptable.)

A birthday class snack/treat may be arranged with the classroom teacher. Please follow these guidelines.

- Snacks/treats must be delivered and served by the parent during lunch.
- Please check with your child's teacher to find out the correct lunch time.
- Snacks should be limited to one food item like cookies or ice cream purchased in the café.
- Please do not send large sheet cookies and cakes that must be sliced. In addition, please avoid cupcake cakes and cupcakes which are difficult to serve in a cafeteria setting.
- Parents may choose to send in cash to buy ice cream for the class for their child's birthday. This option ensures that issues related to food allergies are avoided and is often more economical than purchasing other treats for the class. Ice cream cost \$1.00 each.

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. 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.

Trip Elementary PTA Mission Statement:

Trip PTA will support the school and take action to promote academic excellence through activities that lead to healthy students surrounded by a safe learning environment.

- We will promote parent participation and volunteerism in all school activities.
- We will enhance lines of communication among the staff, students, parents, and community members through our newsletter and our website.

- We will strive to increase parent, staff, and community membership in the Trip PTA.

Making It Happen:

There are several excellent, programs activities, and events sponsored by the PTA that enhance our children’s education and strengthen our community bond. The PTA focuses on improving communication with families about district issues, local issues, and parent education. The PTA activities directly enhance the lives of our children through the work of many volunteers who make it happen, and the generosity of our community.

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. It’s a wonderful place to start if you are interested in becoming involved in some capacity. Working together, we can make a difference in our children’s education.

Please contact any PTA Executive Board member during the school year with questions or suggestions. We welcome all offers to volunteer and new ideas to make Trip Elementary PTA the best it can be.

PTA EXECUTIVE BOARD 2021-2022

1st Co-President	Jennifer Friedman	1stcopresident@gmail.com
2nd Co-President	Vacant	2ndcopresident@gmail.com
1st Vice President	Courtney Williams	1stvicepresidentpta@gmail.com
2nd Vice President	Radethra Latimer	2ndvicepresidentpta@gmail.com
Treasurer	Kristi Ziegler	treasurertrippta@gmail.com
Secretary	Franeka Colley	secretarytrippta@gmail.com
Parliamentarian	Tykea Mathews	

Trip PTA General Membership meetings are held on the third Monday of each month throughout the school year at 6:00PM in the Media Center. The PTA meetings are an opportunity for members to learn about upcoming events, volunteer opportunities, ask questions, provide input, and voice concerns.

You do not have to be on a committee or volunteer at the school to attend these meetings; just a Trip PTA member with an interest in the well-being of our students. We hope you will join us this year!

Please mark these dates on your calendar:

2021-22 PTA Meeting Dates: * General Assembly Meetings prior to school event – voting may occur if needed

- August 26, 2021 – Curriculum Night *
- September 20, 2021
- October 18, 2021
- November 15, 2021
- December 9, 2021 – Rockin’ Rams Concert *
- January 24, 2022
- February 21, 2022
- March 29, 2022 – Fine Arts Night *
- April 18, 2022
- May 16, 2022 – Election of new officers

Web Sites: <http://tripelempta.weebly.com> www.georgiapta.org www.pta.org

A. 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 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 business persons
- One PTA Executive Officer
- One business person (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.
- Terms are for 2 years.

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 Elementary School. Meetings 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 in the event that there is a bookkeeping discrepancy and you are asked to show proof of payment.

B. LOST AND FOUND

Lost and found items are located 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.

C. ITEMS DROPPED OFF FOR STUDENTS

When items are left at the front office for students, including but not limited to homework, snacks and lunch, the appropriate teacher will be sent an information email. This email will convey the student's name, what the item is and ask that it be picked up when it will not disrupt the student's instruction. It will **NOT** be delivered to the student. There is no guarantee that they will have the opportunity to view the email before the end of the day.

Faculty & Staff 2021-2022

Administration

Dr. Rukina Walker, *Principal*
Monya Phillips, *Asst. Principal*
Kimberly Lee, *Asst. Principal*
Jason, *Bishop, Asst. Principal*

Kindergarten

Denise Gladden
Shannon Hayes - DLI
Alexis Norville
Ashley Hashiguchi - DLI
Danielle Mitchell
Virshone Sproles
Cassandra Wilson
Dorothy Jones – *Parapro*
Pam Roberts – *Parapro*
Danna Drake – *Parapro*

First Grade

Jessica Jarvis
Tracy Peska
Angela Higgins
Laetitia Ilunga - DLI
Jennifer Jones
Markelia McBride- DLI
Zilha Junuzovic

Second Grade

Thelma Aleman
Gena Cornelius
Leah Kechriotis - DLI
Kim Watson
Muriel Charles - DLI
Ashley Thornton
Mikki Asberry
Olivia Noone
Kiarra Haley

Third Grade

Sarah Browning
Katie Basile - DLI
Binta Bin-Wahad - DLI
Jennifer Geyer
Kathleen Lampley
Casandra Lockley
Katie North
Angie Skinner

Shenay Williams

Fourth Grade

Hillery Cambre
Barclay Carson
Amanda Dysart
Mackie Miley - DLI
Colleen Keysar - DLI
Yami Villanueva
Julie Woodall
David King
Alex Rodriguez

Fifth Grade

Robin Brainard
Ryan Duckworth
Caroline Coffey
Gina Walker
Arian McClendon
Dana McDowell
Lisa McKenna
Sherley Harris – DLI
Carrie Tahlor – DLI
Linda Maunder

Specials

Rebecca Holbrook – *Art*
Debbie Partrick - *Science*
Courtney Smith – *Music*
Larry Smith – *PE*
Amanda Bryant – *PE Parapro*
Leslie Grubb – *Drama*
Marcy Brown – *Math*
Mesha Clarke - *iReady*

Support

Lisa Hill – *LSTC*
Jennifer Hicks – *Media Specialist*
Mary Ann Marcus – *Media Clerk*
Ramiro Sepulveda - *TST*
Kathy Jones – *ESOL*
Erika Livingston - *ESOL*
Colleen Allen – *Reading Recovery*
Tomi Waldrop – *Reading Recovery*
Deb Mercier - *Reading Recovery*
?? – *Stellar Sub*

Katherine Tromblay – *School Psychologist*

Counselor

Dee Hoyett
Angie Cutulle

Front Office

Carolyn Mohsen, *Admin Assistant*
Meg Chambers, *Bookkeeper*
Sharon Nurse, *Clinic*
Shari Ayers, *Clinic*
Danly Abella, *Registrar*
Leslie Ramos, *Student Data Mgmt*
Julie Patch, *Receptionist*

Special Education

Kiley Moe, *Mild ASD III*
Leslie Wheeler- *Mild ASD III*
Chereese Williams – *ASD Res K-5 L4*

Chasity Dotson, *Parapro*
Randi Young - *Parapro*
DeMona Long – *Parapro*
Nicole Zech - *Parapro*

Courtney Bailey – *IRR*
Kendall Storey – *IRR*
Bryce Smith – *IRR*
Lorrie Shipman – *IRR*
Amanda Hernalsteen - *IRR*
Erin Herringdine – *IRR*
Cody Bowens – *IRR*
Saundie Doton – *IRR*
Deena Evans – *Speech*
Tina Oberholtzer - *Speech*

Custodians

Isley Malone, *Head Custodian*
Neidys Albareda
Susan Bird
Jorge Erazo
Andre Sampson
Alexander Howard

Cafeteria

Joi Wilson, *Manager*
Robert VanYush, *Asst Manager*

Important Telephone Numbers

FOR ANY EMERGENCY WHERE YOU NEED POLICE, FIRE, OR AMBULANCE CALL 911

Poison Control Center	1-800-282-5846
Family and Children Services	770-995-2100
Battered Women's Shelter	404-873-1766
Parent's Anonymous	404-870-6565 or 1-800-532-3208
Gwinnett County Child abuse and Neglect Report	770-995-2122
Georgia Drug Information and Referral Helpline	1-800-338-6745
Gwinnett County Health Department	770-963-8141
Trip Elementary School	678-639-3850
Bay Creek Middle School	678-344-7570
Grayson High School	770-554-1071
Grayson Technical Center	770-554-1071

Gwinnett County Public Library

Grayson Branch	770-978-5154
Lawrenceville Branch	770-822-5361

THE GWINNETT COUNTY PUBLIC SCHOOLS

437 Old Peachtree Road NW
Suwanee, GA 30024-2978
(678) 301-6000