

Grayson Elementary Supplemental Handbook

PROGRAMS

COUNSELING

MRS. ROSEMARY RUFFNER -COUNSELOR 770.682.4156

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

Fine Arts Programs

Each day of the week students will attend one of the following specials:

Art: Erin Smith & Christi Umans

Music: Le Gibson

P.E.: Rob Blair

Science: Tracy Green

SuccessMaker: Jill Rudolph

GIFTED EDUCATIONAL PROGRAMS

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

MEDIA CENTER

Ms. Heather Abner 770-682-4157

The media center has books, magazines, and other resources for assigned study and recreational reading. Students are encouraged to use the Media Center for research using both online resources and reference books that can be used only in the Media Center. Books with accompanying audiotapes are available for students to check out. Grayson has now implemented the Accelerated Reader Program. This program is used to improve student comprehension. Please go to the GES website for a list of our Accelerated Reader books. The Media Center Staff would like parents to review this list and encourage their students to participate in this program. The Media Specialist, Ms. Abner, is always available to assist students who need help. Parents are always welcome to come to the Media Center with their children to help them choose materials. Because of the limited amount of materials which must be shared among all students and our computerized checkout system, it is not possible for parents to check out materials for their child.

SPECIAL EDUCATION

Special Education classes offered at Grayson are: Resource, Speech-Language Program, Significantly Developmentally Delayed (SDD), Specific Learning Disability (SLD), Mildly Intellectually Disabled (MiLD), Visually Impaired (VI), Orthopedic Impaired (OI), and Related Services such as occupational and physical therapy and adaptive P.E.

LOCAL PRACTICES & PROCEDURES

ATTENDANCE

For excused absences, parents must send in a signed note when the child returns to school. Parents have a 2 week window from the day the student returns to school to send in a note stating the reason for their absence. (Parents can access their child's attendance record through Parent Portal)

SEE GCPS STUDENT/PARENT HANDBOOK

AWARDS PROGRAMS

NINE WEEK AWARDS:

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

ACHIEVEMENT AWARDS:

Teachers will identify students who need to set goals for the nine week grading period. If the student meets his/her goal, he/she will receive an Achievement Award.

These awards will be presented in the classroom. We believe it is important to recognize students within their classroom community.

FIFTH GRADE CELEBRATION:

The 5th grade awards ceremony will be held at 9am on the last day of school in our gym. Afterwards, the students will have their end of year celebration.

CHANGE OF ADDRESS OR PHONE

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

ENTRANCE REQUIREMENTS

Students entering Kindergarten must be five on or before September 1st, and Grade 1 students must be six on or before September 1st. All students entering Kindergarten or Grade 1 must present: (1) a copy of a certified birth certificate; (2) an official Georgia Department of Human Resources Certificate of Immunization; (3) a Georgia Vision, Hearing and Dental Certificate; (4) two proofs of residence (must be a settlement statement or lease agreement and one utility bill such as for gas or electricity) and (5) a driver's license. All students in Grades 2 – 5 must have a Georgia Certificate of Immunization, Hearing, Vision and Dental form, and two proofs of residence (a settlement statement or lease agreement and one utility bill such as gas or electricity). Students transferring from another elementary school will be given thirty (30) days to obtain these records from a previous school. Out-of-state students will be required to transfer their information to the appropriate Georgia forms. Students may be withdrawn from Grayson Elementary School if the proper documentation is not provided within the allotted time period. The State of Georgia requests that we ask for a Social Security Number for all students. Compliance with this request is optional.

HOMEWORK

Home study is a necessary part of each student's education program. Each student may be expected to spend some study time in addition to scheduled class instruction to make satisfactory progress. Regularly assigned homework should not take students long to complete. If your child is spending a lot of time doing homework, please call the teacher to discuss the situation. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. The following suggestions may help parents and students in preparing homework assignments:

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

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

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

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

MAKE-UP WORK AFTER AN ABSENCE

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

PARENTS' RIGHTS

SEE GCPS HANDBOOK

PROGRESS REPORTS

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

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

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

Surpasses Standards: E

Satisfactory: S

Needs to Improve: N

Unsatisfactory: U

Kindergarten students receive a skills checklist to indicate progress.

SAFETY AND SECURITY

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

Fire drills – Having monthly unannounced fire drills is state law.

Tornado drills – It is also state law that we hold a yearly tornado drill.

Lockdowns – In the rare event that there is a dangerous situation on our campus, we have a very well-organized system for students remaining in their rooms.

Evacuation – In the rare event of a bomb threat, we practice evacuating each year.

WHAT WE NEED PARENTS TO DO DURING A CRISIS:

Please do not go to the classroom.

Please remain calm.

Please do not call the school. We need the phone lines to communicate with emergency and support personnel.

Our Evacuation Location is Chestnut Grove Baptist Church. Students will be dismissed from the church if we are unable to return to the school.

Our second site is Grayson High School.

HOW CAN YOU HELP KEEP OUR CAMPUS SECURE?

Please sign in the front office every time you arrive on campus.

Notify the office when you see a suspicious person walking around the campus.

Please park in the front parking lot. Do not block service or emergency driveways.

Do not drop off students in unapproved areas.

OTHER SAFETY ITEMS OF NOTE:

Security cameras have been installed throughout the campus. Each administrator has a radio to communicate to the GCPS Safety and Security office. Each grade level has a radio on the playground. Three defibrillators have been purchased and installed, one by the front office, one in the Back building, and one in the gym.

A security fence has been installed and connects between the buildings.

Do not ask a child to open a gate or door to let you in.

Several staff members are trained in CPR and First Aid.

We have access to the weather channel to follow severe weather. A severe weather radio is located in the front office that is constantly monitored and we also monitor our own GCPS Safety and Security radio channel.

Our cluster has a Security Resource Officer available to respond to emergencies.

Magnetic security doors are located on the cafeteria and Back building

The principal is always in communication with the school when not on campus.

Check in/out and visitor sign-in electronic system is in place. ***All visitors must be wearing a yellow sign-in badge before going to a classroom.**

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

STUDENT DRESS FOR SUCCESS

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

Do's

Make sure you wear shoes that are safe, especially for participating in PE and outside playtime (Tennis shoes are needed for PE).

Keep your head hatless and free of head coverings, bandanas & sweatbands except on days designated as "hat day." Winter head wear is permitted outside during cold weather.

Jeans and sweats are appropriate, but ALL PANTS must be worn at the waistline and not rolled up or pulled up.

Shorts and skirts should be an appropriate length (about mid-thigh).

Wear a t-shirt under fishnet type athletic jerseys. Look your best at all times!!!

DON'TS

Bare midriff clothing, halter-tops, spaghetti straps, spandex, short-shorts, and short skirts are not allowed.

Undergarments should never be exposed!!!

Unnatural hair color (especially on holidays and Spirit Days) is not permitted.

T-Shirts or clothing which display the following are not permitted...alcohol, tobacco, drugs, gangs, offensive words or designs,

PROCEDURES

The teacher has the authority to determine any other attention-getting appearance to be distracting or disruptive to the learning environment. Teachers or administrators, who find students in violation of the above, will talk to the student, notify parents and request a change in clothing or appearance be made. Subsequent violations will be handled by the administration.

STUDENT MANAGEMENT

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

Grayson will follow the guidelines from the GCPS Handbook regarding student discipline.

STUDENT RECORDS

SEE GCPS HANDBOOK

TEXTBOOKS

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

VISITING OUR SCHOOL

You are always welcome at Grayson Elementary. For you and your child's protection, all visitors must check in through the front office, sign in, and wear a visitor's badge while in the building. Adults without proper identification will be addressed by school staff and be required to check in at the front office for the required identification. As a courtesy to the teacher, please notify him/her when you would like to make a classroom visit. It is most important that teachers maximize use of instructional time with students.

WITHDRAWAL FROM GRAYSON

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

COMMUNICATION

FRIDAY E-FOLDER

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

MESSAGES TO STUDENTS

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

MESSAGES TO TEACHERS

Calls will be received by the school between 8am and 4pm. Messages will be taken for teachers to return calls. Instructional time will not be interrupted for incoming calls. Teacher email is also available in this form:

Teacher's first name_Teacher's last name@gwinnett.k12.ga.us.

Emails are not instant messages, so please do not expect an immediate response. Responding to email messages will be handled under the same reasonable response time as telephone messages—within 24 hours.

PARENT CONFERENCES

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

PARENT PORTAL

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

FOOD SERVICES

SEE GCPS HANDBOOK

Mrs. Michelle Nordeste, Manager 770.682.4152

ARRIVAL & DISMISSAL

ARRIVAL

Instruction for the day begins at 8:50am. Students may not enter the building before 8:20am. Students who are not in their classrooms by the 8:50am bell will be marked tardy by their teachers. During the first two weeks of school, Kindergartners and 1st graders should wear a name tag with their bus route number, their Day Care name, or "PPU" (Parent Pick-Up).

Students who ride the bus to school will be dropped off at the bus circle between the Rock Building and the Back Building. Students are expected to go immediately to their classroom to prepare themselves for the instructional day. If, for some reason, a bus is late arriving to school, students are never counted tardy. **If a car rider, Day Care or walker arrives after 8:50am, the student is considered tardy and the parent /guardian must enter the office and sign in the child.**

DISMISSAL

All children are dismissed at 3:20p.m. Students will go immediately to the buses or cafeteria as soon as they are dismissed from school. Students who come to school on the bus should return home on the same bus unless they have a note from their parents. If you have questions, please call Mary Conway, Bus Transportation Supervisor at 678.377.8952

We must keep our parent pickup line moving efficiently! Parents, please be sure your child knows his/her parent pick up number. After the first week, parents will be asked to park and come inside to check out their child if they do not know their number. The gate for parent pick up is unlocked at 3:20 and locked again at 3:40-determined by the official school clock. *Parent pick up takes longer the first week of school, so the gate will remain open until the students are picked up.* For the safety of our children, parent pick up numbers must be in the front window. Without this number parents will have to come in and check out their child. **Please avoid using your cell phones while in line.**

EARLY CHECK-OUT

Your child's instructional time is very important. ALL parts of the school day are important, especially the beginning and the ending of the day. Please schedule regular health appointments outside of school hours. When you must check out your child, he/she will be released from the front office only. Teachers do not release students to any adult without notification from the office. Identification will be required before checking out your child. ***No student check-outs will be allowed after 3pm. Your cooperation with these security measures is appreciated.**

BUS RIDING STUDENTS

No child will be released to an adult from the bus circle. For the safety and security of all of our students, students must be checked out through the office only. Because other schools will be waiting for our buses, we cannot hold buses to remove a child because of a late checkout. **Again, office checkouts must occur before 3pm.** Riding the bus is the safest way to get to and from school. Please know that your children's safety is our utmost concern. In the absence of a notice or call from a parent or guardian, a child will be placed on his/her usual mode of transportation. We will not take a child's word about his/her dismissal procedure. In addition, please follow all state traffic control signs on Grayson Parkway and any signs on or around the school grounds.

SCHOOL BUS RULES

SEE GCPS HANDBOOK

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

CAR RIDERS

The safest way for children to get to and from school is on the bus. All car rider drop off and pickup will be in the front of the school. Cars enter using Pine Grove Ave. **Students cannot be dropped off before 8:20am unless they are here for a school-sponsored activity.**

OTHER ITEMS OF NOTE:

No parking on Gym St.

No parking on Grayson Parkway, Hwy 84 and walking your child to the front of the school. The goal of our plan is to not block or slow down traffic on Hwy 84.

Car access from Hwy 84 (the front of the school), will not be possible during 8am – 8:50am and 3:00pm – 3:40pm.

After drop off or pick up, you may turn right onto Gym Street or left to access Hwy 84.

Right turn only onto Hwy 84.

All car riders must be picked up by 3:40. If late pick-up takes place on a regular basis, you will be informed that your privilege of being a car rider will be discontinued and your child will need to ride the bus.

If your child arrives after 8:50am, he/she is considered tardy, and you (the parent) will need to bring the child into the front office for a tardy slip. ***Do not drop off your child and leave. He/she must be signed in for security purposes.***

Do not drop your child off at any location except the front door of the school.

Remain in your car with your number displayed in your car window.

Procedure for Students at School after Hours (Students returned to school on bus because no one was home to meet them or car rider student was not picked up at school by 3:50)

• **First Incident:**

1. School contacts parent(s), guardian(s) or emergency contacts for pick up.

• **Second Incident:**

1. School contacts parent(s), guardian(s) or emergency contacts for pick up.
2. School contacts GCPS Office of Safety and Security.
3. A GCPS SRO will contact parents and explain that DFACS will be contacted the next time the student is left or returned to school.

• **Third Incident:**

1. School will contact DFACS (770-518-5600) and make a referral for neglect.

ALL TRANSPORTATION

If your child is not going home by his/her normal mode of transportation, a note to the teacher must be sent with your child on that day. If an emergency arises during the day and plans must be changed, please contact the office prior to 12pm. For safety and security reasons, we ask that you fax us a copy of your driver's license along with a note stating transportation changes. We need to be absolutely positive that it is a legal parent or guardian calling to change the child's transportation home. Children become confused and apprehensive when plans alternate between day care, parent pick-up, and buses. Your child becomes more confident with a consistent and dependable routine. **If and when you have to check out your children for appointments, please remember that all check-outs must occur by 3pm.**

OTHER INFO

CLINIC

Mrs. Mitzi Bishop 770.682.4158

Grayson Elementary School provides "health services" to our students. First aid will be administered in the clinic, but medication can only be given if we have instructions and a signed note from the physician accompanying the medication, whether it be acetaminophen or a doctor's prescription. When your child is ill or running a temperature, please do not send him or her to school and risk the health of others. Parents will be called if students are too sick to remain in school, if they are injured, if they are running a temperature of 100 degrees or more, or if we believe your child needs further medical attention. Please have your child remain home until fever-free and vomit-free for 24 hours without medication. **NO CHILD IS TO CARRY MEDICATIONS ON HIS OR HER PERSON OR TRANSPORT THEM ON THE BUS.**

Administration of over-the-counter medication is discouraged. Only in cases where the student absolutely needs the medication should the parent or guardian request that the school administer over-the-counter non-prescription 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 CHILDPROOF CONTAINER. MEDICATIONS RECEIVED IN ANYTHING OTHER THAN THE ORIGINAL CONTAINER WILL NOT BE ADMINISTERED AT SCHOOL.**

If the medication is to be administered for more than one day, the Administration of Medication Request form must be completed.

Should it be necessary for a student to have medication for any length of time, it will be necessary for the parent/guardian to complete a form giving the school permission to administer this medication. The school will not provide any medication on its own; it must be supplied by the parent or guardian and a permission form completed for it. Please call or drop by the clinic to procure the proper forms.

CLOSINGS DUE TO WEATHER

SEE GCPS HANDBOOK

DAYCARE PROVIDERS

GRAYSON

Grayson Academy
1045 Cooper Rd. 678.344.9991
Kids R Kids
Hwy 20 770.963.9110
Rosebud Child Care Development Center
550 Grayson Pkwy 678-694-1679

Sunshine House
Hwy 20 770.822.4477
Today's Kids
444 Pine Grove Ave. 770.237.8880

LAWRENCEVILLE

Kids Come First
495 Scenic Hwy. 678.226.1809

SNELLVILLE

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

LOGANVILLE

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

STONE MOUNTAIN

Potter's House
1899 Parker Ct. 678-987-1020

YMCA

Meets in the gym at Grayson Elementary 770.963.1313

FIELD TRIPS

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

FUNDRAISERS

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

ICE CREAM SNACKS

Students may order ice cream in the morning in their classrooms. The prices are \$.50, \$.75, \$1.00 and \$1.25 Only students who have no lunch charges will be allowed to purchase ice cream.

LOST AND FOUND

We send clothing worth hundreds of dollars to pickup will be in the front of the school. Cars enter using Pine Grove Ave. **Students cannot be dropped off before 8:20am unless they are here for a school-sponsored activity.**

PARKING

Please do not park in fire lanes or service entrances.
Visitor parking is available in the front parking lot.
No parking in the front drive or on Gym Street.

PARTIES

Grayson Elementary School values student instructional time. Anything that detracts from learning time is discouraged. We do, however, allow two major classroom parties per year. PTA room parents plan the parties with the classroom teacher. Check your child's Friday folder for the classroom party times and dates. No other school-wide parties will be allowed. Parents may recognize their child's birthday with a snack to be distributed to classmates when the teacher deems it best. Teachers may, on occasion, serve food items as a part of an instructional unit or as a reward for their classes. If you wish to help on these occasions, please contact your child's teacher. **Please DO NOT send food or plan activities without first contacting your child's teacher.** We do not deliver flowers or balloons. If you wish to bring in snacks, please deliver to the front office and they will be taken to your child's class.

PICTURES AND YEARBOOK

Individual school pictures will be taken at the beginning of the school year for the yearbook on August 18th (make-up date will be October 6th). Spring group pictures will be taken on February 3rd. Pictures are offered for purchase to students and parents. Parents can expect more information as the scheduled dates approach. A yearbook is offered for purchased during Orientation through MealpayPlus.

SKATE NIGHT

All students and parents are invited to participate in Skate Night which is held at Sparkles Roller Rink. Please check the school calendar for dates. Do not leave your children to be watched by PTA parents. They are not there for that purpose, and parents need to be present to make decisions in the event of an injury.

GRAYSON HATS AND SPIRIT DAYS

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

VOLUNTEERS

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