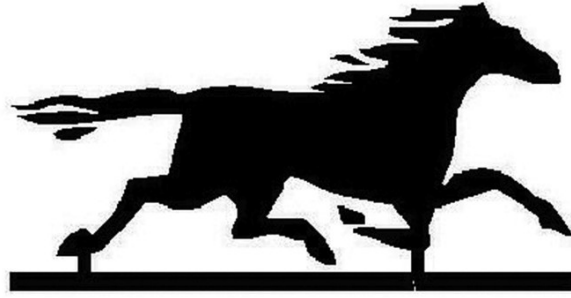


Craig Colts

Student Handbook



2024-2025

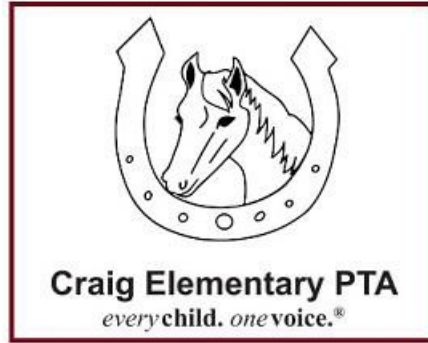
Craig Elementary School

1075 Rocky Road
Lawrenceville, GA 30044
770-978-5560
gcpsk12.org/CraigES

PTA[®]

everychild.one voice.[®]

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July 2024

Dear Craig Parents and Students,

Welcome to the 2024-2025 school year! In partnership with the school, we are proud to present to you the Craig Colts Student Handbook. We hope that you will find it to be a useful tool throughout the year.

This handbook contains general information about the school and the PTA, as well as detailed school policies and procedures. The monthly calendars, which highlight school and PTA activities, will be published in the school's bi-weekly e-newsletter, the PTA website at craigpta.com, communicated through teacher newsletters, the school website at craiges.org, and on the school marquee.

Craig Elementary is a fantastic school, in part because of our volunteers. In the back of the handbook, you will find a listing of and contact information for the PTA Board of Directors (as of July 2024). If you have comments, questions, or a desire to volunteer for any area of the PTA, please feel free to contact the appropriate committee chair or any of the officers. There are many opportunities to get involved and support our school.

The Craig PTA has set a goal this year to increase engagement in our Craig Community - research proves that parent involvement has a positive effect on student success. New events are planned for the year and we are working to ensure timely communication about all events as well as making it easy to sign up to attend or volunteer. Join us in strengthening our family-school-community partnership by most importantly joining the PTA, visiting regularly, attending activities, and looking for ways to get involved – you'll be glad you did!

Visit **craigpta.com** for more information.

Sincerely,
Katie Gregory & Emily William
Craig PTA Co-Presidents



July 2024

Dear Parents,

It is my pleasure to welcome back each of you to Craig Elementary School. My staff and I are excited to have you and your child as members of the Craig family and wonderful learning community. Working collaboratively, we will encounter new opportunities and challenges that will make for an even better and safer learning environment for our students and enable each of them to be successful.

Craig Elementary is an outstanding school that has benefited from the support of our parents and community. Our PTA presidents, Katie Gregory and Emily Williams, along with our Executive Board and Committee Volunteers, as well as every parent, enable us to focus on quality instruction for each child at Craig. We truly cannot do this without the support of our PTA. Please join me in supporting the initiatives of our PTA and the whole school by becoming an active member. Our goal for this year is 100% school participation. Our work together will only strengthen the success of our school.

The 2024-2025 school year promises again to be another year of accomplishments. We will continue to focus on TEACHING and LEARNING with the emphasis on the LEARNING. The future of Craig Elementary is bright because of the dedication of our staff, families, and community. We know this combination will ensure academic excellence for all our children.

Thank you for your endless support, and I look forward to welcoming each of you to Craig Elementary.

Sincerely,

Angie Wright

CRAIG ELEMENTARY FACULTY AND STAFF 2024-2025

<p>PRINCIPAL – Angie Wright</p> <p>KINDERGARTEN Jenicia Anderson Carol Connor Laine Daffin Kendall Galeana* Vickie Rowe Racquel Samuels</p> <p>FIRST GRADE Sarah Kathryn Boddie* Amberly Johnson Anna Machado Amy McLester Alexis Rosendahl Jenny Velasquez</p> <p>SECOND GRADE Jennifer Atkinson Conner Batchelor Christie Brock Christine Choi Reagan Haynes Florina Iurco* Jeanine Walker</p> <p>ITIC Heather Bridges*</p>	<p>AP – Karen Head</p> <p>THIRD GRADE Kate Ervin Dee'drya Foster Michelle Hattaway Apryl Koch Barbara Mann Jerica Simmons Taylor Tyner*</p> <p>FOURTH GRADE Lacey Askey* Sarah Bianco Wendy Blount Lindsey George Grace Gimbert Emma LeMaster Robbie Thompson Lily Tickle</p> <p>FIFTH GRADE Madison Buckman Theresa Christopherson Elizabeth Collins* Brianna Jones Molly Jordan Tamika Lee Carrie Lister Julie Weir</p> <p>COUNSELORS Sally Rossingnuolo* Ashley Thomas*</p>	<p>AP – Heather Smith</p> <p>SPECIAL AREA Art – Lisa Hiers Computer Science – Nik-Cole Austin Health – Lilly Osborne Literacy – Frannie Cohen Music – Emmeline Moore PE – Diana Hall* Spanish – Linda Perez</p> <p>INSTRUCTIONAL COACHES Amanda Broadnax Anna Mancinelli-Dart</p> <p>ADVANCED Alison Atkinson Nik-Cole Austin Alexis Harsh Teresa O'Herron*</p> <p>EIP SUPPORT Jennifer Burcheci Kim Camuso Kathy Harrison Catherine Noble</p> <p>ESOL Alyson Reilly Kelly Bell</p> <p>MEDIA SPECIALIST Dorrie Gann*</p>	<p>AP – Tiara Britton</p> <p>OFFICE STAFF Betsy Keszler – SDMC Kelly Greene – Registrar Kimberly Ordaz – Receptionist Joanne Schroeder*-AA/Bookkeeper Megan Wilson* - School Admin Clerk</p> <p>CLINIC WORKER Alaneyer Smith (LT Sub)</p> <p>PE PARAPRO Leah Rodenbeck</p> <p>MEDIA CLERK Tiffany Futral</p> <p>KINDEGARTEN PARAS/CLERKS Jackie Escuadra – (Samuels) Joan Finley – (Rowe) Jennifer Moore – (Daffin) Ali Morgan – (Anderson) Jolene Pierce – (Galeana) Genny Schempp – (Connor)</p>
<p>AUTISM SPECTRUM Christopher Baker (ASD I) – 2nd, 3rd Emily Holton (ASD-1) - KK Randi McDade (ASD-1) – 1st, 2nd Meghan Oldham (ASD-1) – 3rd, 4th, 5th</p> <p>Meghan Smith (ASD-II) – 3rd, 4th Lily Bezalel (ASD-II) - KK Genesis Diaz (ASD-II) – 1st, 2nd Autumn McWaters (ASD-II) – 4th, 5th</p> <p>PRE-K Angela Atoche Allyson Clark Mary Evelyn King/Cori Hamm Jennifer Patton</p>	<p>RESOURCE Barclay Carson – 5th Co-Taught Jennifer Edwards – 1st, 2nd Shonel Fraser – 5th Jessica Hagood – 4th Hajira Khan – 3rd Celine Kim – 4th Mel'India Onley – 4th – Co-Taught Stacia Rogozinski – KK, 3rd-Co</p>	<p>SPEECH Allison Arnold Melissa Burch Chanel Hamilton Tricia Harrell Caitlin Palasinski</p> <p>PREK – _____ (King/Hamm) PREK – Lindsey Moffatt (King/Hamm) PREK – Barbara Moore (Clark) PREK – Cynthia Sanders (Atoche) PREK – Michele Shores (Atoche) PREK – Jennifer Tillery (Patton) PREK – Bella Todd (Floater)</p>	<p>SPED PARAPROS – ASD-1 Baker – Beth Carr Baker – Esther Pilatuna Holton – Michele Misner Holton – Najma Khadar McDade – Laura Orey McDade – Dolly Gohil Oldham – Darlene Bolton Oldham – Zohra Rayani</p> <p>SPED PARAPROS – ASD-2 Bezalel – Alanna Jackson Bezalel - _____ Diaz – Scharvae Taylor Diaz – Havalone Kirkland McWaters – Aleshia Stevens McWaters – Yohana Zereabruk Smith – Priscilla Okwuosa Smith – Marilyn Shafer Smith – _____</p>
<p>GCPS SUPPORT Ken Beauchamp – TST Sandra Christie-Coleman – OT Toneka Etienne – Psy Briana Lloyd – Social Worker _____ - H/V</p> <p>5/31/24</p>		<p>STELLAR SUBS Lisa Rosko Edna Velasquez</p>	<p>CUSTODIAL STAFF Rochell Middleton – Head Custodian Ana Diez Dora Molina Demetrius Randolph Elizabeth Santana Darius Strozier</p> <p>CAFETERIA STAFF Matilda Litumbe – Manager Crystal Calle – Assistant Manager Christia Anugerah Maria Matute _____ SPUR _____ SPUR _____ SPUR _____ SPUR</p>

CRAIG ELEMENTARY MISSION STATEMENT

We believe in collaboration among students, parents, staff, and the community. Students will be engaged, motivated, and challenged through their unique talents, skills, and passions to grow into innovative thinkers who are purposeful and productive in the 21st century. Success starts here!

SCHOOL FACTS

COLORS: Maroon and Gold

MASCOT: Colt

HISTORY: Craig Elementary School opened in 1993 and is named for Robert W. Craig, a prominent local citizen during the late 1800's. Since our school is located on what was his family's land, this was a fitting tribute to a man who contributed to the successful rebuilding of Gwinnett County following the Civil War.

SPIRIT DAY: Every Friday

IMPORTANT PHONE NUMBERS: School Office 770-978-5560 Fax Line 770-978-5567

CRAIG ELEMENTARY WEB SITE ADDRESS: gcpsk12.org/CraigES

BROOKWOOD CLUSTER SCHOOLS: Brookwood Elementary, Craig Elementary, Gwin Oaks Elementary, R. D. Head Elementary, Crews Middle, Five Forks Middle and Brookwood High School

GWINNETT COUNTY BOARD OF EDUCATION

Gwinnett County's School Board is a policy making body composed of five members who are elected to serve four year, staggered terms. Citizens are always welcome to attend Board meetings on the third Thursday of each month at 7 pm. The meetings are held in the Board Room at the Instructional Support Center, located at 437 Old Peachtree Road in Suwanee. Citizens wishing to address the Board must inform the superintendent's office in writing by noon on the Monday prior to the Board meeting.

NOTE: Gwinnett School Board district boundaries and school cluster lines are not the same. Board members represent all or part of the school populations in the following clusters:

Superintendent:

Dr. Calvin J. Watts 678-301-6010
437 Old Peachtree Road NW, Suwanee, GA 30024-2978

www.gwinnett.k12.ga.us

District 1 (All or part of Archer, Brookwood, Central Gwinnett, Dacula, Grayson, Mill Creek, Mountain View, and South Gwinnett Clusters, in addition to Oakland Meadow School):

Ms. Karen Watkins

678-379-3043

Term expires December 2024

District 2 (All or part of Berkmar, Collins Hill, Lanier, Mill Creek, North Gwinnett, and Mountain View Clusters):

Mr. Steven Knudsen

470-839-5366

Term expires December 2026

District 3 (All or part of Collins Hill, Duluth, Lanier, Norcross, North Gwinnett, Peachtree Ridge Clusters, as well as GIVE Center West, New Life Academy of Excellence in Duluth, North Metro Academy of Performing Arts, and Buice Center):

Dr. Mary Kay Murphy

770-840-9752

Term expires December 2024

District 4 (All or part of Berkmar, Brookwood - CRAIG ELEMENTARY, Grayson, Meadowcreek, Parkview, Shiloh, and South Gwinnett Clusters):

Dr. Adrienne Simmons

470-248-2513

Term expires December 2026

District 5 (All or part of Berkmar, Meadowcreek, Duluth, and Norcross Clusters, as well as GSMST and Maxwell HS of Technology):

Dr. Tarece Johnson

Term expires December 2024

CRAIG ELEMENTARY SCHOOL COUNCIL

The formation of a School Council is to meet the intent of the State of Georgia's H.B. 1187, the A+ Reform Act of 2000. This seven member committee serves for two years, and is composed of 2 teachers, 2 parents, 2 community/business representatives, and the principal. The Council serves in an advisory capacity to the principal and the quarterly meetings are open to the public.

Meetings are held at 8:00 a.m. at Craig ES in the Conference Room.

2024-2025 Meeting Dates: August 26th, October 28th, January 27th and April 28th.

GOVERNMENT DIRECTORY

Governor Brian Kemp
206 Washington Street
Suite 203, State Capitol
Atlanta, GA 30334
404-656-1776
gov.georgia.gov

U.S. Senator Jon Ossoff
U.S. Senate
Washington, D.C. 20510
202-224-3521
www.ossoff.senate.gov/contact

State Senator Nikki Merritt - 9th District
319-B CLOB
Atlanta, GA 30334
404-463-1310
Nikki.Merritt@senate.ga.gov

State Representative Shelly Hutchinson (HD107)
607-G CLOB
Atlanta, GA 30334
404-656-0287
shelly.hutchinson@house.ga.gov

U.S. Representative Carolyn Bourdeaux, 7th District
U.S. House of Representatives
Washington, D.C. 20514
202-225-4272
www.bourdeaux.house.gov

U.S. Senator Raphael Warnock
B40D Dirksen Senate Bldg.
Washington, D.C. 20510
202-224-3643
www.warnock.senate.gov

County Commissioner Jasper Watkins III (District 3)
Gwinnett Co. Board of Commissioners
75 Langley Drive
Lawrenceville, GA 30045-6900
770-822-7003
Jasper.Watkins@gwinnettcountry.com

**PLEASE NOTE:
ALL PARENTS MUST PRESENT PHOTO I.D. WHEN CHECKING OUT STUDENTS. APPOINTMENTS
MUST BE MADE BEFORE VISITING CLASSROOMS.**

Attendance

Statement of Policy

Gwinnett County Public Schools encourages and promotes good student attendance. School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents and students.

Gwinnett County Public Schools will develop and implement active, positive student attendance incentive programs to support and encourage good daily student attendance. The school will also provide direct and indirect services to parents, guardians or persons having charge or control of students to support their efforts in promoting good daily student attendance.

Definitions

Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Compulsory Attendance – Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school or home school program. Attendance in a public school, private school, or home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1 Any child enrolled for more than 20 school days in any public school in Georgia becomes subject to Georgia's Compulsory School Attendance laws even though they have not attained six years of age. O.C.G.A. 20-12-150(c).

Early Arrival – Students must not arrive prior to 7:45AM unless instructional opportunities have been made with a teacher for tutoring or a meeting.

Tardy – A student is considered tardy to school if the student is not present in his/her classroom when the school bell rings. School begins at 8:00 A.M. If your child arrives to the classroom after 8:15 A.M., they will be counted as tardy. Ideally, your student should arrive to school by 8:00 A.M. Our buses almost always have all students present by 7:45 A.M. **Remember... instruction will begin at 8:00 A.M.**

Early Checkout – When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. **Students will not be allowed to check out after 2:00 P.M.** Access to bus lanes will be closed until dismissal has been completed. We will begin dismissing students at 2:45 P.M. If a child misses more than half of the school day, they will be marked absent for that day.

Excused Absences – State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's *immediate* family necessitating absence from school. (i) In the event of a serious illness in a student's family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency mandating absence from school.
4. Observing religious holidays, necessitating absence from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may *only* be made by the school Superintendent for the purposes of excused absences)
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Parents or guardians are required to send a signed, written note or doctor's excuse when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number. Email messages will be accepted as a written excuse. If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence. If a student has five unexcused absences, the school shall send a written notice regarding these absences. **The teacher will provide the opportunity for make-up work when the student returns to school.** It is not necessary to stop by for the work. Please do not drop by during instructional time to discuss make-up work with the teacher. We discourage any unexcused absences, and teachers may not give assignments for these days.

If there is a need for your child to miss more than five days of school, the parent will need to notify the principal in writing.

Chronic or persistent tardiness is a bad habit. When circumstances delay arrival at school, parents must check their child in at the office. This will help us keep your attendance records straight.

***Review the Gwinnett County Parent/Student Handbook on Discipline and Attendance for more details.**

Birthdays

School birthday celebrations should be confined to a birthday snack (**please no balloons, flowers or goodie bags**) and should be eaten in the cafeteria at lunch time. If parents want to send in birthday party invitations, the invitations must be sent to the entire class or all of the boys or all of the girls in the class.

Cafeteria

A student lunch costs \$2.50, breakfast costs \$1.75, additional sides are .40 and bottled water is .75.

Students must select a minimum of three of the five components during lunch. The five food components are fruits, vegetables, grains, meat/meat alternative, and milk.

Snacks are for sale each day in our cafeteria. Students can purchase them at the register from the money on their My Payments Plus cafeteria account. If you would like to set up parameters around your student's a la carte purchases, please contact our cafeteria manager.

This year our Breakfast program will be a **Grab and Go meal**. Students will select their breakfast and return to their classrooms to eat. NO eating/drinking will be allowed in our hallways or stairwell. Breakfast will be available from 7:45AM through 8:10AM each morning and teachers will allow students a reasonable amount of time to eat during arrival. The breakfast menu will be available on our website.

FAST FOODS (any foods purchased from an outside source such as a restaurant, deli, or fast food establishment) and canned sodas ARE NOT PERMITTED IN THE CAFETERIA.

Parents may visit the school and eat lunch with their student(s) in the cafeteria in the designated parent area. Craig has a Lunch Visit Schedule which will be shared by your child's teacher and on our website. For security reasons, parents must sign in. After signing in, the guest should plan to meet the student outside the cafeteria, as the class enters for lunch. *In an effort to establish and maintain student cafeteria norms, parents are asked to refrain from eating with the children until after Labor Day and the last 2 weeks of school.*

In order to meet health standards, students may not accompany visitors to the adult serving line. Guest tables are typically overcrowded; therefore, we must restrict the tables to only the visitors and the child. Students may not bring classmates to the guest tables.

Please be sure to call the cafeteria manager (770-736-5781) if you have any questions about your child's account. Free or reduced price lunches will be provided for those students whose families meet federal guidelines. If parents wish to apply for free or reduced price lunches, forms can be obtained online through the school website.

Ice Cream will be sold on designated days in the cafeteria. Ice Cream is \$1, CASH only, No Coins. Money must be received before 9a on sale days.

Car Riders

Families requesting a car rider number will purchase a window cling to be placed on the passenger side windshield. Cars arriving without a car rider number will be asked to show proof of identification (driver's license) and will be asked to park and report to the school office.

Car Line Procedure:

All cars arriving before 8:10 A.M unload in the back or side driveway (unless directed to the front by a staff member). **Cars arriving after 8:10 unload in the front since our back and side doors are closed and locked at 8:10 A.M.** We strongly suggest that you allow your child to ride the bus to prevent late arrivals. Classroom instruction will begin at 8:00 A.M. *Exact time of cars going to the front is determined by school staff depending on conditions that day.

1. Only staff members will determine which cars unload in the front, side or back depending on buses and traffic situations.
2. Cars must remain in line and only unload at the designated spot under supervision of staff members. Do not park and walk your children through traffic. Students must load and unload on the sidewalk side of cars.
3. Cars may not pass other cars or buses unless directed to do so by school staff.
4. **School instructional opportunities begin at 8:00 A.M.** Students must arrive early enough to be unpacked, have breakfast if needed and seated by the 8:15 A.M bell.
5. **It is the parent/guardian's responsibility to pick up their student prior to 3:00 PM.**

Cell Phones/Electronic Devices

Electronic devices must be **turned off** unless being used for instructional purposes. Failure to do so will result in consequences. We cannot be responsible for lost or stolen items.

Electronic devices **are not** to be used on the bus ride to or from school.

Change of Address or Phone

For emergency purposes we must have updated information on each student. Please notify the school of any changes of address or phone numbers. This is very important. Leave updated phone numbers where you can be reached any time during the school day. The phone numbers are imperative for teachers and the clinic in case of emergencies. Parents may also update phone numbers and emergency contacts through their parent portal access.

Class Visitation

We encourage parents to visit the school. **All parents and visitors must present a photo ID and check in at the front lobby to receive a visitor's badge.** During these visits the regular school program must continue. As a courtesy to the teacher, we expect a prior appointment be made for any visitation and/or conference.

Visits/conferences must never interfere with instruction and should be limited to 30 minutes. Therefore, walk-in conferences will not be honored during instructional time. Emergency health or safety information that must be delivered during instructional time must go through the office. All items brought to school are to be dropped off in the front lobby.

***Persons Who Insult or Abuse School Personnel in the Presence of Pupils
Will Be Ordered to Leave School Premises.***

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continue to upbraid, insult, or abuse any public school teacher, public school administrator, public school staff member or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus. Upon failure to do so, such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished.

Clinic

A clinic attendant is always on duty during school hours. When a child becomes ill at school, the clinic attendant determines if the parent should be contacted. Since some parents do not have phones and many are at work, we must have the name and phone number of a friend or relative who can be reached if you are not available. We should also have your work number.

Please do not send your child to school sick with a note requesting that the teacher send him or her to the clinic. Be considerate of other students by caring for your child at home. It is the responsibility of the parents to see that medical treatment is given to their child. **Clinic procedures at Craig state that a child should be fever and symptom free for 24 hours before returning to school. Please be considerate of other children in the classroom before returning your child to school.**

The parent/guardian should transport medication to school, give it to the clinic attendant and fill out an Administration of Medication Request Form. Over the counter medications sent to school for your child must be in the **original container**, properly labeled with the student's name, teacher, and instructions for time and dosage. **The providing of medical care to students is the responsibility of the parent and should not be assumed by the school.**

Whenever it is absolutely necessary that medication be given to a student during the school day, the child must be given a note from the parent to give to his/her teacher. The school personnel cannot assure that anything more than a reasonable effort will be made to assist the student.

Prescription Drugs - Administration of medicine for a short period of time is discouraged. Parents should check with their physician regarding the need for any medication during school hours. If it is necessary, the parents must complete the permission form provided by the school system. These forms are available in the clinic. All prescription medications **MUST** be in the original container, properly labeled with the student's name, teacher and instructions for time and dosage. Medication needed for long periods of time should have an updated request from the parent/physician yearly. When the dispensing of medication is discontinued, the remaining medication is to be picked up by the parent. If the remaining medication is not picked up at the end of the school year, it will be destroyed.

All medications should be administered between classes or during lunch. The practice of sending individual medications to school with the child in lunch boxes, or otherwise, is hazardous and forbidden. Reactions to the drug taken might not be recognized by school personnel and inappropriate treatment might be rendered.

Closing of School

In the event of severe weather or mechanical breakdown, the starting time of school may be delayed or all schools may be closed. Announcements will be made over radio stations, television stations and via the Gwinnett County Public Schools' website, as well as a Craig school-wide email and through a Parent Square blast. Reports in the morning will be between 6:00 a.m. and 6:30 a.m. If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. **Please do not call the school.** Telephone lines must be kept open for emergencies. Please have a plan for your child in case the school dismisses early due to inclement weather. Work with a neighbor or friend and make sure your child knows what to do.

Clubs/Activities

Our mission, in cooperation with parents and community, is to provide a safe, supportive environment where students achieve academic excellence, develop social responsibility, and are inspired to learn. The following clubs and activities are offered at Craig.

Peer Leaders – Club offered to fifth graders – sets an example to the student body through servant leadership. Duration: All Year. Advisor: Ashley Thomas

Academic Assistance - Free help offered to all students before and after school. Duration: All year. Ask your child's teacher for details.

AKS Enrichment Clubs - Offers everything from Cooking to Mathematics in the Fall and Spring. Duration: Once a week for 6 weeks. Look for flyers sent home and posts on the school web site in the Fall and Spring. Academic Advisor: Tiara Britton

BETA Club - This community service driven club is made up of 5th grade students who are nominated by their homeroom teachers for having a good scholastic record, as well as showing good citizenship and responsibility to their classwork and behavior in and outside their classroom. Our motto: "Let us lead by serving others." Duration: second semester. Academic Advisor: Dorrie Gann

Jump Rope Team – Students in grades 3-5. Try-outs held prior to team starting. Practice is once a week before school. Duration: after Labor Day to spring. Academic Advisor: Diana Hall

Reader's Rally Team – Students in grades 4 and 5 who love to read are encouraged to join our Reader's Rally Team. A plethora of books are provided to students to read and discuss. A fun time is encouraged as students compete to see who can remember the most about the books through their questions and answers. A contest is created during the winter months as we prepare for the county Reader's Rally tournament each year. Duration: All year. Academic Advisor: Dorrie Gann

Weekly News Show - Written, produced and hosted by Craig students weekly. Duration: All year. Academic Advisor: Dorrie Gann

Chorus –5th grade students who enjoy singing will meet before school. Duration: All year. Academic Advisor: Emeline Moore

Ladies to Bee - Ladies to BEE (Boldly Excelling in Education) is a mentorship program offered to 5th grade female students. Each school year between 20-25 girls are selected to be part of the program based on an application process and teacher recommendations. Each student is paired with a Craig staff member to serve as their mentor throughout the school year. Mentors and mentees are encouraged to touch base on a weekly basis at some point throughout the school day. Members participate in monthly afterschool meetings in which they partake in various activities such as making vision boards, learning yoga, art activities, and bonding with each other. There are monthly Chat n' Chews in which the members of Ladies to BEE each lunch together in a designated space at school. Duration: October through May. Academic Advisor: Ashley Thomas and Heather Bridges

Planet Green Team – 4th and 5th grade students meet in conjunction with the Greening Youth Organization to hear speakers, learn about environmental awareness and work on Craig's recycling program. Duration: All year. Academic Advisor: Lilly Osborne

Student Council – Consists of one representative from each 4th and 5th grade class voted on by homeroom. Officers will be chosen from the 5th grade homeroom representatives and voted on by grades 3-5. Serve as the voice of their peers and come up with ideas to improve our school. Meets once a month before school. Duration: All year. Academic Advisors: Elizabeth Collins and Sarah Bianco

Collection of Money from Students

Money collected for field trips, clubs, damaged technology and books, and Open House contributions are collected through MyPaymentsPlus.com. All parents are encouraged to have a MyPaymentsPlus.com account.

Crisis Management Plan

Craig has a crisis management plan in place for a variety of emergencies, including, medical, fire, etc.

Discipline

In accordance with adopted Gwinnett County Board of Education Student Code of Ethics (available in the Elementary Student/Parent Discipline Handbook sent home with every student), Craig Elementary faculty and staff have developed a discipline plan which allows students to know the type of behavior expected of them, to take personal responsibility for their own actions, and to understand the consequences of their actions. Make certain to read the Student/Parent Handbook provided by Gwinnett County Public Schools.

Craig Elementary is a Positive Behavioral and Interventions Supports (PBIS) School. This supports a positive school climate that enhances learning and is necessary to maintain the safety of all staff and students. PBIS focuses on promoting positive behavior through the use of a school-wide reward system. All students will spend time with their teacher discussing and learning the school-wide expectations: Be Ready, Be Respectful, and Be Responsible. Below you will see the matrix that explains how students fulfill these expectations throughout the school at different locations and times of the day.

Craig Elementary School PBIS Matrix

	VOICE LEVELS	Be Ready	Be Responsible	Be Respectful
Classroom	0	<ul style="list-style-type: none"> • Follow directions of teachers • Wait quietly in line 	<ul style="list-style-type: none"> • Use materials properly • Complete your assignments 	<ul style="list-style-type: none"> • Be kind to self and others
	1			
	2			
Hallway	0	<ul style="list-style-type: none"> • Walk quietly on the right 	<ul style="list-style-type: none"> • Walk quietly and directly to destination 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself
Restroom	0	<ul style="list-style-type: none"> • Use time wisely • Use bathroom quietly 	<ul style="list-style-type: none"> • Clean up after yourself • Use sinks, dryers, and toilets responsibly 	<ul style="list-style-type: none"> • Remain in your own stall space
Cafeteria	0	<ul style="list-style-type: none"> • Follow directions of teachers • Wait quietly in line 	<ul style="list-style-type: none"> • Clean up after yourself • Quiet time=voices off 	<ul style="list-style-type: none"> • Be kind to self and others • Use manners
	1			
Recess	2	<ul style="list-style-type: none"> • Eyes on your teacher and grab your things to go 	<ul style="list-style-type: none"> • Play safely • Leave no trace 	<ul style="list-style-type: none"> • Be kind to self and others. • Share with others
Arrival/Dismissal	1	<ul style="list-style-type: none"> • Backpack on front • Walk quietly on the right • Wait patiently 	<ul style="list-style-type: none"> • Board the bus/Exits bus properly • Walk directly to destination 	<ul style="list-style-type: none"> • Listen to all adults and safety patrols

The consequences of minor violations include a hierarchy of steps. They begin with providing the student the opportunity to discuss his/her own actions and to develop a plan to solve his/her own problem. The hierarchy of steps may lead to intervention by an administrator, depending on the frequency and severity of violations. Major violations, which include fighting with malice, destroying school or private property, and defying authority, receive immediate attention by the administration. More information is available in the Elementary Student/Parent Discipline Handbook sent home with every student. Each teacher will share the rules for the classroom with the student and parent.

Dress Code

The wearing of clothing that will distract from the learning process of other students or with offensive words and/or the advertising of drugs and alcoholic beverages will not be tolerated.

The appearance of a student is primarily the responsibility of the student and parents. Students are expected to dress in a manner appropriate for school, weather conditions, and in good taste. When a student's appearance is felt to be detrimental to the learning environment and is in violation of any of the stated rules, he/she will be asked to change into clothing kept in the clinic or call his/her parents to bring something more acceptable.

Shirts/Blouses/Tops – No halter-tops or spaghetti straps are allowed. Tops that expose any portion of the midriff, waist or hips are not allowed. (If you raise your arms and the stomach shows your top is unacceptable.) Undergarments

should not be a visible part of this clothing. Boys should only wear sleeveless shirts with a t-shirt underneath them.

Shorts/Skirts/Pants – All shorts and skirts should be fingertip length when the students stand. All pants, shorts and skirts must be worn securely at the waist. In addition, size appropriate pants/clothing must be worn for safety reasons since fitness laps on our track are a daily requirement. All belts should be fastened appropriately around the waist. Undergarments should not be visible above waistbands. No denim should be worn with cuts or holes in the material.

Shoes – Health regulations dictate that shoes must be worn at all times for the safety of our students. All shoes should have a heel strap or back to them. Flip flops and platform shoes should not be worn. They present a safety hazard at recess, PE and in our stairwells. Shoes with rollers are not permitted.

PE Classes – Only athletic type shoes and appropriate clothing is to be worn to PE. Athletic type shoes can be defined as: a shoe designed to be worn during running or exercise. It is important to wear this type of shoe for safety reasons as well as support. Dresses/skirts will not be allowed during gymnastics for safety reasons. For other PE activities, dresses/skirts are only allowed with shorts underneath them. Students who come unprepared will have an alternative activity and their effort grade will be affected. Their AKS grade is based on mastery of the AKS.

Hats – Students are permitted to wear appropriate hats to school on Fridays. Appropriate hats have been defined as Craig spirit wear hats and Brookwood spirit wear hats. In addition Braves, Georgia, Georgia Tech or college hats may also be worn these days. There may be special event days where certain types of hats will be allowed. Students will not wear hats in the cafeteria.

Book Bags – Students need to use over the shoulder book bags at school. Due to the danger of tripping others and the danger involved in rolling book bags up and down stairwells we are asking that students not bring a rolling book bag to school.

Early Drop Offs

Children may **not** be dropped off before 7:45AM. The only exception is if they have an instructional opportunity with a teacher for tutoring or a meeting. **Children may not be dropped off early to wait in the lobby until the bell rings.** Supervision is not provided for children who arrive before the 7:45AM bell.

Educational Records

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include:

- the right to inspect and review educational records of their child
- the right to challenge the content of these records
- the right to control the release of the educational records of their child
- the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and
- the right to be informed of these rights just listed

To obtain a copy of Gwinnett County's policies on their compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact your child's school.

Under Gwinnett County Schools Policy JR, students and parents have rights pertaining to school records. The policy is as follows:

It shall be the policy of the Board to protect the confidentiality or personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws. The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records. The Superintendent, or designee, shall develop and maintain procedures for the granting of a request by parents for access to the educational records of their children and for the conduct of a hearing challenging the content of any student's records alleged to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment. Student records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.

Directory Information constitutes information contained in student records whose disclosure would not generally be

considered harmful or an invasion of privacy. The Superintendent, or designee, shall develop and maintain procedures for the disclosure of Directory Information in appropriate circumstances. The procedures shall include a list of the types of information designated as Directory Information. The Superintendent, or designee, shall notify parents, guardians and eligible students of the types of information designated as Directory Information on an annual basis and provide parents, guardians and eligible students with a specified period of time to opt out of the disclosure of any type of directory information by submitting appropriate documentation.

Family Educational Rights and Privacy Act (“FERPA”)

Parents have certain rights with respect to student educational records pursuant to the Federal Education Rights and Privacy Act. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. These rights are summarized as follows:

- The right to inspect and review student educational records maintained by the school;
- An opportunity to challenge the content of the student educational records;
- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;
- The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purposes; (D) in connection with the student’s application for financial aid; (E) state and local officials pursuant to State law; (F) organizations conducting studies on behalf of the school; (G) accrediting organizations; (H) parents of a dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

Gifted Education Program/Advanced Classes

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 grade 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 his/her previous school. The Focus teachers host informational sessions at various times during the school year.

Craig Elementary offers to students in grades 2 – 5, opportunities for Advanced or Acceleration classes in the areas of Math, Language Arts and Science. Placement in these classes is determined at the end of the previous school year, using a combination of the following criteria: ITBS, CoGAT, Milestones, and grades. These classes are not limited to students in the Gifted program.

Grading in Special Area

In order to earn an “E” in a special area class the student must complete the requirements for an “E” as stated below:

ART: (one or more of the following)

1. Do a finished artwork. It cannot be a tracing or paint by numbers or from a coloring book. Drawings must cover the entire page and not leave too much empty space. From postcard size to poster size is fine. It can also be a small sculpture or assemblage project.
2. Sketchbook of 10 sketches. A sketch is not a finished drawing, just an outline or doodling, etc. Does not have to be in a bound book, just all pages must be attached (not loose). A sketch is not a tracing.
3. Create an artist collage. Include a short paragraph in student’s own words with several pictures. Please include artist’s name as a title and birth-death dates.
4. Take an art class project to the next level by using your imagination and creativity but remember to follow the directions.

5. Watch a TV special on art or an artist. Write about it (1-2 paragraphs).
6. Attend the Art after school AKS club.

MUSIC: (one or more of the following)

1. The student can write a fifteen sentence report on a famous composer or musician we happen to be studying about, or one of their choice. They should find information about the person's history and talents. These should be hand written or typed, based on information researched from a book or an internet source (please name your source or sources).
2. Go to a musical play, musical theater, or a music concert performance and give an oral report to the class on the specifics you observed and experienced.
3. If the student enters the Reflections competition in the Music category, they will receive an E.
4. All fifth graders that participate in the Craig Chorus will receive an E.
5. If the student takes music lessons (piano, violin, flute, guitar, etc.) and performs for the class.
6. Bringing their instrument into the Music classroom and playing for the class and explaining any information they would like to share.
7. Making a homemade instrument and bringing it to the Music class...with a small demonstration. Students must make the instrument themselves.
8. Performing in some type of music program, Church choir, Nutcracker, singing groups, (i.e. Gwinnett Young Singers), with a parent or director note.
9. Performing duties as a mentor or assistant teacher during keyboard lessons/piano camp, recorder karate, and assist others in reading solfege.
10. Watching Musicians' Lives or State of the Arts, on PBS, and writing a response of at least two paragraphs of your response and what you learned from the show.

PE:

Students can earn an “E” in effort in PE by always exhibiting their personal best, having a great attitude and showing improvement throughout the year. For grades 3-5, students will be given goals during class. If a student is able to reach that goal, they will receive an “E” for that day. If a student has earned enough daily “E’s” at the end of the grading period, they will receive an “E” on their report card.

SPANISH: (one or more of the following)

1. Students that participate to help the school celebrate during Hispanic Heritage Month.
2. At the end of the first semester students can create a 2-dimensional project on a holiday that your family celebrates that is special to them. Students should prepare a short report to go along with it. This holiday can be one that is celebrated during November, December or January.
3. Signing up and participating in our school’s Cultural Night’s Fashion Show parade.
4. Students that attend our Cultural Night should take a picture as they are enjoying the event and come show it to me.

LITERACY:

To earn an E in Literacy, students should read and complete Book Talks for three books each semester. Books can be fiction or nonfiction. Students should use the appropriate form to match the genre of the book. Book Talk forms should be given to Ms. Cohen.

HEALTH: (one or more of the following)

1. Actively participate in all Health lessons and take the initiative to practice learned skills outside of the classroom.
2. Create a personal plan to describe ways you plan to improve your personal, emotional, and/or mental health (ie. sleep, destressing, physical activity, nutrition, meditation, etc.). Complete and submit a log showing 21 days of ways the plan was implemented in their life.
3. Watch a movie or documentary related to health and wellness. Write 1-2 paragraphs summarizing the information learned and how it can enhance anyone's life.
4. Create a 3-D model that represents the food pyramid/My Plate for kids. Use your creativity to include the food groups and serving sizes.

COMPUTER SCIENCE: (one or more of the following)

1. Attend and actively participate in a computer programming or robotics AKS club.
2. Become a member of the Craig LEGO Robotics team (4th and 5th graders).

3. Create 'your own' invention using the Engineering and Design Process (turn in a log book with your notes and designs along with your working prototype).
4. Complete ALL lessons (solid green circles) for an additional 'Hour of Code' challenge outside of class using your login/secret picture. Print your certificate and label it with the title of the challenge you completed.
5. Actively participate in all Computer Science lessons and take the initiative to practice learned skills outside of the classroom.
6. Attend a coding camp or Coding program outside of school with parental verification.

Homeless Children and Youth

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that they need to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact individual schools for further information.

Homework/Effective Study Habits

Home study is a necessary part of each pupil'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. As a rule, count on 10 minutes of homework per grade level: 1st grade – 10 minutes, 5th grade – 50 minutes. Please understand that it is also an expectation at Craig Elementary that students read a minimum of 20 minutes every school night.

If the student has an excused absence, the teacher will assign missed work upon their return. Parents should not call the school for these assignments. Teachers may not give assignments for unexcused absences.

Agenda books are provided free of charge for students in Grades 2 – 5. However, if lost, the student can purchase an additional one for \$2.75.

Impaired/Handicapped Access/Mobility

Gwinnett County Public Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.

Individuals with Disabilities Service

It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide for a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

Lost and Found

Articles are located on the cart in the back or on the playground. Articles left for a period of time will be donated to children of need within our county.

Media Center

The Media Center is open from 7:45 AM until 2:45 PM each school day. Check out is from 7:45 AM – 2:30 PM. Students will begin to check out books as soon as their class attends an orientation at the beginning of each year. All students may check out two books at a time. Books are due 2 weeks from the date of checkout. Students are encouraged to keep their books in their book bag when they are not using them to prevent loss. If a book is lost, a payment is requested to replace the book.

Notice to Students and Employees

The Gwinnett County Board of Education is concerned about the well being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct prohibit the unlawful possession, use, manufacture, and distribution, or dispensation of illicit drugs and alcohol by students and employees on school premises, in route to and from school, or

as a part of any school sponsored activity. Compliance with these standards is mandatory.

- Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JCD) will be imposed on students who violate these standards of conduct. As a condition of employment, employees will abide by the terms of this policy and should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
- A copy of this policy shall be provided to all students, parents and employees.
- Information about drug and alcohol counseling, rehabilitation, and reentry programs is available through school counselors, administrators, and from the Staff Benefits/Risk Management Office.

CONFIDENTIAL HOT LINE - If you think or know that someone is carrying a weapon, drugs, or alcohol on school property, please call: 770/822-6513. You do not have to give your name.

Pictures

Individual school pictures will be taken in the Fall. Class pictures will be taken in the Spring. All of these pictures will be available for purchase. Purchasing these pictures is not required, they are offered as a service to students and parents.

Privacy

Parents and students are notified that they have a right to expect privacy in educational records. Accordingly, only school system staff, their agents, representatives, and/or consultants have access to student records on a discernable need to know basis. If educational records are requested or subpoenaed by others, parents or adult students will be notified.

School Entrance Requirements

Birth Certificate – Any student registering must present an official copy of his/her birth certificate at the time of registration. Children must be five years old on or before September 1 to enroll in Kindergarten. Students must be six years old on or before September 1st to enroll in First Grade.

Immunization Certificates/Hearing, Vision, Dental Certificates - All students enrolling in a Georgia school for the first time must submit Immunization and Hearing, Vision, and Dental Certificates on Georgia Form 3231 marked as “Complete for School” or marked with an “expiration date” after the entrance date for school. If a child is currently enrolled in a pre-K program and has a certificate marked as “Complete for School”, he may need to obtain a second dose of Varicella (chicken pox) and Mumps vaccines and will need to submit documentation of compliance upon entry to the school for Kindergarten. Students transferring from an out of state school will have 30 days from the date of registration to furnish these forms. Any student without the required forms after 30 days will not be allowed to return to school until the form is on file.

Proof of Residency - School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. Proof of residency includes a settlement statement from the closing on your home, a contract if you haven't gone to closing (we will need the settlement statement after you close on your home), a deed (if it has the address on it), or a lease agreement. A current utility bill (gas, electric or water) is also required. False information will result in the student being withdrawn from Craig to return to the correct zone school.

School Admission of Suspended or Expelled Students - Policy JDF – The Gwinnett County Board of Education may decide not to admit a student into the school system who has been suspended or expelled under a disciplinary order from public or private schools in Georgia and public schools outside of Georgia in which the student was previously enrolled during the period of such suspension or expulsion.

Before an entering student will be excluded for the operative suspension or expulsion period, the Board or designee may hold a preadmission hearing or review to determine whether the cause for a particular student's suspension or expulsion from another school system would justify suspension or expulsion from the Gwinnett County Schools. Such preadmission hearing or review shall be conducted in the same manner as required for short or long term suspensions from the Gwinnett schools.

A certified copy of the school system's order of suspension or expulsion shall be obtained. If the student's conduct would have justified suspension or expulsion from Gwinnett schools, the student may be barred from admission for such time as is authorized by the school system's rules governing long term suspension.

Local school administrators must inform all teachers and other school personnel if a student assigned to them has been convicted or adjudicated to have committed a felony act under Code Section 15-11-63.

This same process will be used to determine school admission enrollment eligibility for students who pose a threat to the school community.

School Hours

School Hours are 8:00 AM - 2:45 PM. Children may not be dropped off before 7:45AM. The only exception is if they have an appointment with a teacher for tutoring or a meeting. **Children may not be dropped off early to wait in the lobby until the bell rings.** Supervision is not provided for children who arrive before the 7:45AM bell.

*Please note: Instructional opportunities begin promptly at 8:00 AM.

Students are expected to be at school on time and not leave unless they have permission. Students and parents are encouraged to become familiar with school hours and not arrive at school before the morning bell at 7:45 a.m. or linger after dismissal at 2:45 p.m. The entrances to the school are locked at 8:10am to provide a safe environment for our students and staff.

To prevent any child from leaving school with a stranger, we have procedures that must be followed for early dismissal. If anyone other than a parent (or someone listed on a child's emergency checkout list) 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 go to the classroom to get your child. Our only purpose for these procedures is to protect your child. Please observe them. If restrictions exist concerning individuals who may pick up your child, please notify the school in writing. Parents are not to extend an offer to children other than their own to receive a ride home without a note from the child's parents and without properly checking them out from the front office.

School Parties

There is a limit of two school-wide parties per year. Our first school party will be held before Winter Break. The other will be at the end of the year. Our PTA Room Representative will work closely with the administration to plan wisely and reasonably for these special events. The parties will not exceed one hour in length. The fifth grade end of year celebration will not exceed two hours in length. Plans for all parties will be approved by the assistant principal in charge. **No peanut products, fish products or colored beverages will be permitted. Plan to use clear beverages only.**

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against persons with handicaps in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination of any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services. If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, contact 678-301-7104.

Student Code of Ethics

I will be honest in my statements and my action.

I will respect myself, the school staff, and fellow students.

I will respect the beliefs of others.

I will display good conduct and sportsmanship at school, on the bus, and at all school activities.

I will respect the property of others.

I will work to the best of my ability.

I will use criticism in a helpful manner.

I will promote school cleanliness and the upkeep of school property.

I will make substitute teachers and visitors feel welcome.
I will support school activities.

Student Complaints and Grievances

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or handicap. If a student believes he/she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three step procedure outlined in Procedure P.JCE which is summarized as follows:

Step I

If a student has a complaint of discrimination or unfair treatment, he/she should report concerns to the principal, the local school's Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his/her parent may request a meeting with the principal following which the principal will inform the parent in writing of his/her decision on the complaint.

Step II

If after meeting with the school principal, the student is not satisfied with the principal's decision, a written appeal may be submitted to the School Improvement Team member for that school within ten working days of the receipt of the principal's decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal's decision, and be limited to the matter under review.

Step III

A complaint may be reviewed by the district Title IX coordinator. To file a complaint with the district Title IX coordinator, send a signed letter detailing the complaint to the Office of Title IX Coordinator, Gwinnett County Public Schools, 52 Gwinnett Drive, Lawrenceville, GA 30045.

Student Conduct and Discipline

The goal of Craig Elementary School is to provide the best learning environment and instructional program possible to every student. In order to give your child the best education possible, the principal and faculty expect every student to demonstrate appropriate behavior at all times. No student will continuously be allowed to disrupt the educational opportunities of other students. Parents will be notified of continuing discipline problems with their child and appropriate action will be taken. The school and home should work together to solve discipline problems should they exist. A simple code of conduct for students exists and is as follows:

1. Observe all classroom, school, and bus rules.
2. Show respect for other people, their property, and yourself.
3. Treat others as you would like to be treated.

Thirteen Rules of Conduct for Elementary Schools:

The following rules apply when a student is:

- on the school grounds;
 - off school grounds at a bus stop, on a school bus, school activity, function or event;
 - either the alleged perpetrator or the alleged victim is en route to and/or from school, or to or from a school activity or function; or
 - off the school grounds while the student is in attendance at any school function, or is otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
 4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
 5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
 6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns), knives, firecrackers, etc. whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
 7. Each student will not possess, use, or distribute alcohol or drugs or any substances that represent to be alcohol or drugs.
 8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
 9. Each student will not expose or touch himself, herself, or others inappropriately including private areas of the

body.

10. Each student will not miss school or class without an excused absence.
11. Each student will not exhibit unsafe and/or inappropriate conduct at any time including use of any electronic device or mirror, laser, flash camera or any other light or reflective device during the operation of a school bus or during school hours except as permitted.
12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
13. Each student must obey all rules of bus safety.

Note: See local principal for detailed version of Student Conduct Behavior Code.

Student Insurance Program

Information concerning student school accident insurance is available to all students in the Gwinnett County School System. If more information is needed, please contact the office the first week of school.

Telephone Calls

Parents should limit calls to give messages for students in emergencies only. Children will be called to the phone to speak with parents only in an emergency. You should inform the secretary of the nature of the emergency when asking to speak with your child.

Textbooks

Textbooks can be accessed online. The classroom teacher will share instructions on accessing online textbooks.

Transportation - School Bus Safety

Students shall receive instruction annually in safe riding procedures. Bus drivers shall read the bus safety rules to their passengers beginning the first day of school, with monthly reviews to reinforce the safety of students being transported.

Transportation Changes

If you need a change of transportation for your child, please make sure to send in a written note with your student in the morning. The student will give the note to the teacher, so she will be aware of the change and then send the student and the note to the office to make the change. Transportation changes must be submitted no later than noon. Here are some examples of when your child would need a change of transportation:

1. Riding the bus home instead of going to Daycare
2. Car rider for the afternoon instead of riding the bus.

Only in the event of an emergency may you call in a change of transportation.

School Bus Safety Rules

1. Students will follow directions of the driver.
2. 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.
3. Students will wait in an orderly line and avoid playing.
4. 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.
5. 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.
6. Students will go directly to assigned seat when entering the bus. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a

bus pass giving permission 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.

15. Students will help keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the 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.
17. 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.

School Bus Emergency Evacuation

Students shall receive instruction annually in emergency evacuation procedures. Bus drivers shall read the emergency evacuation procedures beginning the first day of school with monthly simulated evacuation drills to reinforce the safety of students being transported. Students will be evacuated from a bus ONLY when they are in more danger on the bus than they would be outside the bus. Parents are encouraged to help instill in the children the importance of participating in the simulated bus evacuation drills and taking the drills seriously.

Emergency Evacuation Procedures:

1. Students should leave all personal items on the bus seat.
2. Students should unload one seat at a time.
3. If possible, students exit through the front and rear doors at the same time. Use the red line in the ceiling of the bus as a guide.
4. Students seated in front of the red line will exit through the front door. All students should follow helper #1, who will open the front door and lead the students at a 45-degree angle away from the door side of the bus.
5. Students seated behind the red line will exit from the rear or side emergency door. Helper #2 will open the emergency door, exit and hold the door open.
6. Helpers #3 and #4 will exit the bus, hold one arm upward, making a fist for the other students to hold onto for balance as they bend their knees and jump to the ground.
7. Kindergarten and first grade students should sit down, hold helpers' fists, and scoot down to the ground. Students in other grade levels may choose to sit down to exit the bus.
8. If students cannot exit through the rear or side door, everyone should exit through the front door of the bus.
9. If students cannot exit through the front bus door, everyone should exit through the rear or side door. The side emergency door should be used only if all other doors are blocked.
10. After evacuating the bus, students should move 100 feet away and stay together until permission to leave has been given by a police officer or a person from the Gwinnett County School System.

Additional Emergency Exits Are:

- *Roof hatches
- *Side push-out windows
- *Side emergency door (caution should be taken when exiting)
- *Windshields and other windows encased in black rubber gaskets

Volunteers

We welcome all volunteers to our school. The teachers do need to limit the number of volunteers and **must schedule them at appropriate times**. Please look for announcements regarding times for a volunteer training session. You are also welcome to volunteer to assist with special projects in and around the school.

Other ways to volunteer include Art Parents, Media Center Volunteers and PTA Committees.

Walkers

Transportation is provided for all students. Walkers may ONLY walk if given written permission to do so by their parents at their own risk. Please send written permission to your child's teacher. The school will not be responsible for supervision except at the crosswalk on school property. Walkers must be met by an adult at the 3 way stop sign. For student safety, bikes are not permitted.

Withdrawal from School

When it becomes necessary for a student to withdraw from school, the teacher and school office should be notified of the withdrawal date. All textbooks, library books, or other school material should be returned, and all lunch charges paid. The parent's signature is necessary before records can be forwarded to a new school.

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.

The Craig PTA

The local unit is the most important division of PTA. It is organized and chartered by the State PTA in accordance with authority granted to the State by National PTA bylaws. The local PTA is a self-governing unit. The structure of the unit and its specific rules are contained in the bylaws adopted by the members of the unit. These bylaws may not conflict with the bylaws of the National or State PTA. A copy of the Craig PTA bylaws can be found on the Craig PTA website, and all members are encouraged to review them. Anyone who is committed to PTA’s mission and objectives is encouraged to join this association. Our goal is 100% membership which may be achieved by one paid adult membership per child enrolled at school. The cost of membership is \$10.00 with \$3.75 being allocated to the State and National PTA.

The Craig PTA Executive Committee/Board consists of the elected officers and committee chairpersons. It takes action on matters that require attention between the general assembly/membership meetings. It handles emergencies as they arise and carries on the specific functions as stated in the unit bylaws

CRAIG PTA OFFICERS

Co-President	Katie Gregory	678-234-8179	kebgregory@gmail.com
Co-President	Emily Williams	404-966-4660	emily.scottwilliams@yahoo.com
Co Vice President	Jasmine McCall	404-573-0544	jasmineles78@gmail.com
Co Vice President	Ashley Coleman	770-713-3195	ashleylee4461@gmail.com
Secretary	Bethany Bryant	404-838-1815	bbryant0330@gmail.com
Treasurer	Michelle Jones	678-222-8436	michelle@jonesie.com

CRAIG PTA MEETINGS

The Craig PTA Board meets monthly at the school. Additionally, five general membership PTA meetings are held throughout the year. At these times you will be updated regarding new business that has transpired at monthly board meetings and also since the previous general meeting. It is essential that PTA continues a good working relationship with the faculty and staff in order to be part of the decision making process in our school. You are strongly encouraged to attend these meetings so that the executive board can be kept informed as to the opinions of the membership. Combined with all meetings are opportunities for students and/or staff members to participate in sharing talents or ideas.

August 13, 2024 6:00pm Curriculum Night for K-2nd grades, which includes a PTA presentation on goals and objectives and budget approval

August 15, 2024 6:00pm Curriculum Night for 3rd-5th grades, which includes a PTA presentation on goals and objectives and budget approval

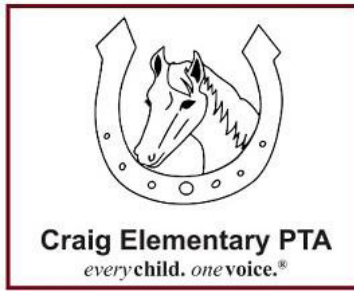
December 5, 2024 6:30pm PTA selection of nominating committee and Choral Program

April 4, 2024 9:00am PTA election of new officers

May 1, 2024 6:30pm PTA new officer installation and Choral Program

THE NOMINATING COMMITTEE

This committee selects the best qualified candidates for all openings on the PTA Executive Board. The committee of five members and one alternate is formed in December and stays in effect until after the officers' election in April. A member should be informed, active, and interested in PTA. Serving on this committee does not prevent such member from being selected as a nominee. Committee members will be determined and announced at the December PTA meeting, on the website and in the newsletter. Please notify a board member if you are interested in serving on this committee. The committee consists of: one staff member, one officer, two board members and two members at large.



LOCAL, STATE AND NATIONAL PTA INFORMATION

NATIONAL HEADQUARTERS:	1250 N. Pitt Street, Alexandria, VA 22314 703-518-1200, 1-800-307-4PTA, www.pta.org
NATIONAL PRESIDENT:	Anna King
2023-24 REFLECTIONS THEME:	'I am hopeful because...'
STATE HEADQUARTERS:	114 Baker Street, NE, Atlanta, GA 30308-3366 404-659-0214, 1-800-PTA-Today, www.georgiapta.org
STATE PRESIDENT:	Anita Jones, AJones@GeorgiaPTA.org
DISTRICT 12 DIRECTOR:	Carlatta Anderson, canderson@gapta.org
AREA 1 GWINNETT PTA COUNCIL PRESIDENT(S):	Angela Banks-Spain, president@area1gwinnettpta.org Kelly Blake, president@area1gwinnettpta.org
CRAIG PTA WEBSITE:	www.craigpta.com

PTA Values

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

PTA MISSION STATEMENT

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA COMMITTEE DESCRIPTIONS

5th Grade Coordinator	Helps plan and implement special events for the 5th grade, handles class donations for grade level, and coordinates all the Room Reps for 5th grade.
Bingo Night	Bingo Night is held in the early spring to foster community spirit among our school families. This committee creates, plans, and runs the event.
Bulletin Boards	This person creates and maintains the PTA bulletin board with the school's latest events.
Celebrations	This committee coordinates any plans for additional special celebratory days throughout the year, such as SRO Day, Clinic Worker Day, Assistant Principal Day, and so forth.
Clean & Healthy Schools	The Clean & Healthy Schools committee plans activities that are focused around environmental, health & nutrition, safety, and science initiatives.
Community Outreach	The Community Outreach committee works with students, parents, and staff to address needs in our community through activities like food/toy/book drives, etc. and to help show how much Colts care.
Copy Volunteer Coordinator	Assists with coordinating volunteers each week to make copies for the teachers
End of Year Party	School-wide end of year celebration. This committee plans the events for all grade levels celebrating end of the year, often including coordinating inflatable rentals and an ice cream treat for all students.
Enrichment Programs	This committee seeks to expand the educational experience for our students through cultural arts. This committee finds and hires authors, scientists, historians, musicians, etc. to bring their subjects to life for students during entertaining school assemblies and presentations.
Gift of Time Coordinator	This person works to choose activities students can do during the annual Gift of Time for Teachers. The activity should be completed in the classroom and could be focused on philanthropy, kindness, giving, etc.
Grounds Beautification	This committee oversees helping keep our school grounds beautiful, including the decorations at the front entrance of the school.
Holiday Shoppe	Plans and implements week-long holiday store for students to buy holiday gifts.
Hospitality	Twice per year the Hospitality Committee shows appreciation for our staff by organizing a luncheon. The main meal is catered, and the drinks and desserts are contributed by parents.
Reflections	PTA Reflections Chair works with the Cultural Arts teachers and is responsible for organizing and promoting the Reflections Program within the school.
Room Service	This committee coordinates donations for room service snacks/drinks/treats for teachers. This is usually done twice during the school year, and it is held on digital school days for the teachers.
School Supplies	This committee coordinates the school supply kit ordering. Flyers go out in the spring, orders are placed, then the volunteers put supply kits in rooms for students for Open House.
Spooktacular	Spooktacular is held every October to foster community spirit among our school family. This committee creates, plans, and runs the event.
Teacher Appreciation Week	Helps create/implement ideas for the school to recognize teachers during the week of Teacher Appreciation. Works with Exec board to plan, organize and execute during the spring.
Yearbook	Creating the Craig Yearbook is a year-long labor of love. The committee photographs school events and uploads photos to design website, completes the layout, coordinates 5th grade ads, manages the promotion of yearbook sales and distributes the yearbook.
Website/Store Management	This committee updates the PTA website regularly so that members are informed of all the happenings at Craig as well as can find forms, calendars, and other resources.

Craig Elementary PTA 2024-2025 Chairpersons & Officers

Officers		2024-25	Email
Co President		Katie Gregory	kebgregory@gmail.com
Co President		Emily Williams	emily.scottwilliams@yahoo.com
Co Vice President		Jasmine McCall	jasminelcs78@gmail.com
Co Vice President		Ashley Coleman	ashleylee4461@gmail.com
Secretary		Bethany Bryant	bbryant0330@gmail.com
Treasurer		Michelle Jones	michelle@jonesie.com
Committee Chairs		2024-25	Email
Volunteer Coordinator /Copy Volunteers	Chair	Maggie Deasy	maggiedeasy15@gmail.com
Fundraising	Chair		
5th Grade Coordinator(s)	Co-Chair	Alysse Zawisky	AlysseC20@hotmail.com
	Co-Chair		
	Committee		
	Committee		
	Committee		
All Pro Dads	Chair	Leigh Willis	leighwillis@comcast.net
Bingo Night	Chair		
	Co-Chair		
Bulletin Boards	Chair	Sara Fuller	sara27.fuller@gmail.com
Celebrations	Chair	Ashley Coleman	ashleylee4461@gmail.com
Clean and Healthy Schools	Chair	Sharmri Adem Ritu	
Community Outreach	Chair		
End Of Year Party	Chair		
Enrichment Programs	Chair	Emily Williams	emily.scottwilliams@yahoo.com
Fall Event (Spooktacular)	Chair	Katie Gregory	kebgregory@gmail.com
	Co-Chair		
Field Day	Chair		
Gift of Time	Chair		
Grinch Day	Co-Chair	Sara Fuller	sara27.fuller@gmail.com
	Co-Chair	Sandra Bastida	sandrabastida13@gmail.com
Holiday Shoppe	Chair	Alysse Zawisky	AlysseC20@hotmail.com
Hospitality	Co-Chair	Sara Fuller	sara27.fuller@gmail.com
	Co-Chair	Megan Burton	megan1520@gmail.com
Lost & Found	Chair		
Membership	Chair	Emily Williams	emily.scottwilliams@yahoo.com
School Supplies	Chair	Ashley Coleman	ashleylee4461@gmail.com
Reflections Committee	Chair		

	Co-Chair	Rhiannon Fink	rhiafink@gmail.com
Room Service	Co-Chair	Sara Fuller	sara27.fuller@gmail.com
	Co-Chair	Megan Burton	megan1520@gmail.com
Special Ed – PreK Coordinator	Chair	Whitney Nuckols	whiy119@gmail.com
	Co Chair		
Spirit Wear-Committee	Chair	Jenni Zazzi	jenniezazzi@hotmail.com
	Co-Chair	Ashley Coleman	ashylee4461@gmail.com
Teacher Appreciation Week	Chair		
Yearbook	Co-Chair	Jolene Pierce	jtarosky@gmail.com
	Co-Chair	Rebecca Tadsen	
Website/Store Management	Chair	Patrick Gregory	pvgregory@gmail.com

Committees are the working machinery of the Craig PTA. They plan and promote activities for our children and their families. We appreciate everyone who volunteers his or her time and abilities to chair or serve on a committee. If you are interested in serving in a particular area, please use this list to contact the appropriate person, or you may contact any PTA officer.

