

# Grayson Elementary

## Supplemental Handbook

The officers, employees and officials identified in this procedure/process/practice/manual/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure/process/practice/manual/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

### PROGRAMS

#### COUNSELING

**MRS. ROSEMARY RUFFNER & DR. DANA EDWARDS—COUNSELORS 770.682.4156**

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

#### **PBIS, SEL and Leadership Academy: A Behavior Program**

**PBIS** stands for Positive Behaviors Interventions and Support, and it is an international program that Gwinnett County Schools has been implementing for several years. Our focus is on maintaining a positive learning environment for all to enjoy and succeed at Grayson. To achieve this, we have Grayson Rams Expectations that our staff models, teaches, rewards, and provides interventions for. The expectations are:

**Respect Others**

**Accept Responsibility**

**Model Kindness**

**Strive for Success**

**SEL** stands for Social-Emotional Learning, and it is also an international program that Gwinnett County has adopted to support the well-being of our students. SEL is a process through which children learn and develop the skills they need to understand and manage their emotions, set and achieve positive goals, show empathy towards others, and establish and maintain positive relationships with peers and adults. Research has shown that teaching SEL skills to children not only improves their academic performance, but also their overall well-being and social and emotional competence. Students receive daily **PBIS/SEL** support with school-wide lessons, expectations, rewards, and interventions. Behaviors are treated just like academics, as evidenced by our heavy emphasis on teaching appropriate behaviors and self/social awareness. Parents will be notified if students are struggling with behavior, and teachers will implement their regular classroom interventions/consequences. If progress is not made over a period of time, teachers will request support for further interventions, which may include involvement in our Leadership Academy. **The Leadership Academy's** purpose is to coach, guide, and support students in becoming positive leaders in their social skills, problem solving, and self-management. Students have an opportunity to receive more attention when they meet with a teacher mentor one-on-one and have a weekly small group SEL lesson. The goal is to see growth, just like we look for in academics. It is a relaxed and supportive approach to helping students who need more time to learn expectations. It is not something that is on a student's record, and parents are always notified if a student is receiving this service. Look for more information about our school's PBIS/SEL program inside the agenda. Behavior expectations for each area of school, including the bus is included. We also have information on our webpage, graysonelementary.org. Please look for a monthly PBIS Parent Newsletter sent by email. We also schedule parenting workshops. Please contact the school if you ever have questions or need support. Someone will return your call.

**Rewards/Recognitions** – We love celebrating student success! Teachers choose a Ram of the Month every month who has demonstrated great character. They are celebrated at a breakfast that parents are invited to attend. Students also earn Rams tickets for demonstrating our expectations. They can shop with their tickets at our PBIS Market every month. Parent donations are always welcome!

## **GCPS - ELEMENTARY – DISCIPLINE POLICY STATEMENT**

Gwinnett County Public Schools is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. GCPS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursuing excellence in academic knowledge, skills, and behavior. GCPS believes that all children can thrive in a safe learning environment where students are emotionally and physically safe. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school, and district levels

Grayson Elementary utilizes the PBIS program in order to ensure the best learning environment for its students. You can read more about PBIS within this agenda, as well as our school website [www.graysonelementary.org](http://www.graysonelementary.org). A PBIS slideshow is available under the Parent tab.

### **FINE ARTS PROGRAMS**

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

**Art:** Christi Umans  
**Math K-5:** Jenny Propes  
**Music:** Le Gibson  
**P.E.:** Chad Reed  
**Science:** Lisa Frost  
**Health:** TBD  
**Technology/STEM:** Robbie Dunn

### **GIFTED EDUCATIONAL PROGRAMS**

The Gwinnett County Public Schools' Accelerated Program and Gifted Education Department serves students by providing academic challenges for those students who are intellectually advanced. The gifted program is called **FOCUS** at the elementary level, **PROBE** at the middle grades, and **QUEST** in high school. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia Board of Education.

### **MEDIA CENTER**

**Mrs. Heather Abner - Media Specialist**

**770.682.4157**

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

### **SPECIAL EDUCATION**

**Dr. Lisa Watts -- Special Education Assistant Principal-- Lisa Watts**

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

## **LOCAL PRACTICES & PROCEDURES**

### **ATTENDANCE**

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

**SEE GCPS STUDENT/PARENT HANDBOOK**

## **AWARDS PROGRAMS**

### **FIFTH GRADE CELEBRATION:**

The 5th Grade Awards Ceremony will be held at 9:30 AM on the last day of school in our gym. Afterwards, the students will have their end of year celebration.

## **CHANGE OF ADDRESS OR PHONE**

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

## **ENTRANCE REQUIREMENTS**

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

## **HOMEWORK**

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

- **Plan** - Assign a specific time each day for study at home; utilize study periods and the media center at school.
- **Place** - Have a specific place at home to study with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing television.
- **Procedure** - Be certain your child understands the assignment when it is given. Ask questions. Students who say they have no homework always have reading.

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

## **MAKE-UP WORK AFTER AN ABSENCE**

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

## **PARENTS' RIGHTS - SEE GCPS HANDBOOK**

## **PROGRESS REPORTS**

The Kindergarten Progress Report is used by teachers in evaluating the ongoing growth and development of their students, as defined by the AKS.

The following scale is used to assess 1st graders on progress toward the AKS in the following academic areas: effort, conduct, art, music, health, and physical education:

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

The grade is a report of the individual student's progress (as defined by the AKS) to the student, to his or her parents, and to others who are concerned with the student's progress in education. Student academic progress shall be graded by means of a numerical average according to the following scale for grades 2 - 5:

90% and above	A	excellent progress
80%-89%	B	above average progress
70%-79%	C	average progress
0%-69%	U/F	unsatisfactory progress/failure of acceptable 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. You must be able to show your driver's license, state issued photo ID or passport for the student to be released to you.

### **HOW CAN YOU HELP KEEP OUR CAMPUS SECURE?**

- Please sign in the front office every time you arrive on campus. You will need your driver's license, state photo ID or passport in order to visit our school.
- 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 Raptor verified scanned sign-in badge before going to a classroom.**

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

## **Student Dress For Success**

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

### **Do's**

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

### **DON'TS**

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

### **PROCEDURES**

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

## **Bring Your Own Device (BYOD)**

Grayson Elementary now provides one-to-one technology! Every GES student is assigned a Chromebook for educational purposes only. Students are responsible for their device and are allowed to transport it back and forth between school and home with the teacher's permission. Since each student receives a learning device at school, they are not permitted to use personal devices brought from home. Cell phones brought to school, or devices such as smartwatches that can be used as a cell phone, must be powered off and remain in the student's book bag during school hours. Any personal device that causes a disruption to the learning environment can be sent to the front office for parent pick up.

## **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, with a driver's license, state ID or passport, sign in, and wear a visitor's badge while in the building. Adults without proper identification will be addressed by school staff and be required to check in at the front office for the required identification. As a courtesy to the teacher, please notify him/her to make an appointment when you would like to make a classroom visit. They will respond to you within a 24-hour period and notify the office as to when they are expecting you. It is most important that teachers maximize use of instructional time with students.

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

## **WITHDRAWAL FROM GRAYSON**

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

## **COMMUNICATION**

### **FRIDAY E-FOLDER**

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

### **MESSAGES TO STUDENTS**

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

### **MESSAGES TO TEACHERS**

- Calls will be received by the school between 8:00 AM and 4:00 PM. Messages will be taken for teachers to return calls. Instructional time will not be interrupted for incoming calls. Teacher email is also available on our website - GraysonElementary.org
- Emails are not instant messages, so please do not expect an immediate response. Responding to email messages will be handled under the same reasonable response time as telephone messages—within 24 hours.

### **ITEMS DELIVERED TO STUDENTS**

**Teachers will be notified by email when something has been dropped off...**such as tennis shoes, lunch, homework, cupcakes, etc. We will have a table at the front entrance of the school for teachers to pick up such items at their convenience.

### **PARENT CONFERENCES**

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

### **PARENT PORTAL**

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

## **CAFETERIA SERVICES**

### **SEE GCPS HANDBOOK**

**Manager—Gail Lloyd**  
**770.682.4152**

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

# ARRIVAL & DISMISSAL

## ARRIVAL

Instruction for the day begins at 8:50 AM. Students may not enter the building before 8:20 AM. Students who are not in their classrooms by the 8:50 AM bell will be marked tardy by their teacher. Students who cannot make it to their class by 8:50 AM, need to be signed in by an adult at the front desk or they will be marked absent. During the first two weeks of school, Kindergartners and 1st graders should wear a name tag with their bus route number, their Day Care name, or "PPU" (Parent Pick-Up). Students who ride the bus to school will be dropped off at the bus circle between the Rock Building and the Back Building. Students are expected to go immediately to their classroom to prepare themselves for the instructional day. If for some reason a bus is late arriving to school, students are never counted tardy. **If a car rider, Day Care or walker arrives after 8:50 AM, the student is considered tardy, and the parent / guardian must enter the office and sign in the child.**

## DISMISSAL

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

## WALKERS

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

## 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 2:30 PM. Your cooperation with these security measures is appreciated.**

## BUS RIDING STUDENTS

Students should have only one way home. Per transportation protocol will not allow students to ride home with friends. No child will be released to an adult from the bus circle. For the safety and security of all our students, students must be checked out through the office only. Because other schools will be waiting for our buses, we cannot hold buses to remove a child because of a late checkout. **Again, office checkouts must occur before 2:30 PM.** Riding the bus is the safest way to get to and from school. Please know that your children's safety is our utmost concern. In the absence of a note 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

No occasional car rider tags will be distributed. 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 8:20 AM unless they are here for a school-sponsored activity. Students may only be dropped off at the supervised car rider lane. DO NOT DROP YOUR CHILD OFF AT THE STREET.**

**OTHER ITEMS OF NOTE:**

- **Please avoid using your cell phones while in line.**
- Parent pick-up numbers must be in the front window, otherwise you will be asked to come into the school to check out children.
- For the safety of your children, children need to exit and enter their cars from the sidewalk. Please do not get out of your car to walk them around to the driver's side of the door during drop off and dismissal.
- We cannot release children to a person who is not in a car without a Grayson Elementary issued car rider tag. **Homemade car rider tags will not be accepted.** If someone is to pick up a child but doesn't have the "issued" car rider tag, or GES approved temporary change form, they will be asked to come into the school with their driver's license and check the child out.
- No parking on Gym Street.
- No parking on Grayson Parkway, Hwy 84 and walking your child to the front of the school. The goal of our plan is to not block or slow down traffic on Hwy 84.
- Car access from Hwy 84 (the front of the school), will not be possible during 8:00 AM – 8:50 AM and 3:00 PM until the last car in the car rider line (times are determined by the official school clock). Parents are not allowed to park at the gate.
- After drop off or pick up, you must turn right onto Gym Street.
- ***All car riders must be picked up by 3:40 PM. If late pick-up takes place on a regular basis, you will be informed that your privilege of being a car rider will be discontinued and your child will need to ride the bus.***
- If your child arrives after 8:50 AM, he/she is considered tardy, and you (the parent) will need to bring the child into the front office for a tardy slip. ***Do not drop off your child and leave. He/she must be signed in for security purposes.***
- Do not drop your child off at any location except the front door of the school.
- Remain in your car with your number displayed in your car window.

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

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

**ALL TRANSPORTATION**

**Students are required to have one mode of transportation home. If your child is not going home by his/her normal mode of transportation, a GES Temporary Transportation Change Form or written note must be submitted on or before the day of change to the front office.** If an emergency arises during the day and plans must be changed, please contact the office prior to 12 PM. For safety and security reasons, we ask that you fax or email us a copy of your driver's license along with a note stating transportation changes. We need to be 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 must check out your children for appointments, please remember that all check-outs must occur by 2:30 PM.**



# OTHER INFORMATION

## **CLINIC**

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

## **CLOSINGS DUE TO WEATHER -SEE GCPS HANDBOOK**

## **DAY CARE PROVIDERS IN THE VICINITY**

### **GRAYSON**

- **Big Blue Marble**  
1486 Grayson Hwy. 770.963.9110
- **Cadence Academy Preschool of Grayson**  
444 Pine Grove Avenue. 770.237.8880
- **Grayson Academy**  
1045 Cooper Rd. 678.344.9991
- **Rosebud Child Care Development Center**  
550 Grayson Pkwy 678.694.1679
- **Sunshine House**  
Hwy 20 770.822.4477
- **Kyung Hee TKD**  
1845 Grayson Hwy. #700 678.376.0304
- **Seeds of Harvest**  
420 Pine Grove Avenue 770.891.3103

### **LAWRENCEVILLE**

- **Kids Come First**  
495 Scenic Hwy. 678.226.1809
- **Davis Karate**  
1195 Scenic Hwy. 678.209.0373

### **SNELLVILLE**

- **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
- **Minter Karate**  
2135 Main Street East #150 770.985.0050

### **LOGANVILLE**

- **Five Star Academy**  
97 Ozora Rd. 678.638.7827
- **Cadence Academy Preschool of Loganville**  
315 Cooper Rd. 678.376.5115

## **FIELD TRIPS**

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

## **FUNDRAISERS**

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

## **CAFETERIA**

We welcome parents to eat lunch with their students. We ask that you observe the cafeteria rules and sit outside at the designated picnic table/area with your child (see receptionist for location).

## **LOST AND FOUND**

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

## **Parking**

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

## **PARTIES**

Grayson Elementary School values student instructional time. Anything that detracts from learning time is discouraged. We do, however, allow two major classroom parties per year. PTA room parents plan the parties with the classroom teacher. Check your child's Friday folder or the e-folder for the classroom party times and dates. No other school-wide parties will be allowed. Parents may recognize their child's birthday with a treat (no whole cakes please) to be distributed to classmates when the teacher deems it best. Please contact the teacher to schedule a date and time. **No flowers, balloons or presents will be delivered to your child. You will be called to pick them up if you or someone else sends them to a student.** Teachers may, on occasion, serve food items as a part of an instructional unit or as a reward for their classes. If you wish to help on these occasions, please contact your child's teacher. **Please DO NOT send food or plan activities without first contacting your child's teacher.** If you wish to bring in snacks, please deliver them to the front office and they will inform the teacher that they are in the office. Homemade snacks are discouraged due to possible allergic contamination.

## **PICTURES AND YEARBOOK**

Individual school pictures will be taken at the beginning of the school year for the yearbook in August or September (make-up date will be October). Spring group pictures will be taken in March or April. Pictures are offered for purchase to students and parents. Parents can expect more information as the scheduled dates approach.

## **GRAYSON SPIRIT DAYS**

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

## **VOLUNTEERS**

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

## **STUDENT CONDUCT BEHAVIOR CODE – ELEMENTARY – DISCIPLINE POLICY STATEMENT**

Gwinnett County Public Schools ("GCPS" or "District") is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. GCPS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursuing excellence in academic knowledge, skills, and behavior. GCPS believes that all children can thrive in a safe learning environment where students are emotionally and physically safe. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school, and district levels. In addition to this Student Conduct Behavior Code ("Code"), GCPS has various policies that govern conduct in the District. Use the Quick Links to find a copy of the Student Conduct Behavior Code on the district website [www.gcpsk12.org](http://www.gcpsk12.org). Families also may call the Special Assistant to the Superintendent at 678-301-6005.

Grayson Elementary utilizes the PBIS program to ensure the best learning environment for its students. You can read more about PBIS within this agenda, as well as our school website [www.graysonelementary.org](http://www.graysonelementary.org). A PBIS slideshow is available under the Parent tab.



**Respect Others**

**Accept Responsibility**

**Model Kindness**

**Strive for Success**

**Grayson Elementary School-wide Expected Behaviors**

Expectations	Cafeteria Rules	Hallway Rules	Playground Rules	Restroom Rules	Classroom Rules	Bus and Car Dismissal
<b>Respect Others</b>	<ul style="list-style-type: none"> <li>*Be silent while music is on.</li> <li>*Use a small voice level while music is off.</li> <li>*Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself.</li> <li>*Be silent.</li> </ul>	<ul style="list-style-type: none"> <li>*Share and use equipment properly.</li> <li>*Play safely with others.</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices.</li> <li>*Allow privacy.</li> <li>*Take care of school property.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions.</li> <li>*Raise hand and wait to be recognized.</li> <li>*Listen while others are talking.</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself.</li> <li>*Follow bus driver directions on the bus.</li> </ul>
<b>Accept Responsibility</b>	<ul style="list-style-type: none"> <li>*Quietly pick up all needed items as you go through the serving line.</li> <li>*Remain seated.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on right side of hallway in a straight line.</li> <li>*Remain on the sidewalk when walking from building to building.</li> </ul>	<ul style="list-style-type: none"> <li>*Line up immediately when teacher signals.</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilets.</li> <li>*Wash your hands.</li> <li>*Keep restroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>*Take ownership of your learning.</li> <li>*Clean up after yourself.</li> <li>*Avoid blaming others.</li> <li>*Electronics must be turned off inside book bags.</li> </ul>	<ul style="list-style-type: none"> <li>*All items including electronic devices must be inside book bags.</li> <li>*Car riders must be silent while waiting for car rider number to be called.</li> </ul>
<b>Model Kindness</b>	<ul style="list-style-type: none"> <li>*Use polite language.</li> <li>*Be a good citizen.</li> </ul>	<ul style="list-style-type: none"> <li>*Be helpful to others when needed.</li> </ul>	<ul style="list-style-type: none"> <li>*Include everyone.</li> <li>*Use encouraging words when playing.</li> </ul>	<ul style="list-style-type: none"> <li>*Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>*Use words of encouragement.</li> <li>*Recognize and praise accomplishments of others.</li> </ul>	<ul style="list-style-type: none"> <li>*Be friendly and kind.</li> <li>*Encourage positive behavior in peers.</li> </ul>
<b>Strive for Success</b>	<ul style="list-style-type: none"> <li>*Display excellent manners.</li> <li>*Leave café cleaner than how you found it.</li> </ul>	<ul style="list-style-type: none"> <li>*Set an example of leadership for others.</li> </ul>	<ul style="list-style-type: none"> <li>*Have fun in a safe and friendly way.</li> </ul>	<ul style="list-style-type: none"> <li>*Return to the classroom immediately.</li> </ul>	<ul style="list-style-type: none"> <li>*Have necessary materials, supplies, and assignments daily.</li> <li>*Have a positive attitude and be ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>*Set an example of leadership for others.</li> <li>*Be alert and aware of your surroundings.</li> </ul>

Expectations	Media Center Rules	Tech Lab Rules
<p><b>R</b>espect Others</p>	<ul style="list-style-type: none"> <li>*Raise your hand and wait to be recognized.</li> <li>*Speak politely and quietly.</li> <li>*Wait your turn in line at the check-out desk.</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Raise hand &amp; wait to be recognized.</li> <li>*Speak politely and quietly.</li> </ul>
<p><b>A</b>ccept Responsibility</p>	<ul style="list-style-type: none"> <li>*Bring your card.</li> <li>*Walk while in the media center.</li> <li>*Use your shelf marker.</li> <li>*Use tablets and computers with care.</li> </ul>	<ul style="list-style-type: none"> <li>*Use all technology equipment with care.</li> <li>*Only visit internet sites assigned by your teacher.</li> <li>*Ask permission to print.</li> <li>*Personal information &amp; passwords are to remain private.</li> </ul>
<p><b>M</b>odel Kindness</p>	<ul style="list-style-type: none"> <li>*Be helpful to others when needed.</li> </ul>	<ul style="list-style-type: none"> <li>*Be helpful to others when needed.</li> </ul>
<p><b>S</b>trive for Success</p>	<ul style="list-style-type: none"> <li>*Read quietly while you wait.</li> <li>*Observe due dates.</li> </ul>	<ul style="list-style-type: none"> <li>*Be productive and stay on task.</li> </ul>