Parent/Student Handbook 2026-2027

Trip Elementary School
841 Cooper Road
Grayson, GA 30017

School Office: 678-639-3850
Fax: 678-639-3870
Website: https://www.gcpsk12.org/TripES
Facebook: Trip Elementary School

Principal: Dr. Lesley Hill
Assistant Principals:
Jessica Jeter (K & 1st)
Heather Lewis (2nd & 3rd)
Latasha Boynton (4th & 5th)
Crystie Flynt (Interventions)

Mascot: The Grayson Rams
Colors: Green, Gold, and Navy

Where learning is a lifelong journey!

Trip Elementary Parent/Student Handbook 26-27

Gwinnett County Public Schools' Vision Statement
GCPS will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the post-secondary level and/or enter the workforce.

Gwinnett County Public Schools' Mission Statement
The mission of GCPS is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards.

Trip Elementary's Mission Statement
Our mission, in collaboration with students, parents, and the community, Trip Elementary School's mission is to empower each and every student with the knowledge, skill, and character needed in the journey of lifelong learning.

Trip Elementary's Belief Statements

- We believe collaboration leads teachers to support each other for the benefit of student learning and professional growth.
- We believe having high expectations for each and every student will guide them to reach their full potential as lifelong learners.
- We believe in students learning in an academically challenging environment that promotes critical thinking and reasoning.
- We believe in meeting the needs of each and every learner through differentiated instruction.
- We believe in providing a safe, nurturing environment that makes a positive impact in the lives of the children we teach.
- We believe our students learn from dedicated, effective teachers who use standards and data to maximize instructional time.
- We believe in developing the skills and strategies to foster social-emotional growth. Building relationships, setting goals, effective communication, and conflict resolution.

Vision

As a world-class multi-cultural school, Trip Elementary will cultivate social-emotional learning and achieve academic excellence for each and every student.

Mantra

Trip Elementary, where learning is a lifelong journey!

Where learning is a lifelong journey!

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

1.0 ARRIVAL/DISMISSAL

Our school hours are 7:45 AM – 2:45 PM. Students may enter the building between 7:45 AM – 8:15 AM. To optimize instructional time, our bell system will be as follows:

7:45 AM Students may enter the building and go to class
8:10 AM First Bell
8:15 AM Tardy Bell- Instruction Begins
2:45 PM Dismissal

Students are expected to be at school on time. Car riders should not arrive before 7:45 AM. There is no one on duty to supervise students prior to this time. Staff members are involved in planning, conferencing, and meetings prior to 7:45 AM.

Our morning news program begins at 8:15 AM. Students will be marked tardy if they arrive in their classrooms after 8:15 AM. Students may not be dropped off in the car rider line after 8:15 AM. Staff members must return to class to begin instruction at this time. If a student arrives after 8:15 AM, a parent must accompany their child to the front office to sign him/her in so a tardy slip admitting the child to class can be generated.

ATTENDANCE

School attendance is critical for all students because class activities and direct instruction cannot be duplicated by assigning work. Please make every attempt to be in school every day and to be on time. Students who are not in good attendance may be missing AKS standards that are required for promotion criteria for the next grade level. Chronic absenteeism means missing school for any reason, excused or unexcused. Ten unexcused absences will require a SARC meeting, the first step to address truancy.

A. Absences

The day a student returns to school, an excuse note should be taken to the attendance office. The note should include the student's name, absence date, reason, parent signature, and phone number. Notes must be received within 5 days of the absence. After 5 days, professional documentation is needed. A doctor's note is required after ten (10) parent notes or when a student is absent 3 or more consecutive days. Doctors' offices and parents can fax documentation to (770) 639-3870.

Georgia State Board of Education Rule 160-5-1-10 defines the following absences as excused:

Personal illness
A serious illness or death in a student's immediate family
A court order or an order by a government agency
Observing religious holidays
Visitation with a parent prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the U.S. or the National Guard

B. Partial Day Attendance

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

C. Late Arrival

Late bell rings at 8:15am. Students who arrive after the late bell are considered tardy.

Students arriving late (8:15 and later) to class must report to the office with their parent/guardian/adult to sign in and complete tardy information. Parents may not "drop" students who are tardy at the front entrance.

D. School Hours

• Instructional hours are 8:15 a.m. until 2:45 p.m.
• Front office hours are from 7:30 a.m. – 3:30 p.m.

• Students are not allowed to be dropped off or enter the building until 7:45 a.m. unless they are attending a morning club.
• The building is locked at 3:30 p.m. each day for security reasons. Students will not be allowed back into the classroom to collect items left behind.

E. Student Check-Out

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

F. School Closing/Early Dismissal Due to Emergencies

If bad weather causes school to be canceled, public announcements will be made on GCPS Television, on the school system's website (www.gcpsk12.org) and via metro Atlanta radio and television stations. Cancellations are usually announced shortly after 6 AM.
In the event of an unexpected early dismissal, students will be sent home via their regular transportation unless the school is notified otherwise.
Also, GCPS uses ParentSquare to deliver messages with important information about events, school closings, safety alerts, and more.

TRANSPORTATION

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

A. Changes in Transportation

• Transportation cannot be changed via email or phone.
Any permanent change in transportation requires an updated Transportation Form to be completed by the parent and submitted to the front office. The form is located on the Trip ES website on the landing page.
• Anytime there is a change from your child's normal afternoon transportation a written note must be received the morning the change is needed. If your child is to ride a GCPS bus that is different from his/her regular bus, please include the address where the student is to go.

B. Bus Arrival/Dismissal

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

C. Car Riders

<u>General Car Rider Guidelines</u>

• All car riders must be dropped off and picked up on the parking lot side of the building. Students are not allowed to meet parents in the parking lot.
• DO NOT get out of your car with your student and walk to the door. Parents must remain in the vehicle at all times.
• The carpool line will start at the designated "start" line. Turn off your car while waiting to reduce

unnecessary emissions.
• To release the maximum number of students at one time, please remember to pull forward
• **Cars are not allowed to drive in the front driveway/bus lane during arrival and dismissal times (7:30 a.m. to 8:15 a.m. and 2:15 p.m. to 3:10 p.m.) due to bus arrival and dismissal.**
• Parents are asked to refrain from talking on cell phones during arrival and dismissal. Cell phone use is a dangerous distraction while students are exiting/entering vehicles.

Morning Car Rider Procedures

• Morning car riders are dropped off and enter the building at 7:45. Car rider door closes promptly 8:15.
• Breakfast is served until 8:10 am.
• Please stay in line and do not try to go around the other cars.

Afternoon Car Rider Procedures

- Cars need a car rider tag to pick up a student in the afternoon. If you know your child will be a car rider for various after-school activities during the school year, please secure a car rider tag. Car rider tags are available in the front office.
- Hang your car rider number from the rearview mirror where it is easily visible.
- Advance forward slowly as you approach the pick-up area where students enter cars and pull all the way up so other cars can be loaded/unloaded at the same time.
- Please stay in line and do not try to go around the other cars.
- Staff members will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. Children must load and unload from the passenger side of the vehicle only.
- For safety reasons, no child standing in the car rider lane will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up their child, the child will be taken to the front office where the parent will be able to sign the child out.

On inclement weather days, our car riders increase in number – please plan to arrive earlier than your usual time and expect longer wait times.

D. Day Care Transportation

Some area day care providers offer morning and afternoon transportation to and from Trip Elementary. Please contact your day care provider to see if they provide this service.
Parents must complete a Transportation Parent Authorization Form and receive a Day Care Tag from Trip Elementary for the child to be transported via Day Care van to and from school.
GCPS buses provide transportation to and from the following day care providers.
Grayson Academy Sunshine House
1045 Cooper Road, Grayson 30017 3238 Brushy Drive Loganville 30052
678-344-9991 770-466-2433
Parents must complete a Transportation Parent Authorization Form for their child to be transported via GCPS bus to one of the above day care locations. Students attending Trip on a Permissive Transfer are not permitted to ride any form of GCPS transportation including the above-mentioned buses.

E. Walking

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

ENROLLMENT AND WITHDRAWAL INFORMATION

Required documents for registration can be found on the district website. It will provide the most recent updated information:

Required Documents

A. Birth Certificates

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

B. Certificate of Immunization

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

C. Hearing, Vision, Dental and Nutritional Screening Certificates

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

D. Social Security Numbers for Students

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

E. Proof of Residency

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

F. Withdrawal from School

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

G. Change of Address or Phone Number

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

CLINIC INFORMATION

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

A. Student Illness at School

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

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

The clinic is a very busy place, designated to deliver quick, minor care and comfort and return students

to class, in a timely manner.
To reduce exposure, students who have been identified as needing to go home or running a temperature of 100.4 or any fever with symptoms, must be picked up right away.
Children's Healthcare of Atlanta Professionals recommends that students:
• Who have a fever, vomiting, or diarrhea; remain home until symptom free for 24 hours.
• Who need an antibiotic, take the antibiotic 24 hours before returning to school.
We ask that all parents adhere to these guidelines to help us maintain a healthy school environment.

B. Medications

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

C. Over-the-counter Medication Guidelines

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

D. Student Insurance Program

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

STUDENT CONDUCT

A. General Rules of Conduct

Students at Trip are expected to follow the following Rams Can rules:
R Respect yourself, others, and school property.
A Accept responsibility.
M Model kindness.
S Strive for success.

Please see GCPS Discipline Handbook for Rules and Consequences.
Students who have difficulty adhering to school rules and behavior expectations may lose the privilege of participating in social and after-school extracurricular activities.

B. Trip Tickets

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

C. PBIS Program

Positive Behavioral Interventions and Supports is a framework for supporting students' behavioral, academic, social, emotional, and mental health. The focus of PBIS is prevention, not punishment. As a PBIS school we understand that students can only meet behavior expectations if they know what the expectations are. Everyone learns what's considered appropriate behavior starting the first day of school and throughout the year. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. Our goal at Trip is to use positive reinforcements to improve negative behavior. Students are rewarded for their positive behavior. By the end of the first nine weeks of school each and every student should try to reach their goal of (36) synergy points and by the end of the second nine weeks each student should try to reach their goal of (72) points. With the correct number of points each student is invited to a celebration at school. Students earn points by following the RAMS CAN Expectations: Respect Others, Accept Responsibility, Model Kindness, Strive for Success.
When students require three teacher interventions for the SAME behavior, they will receive a BAP. A BAP is a document that serves as a warning for minor incidents. BAPs do not go into the student's permanent record. Major discipline issues will still result in an immediate administrative referral. Discipline referrals become part of a student's permanent record.

DRESS AND PERSONAL APPEARANCE

Flip-flops, Crocs and Slides are NOT permitted at school. Sandals/shoes must have back straps. Athletic shoes should be worn to school on the days the students have PE.
Caps/hats and/or hoods are not to be worn in the building.
For students in 3rd, 4th, & 5th grade shorts, skirts, and dresses must be 4 inches from the top of the knee.
Spaghetti strap tops and tank tops must be worn over or under a garment that covers the shoulders for 3rd, 4th, & 5th grade students. Tops for all students should be long enough to cover the midriff when arms are raised to shoulder level.
Low riding pants and/or baggy jeans are not appropriate for school.
Undergarments should not be visible.
Make-up, perfumes/colognes, scented lotion and scented body sprays cannot be brought to school.
Tank tops, muscle shirts, midriff jerseys, chains, see-through or mesh jerseys, and torn clothing are not acceptable wear for school.
No clothing with offensive words and/or the advertising of drugs or alcoholic beverages. Gang attire is also prohibited.
Avoid clothes that promote unhealthy attitudes toward school or groups of people.
Shoes that have skates in the sole should not be worn to school.
Sleepwear is not permitted to be worn at school unless it is a designated "Pajama Day".

PLAYGROUND GUIDELINES

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

PARENT VISITATION/OBSERVATIONS/VOLUNTEERS

We welcome parents to our school, however, teachers have many responsibilities during the day. If you would like to meet with your child's teacher, please make an appointment. Upon arriving at school, please sign in at the reception desk and show a photo ID, to receive a visitor's badge. Please sign out upon leaving.

We welcome you to
If you would like to observe in your child's classroom, please schedule a time with your child's grade level assistant principal. Scheduled visits are 30 minutes in length. Per school board policy, the principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time. Please sign in at the reception desk and show photo ID and sign out upon leaving. We ask that while you are here, you only visit your child's classroom and only on the day and time of your prearranged visit.

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

STUDENT SAFETY

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

GRADES/ASSESSMENT

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

A. Parent Portal

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

least once a week.

B. Retakes

• Students will be allowed to retest 1 time for each summative assessment if they scored below 70.
o The higher grade will be entered in the gradebook followed by the lower grade.
• Teachers reserve the right to change the format of any assessment that is being redone for mastery.
• The student will retake the test during the school day at a time determined by the teacher.

C. Late Work Policy

Students are expected to complete and turn in assignments on time. Work with your student to complete all assignments.

D. Make-Up Work

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

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

E. Conferences

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

F. Promotion Requirements

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

MEDIA CENTER

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

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

· $15.00 for lost or damaged hardback books
· $5.00 for lost or damaged paperback books

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

TECHNOLOGY

A variety of innovative technology is incorporated into all aspects of our instructional services and proper and ethical use is imperative. Damaged or lost Chromebooks require a repair/replacement fee of $25 prior to being issued another device.

The following guidelines have been established:

Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.

Students' actions will be monitored, and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy and Acceptable Use Policy.

When using the Internet, students will understand that they will be held responsible for their actions, keeping in mind the following rules:

o Internet use is limited to the gathering of information related to classroom assignments.

o Trip Elementary students may only go to Internet sites that have been previewed by a teacher or are linked to the Trip Elementary web site at https://www.gcpsk12.org/TripES

o Trip students may not gain unauthorized access to other people's files or programs.

o Trip students may not make changes to the hardware or software configurations of any machine.

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

Google Classroom

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

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

1. There are two options for accessing the student portal.

a. Go to the Trip Elementary Website: https://www.gcpsk12.org/TripES and click on the eClass button on the top left of the Trip Homepage.

b. Go to the Gwinnett County Public School's Website: https://publish.gwinnett.k12.ga.us/gcps/home/public/home and click on MY eCLASS on the top right.

2. Next, login to the Student Portal:

a. A student's USER ID is their Student Number. These are given out at the beginning of the year.

b. Each student has a unique password. Passwords will be given out at the beginning of the year.

How to access Teacher's Google Classrooms:

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

How to access Resources in the Student Portal:

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

GIFTED EDUCATION

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

MEAL PROGRAM

All meals are planned using a food-based menu planning approach. Lunches contain 5 food components: fruits, vegetables, grains, meat/meat alternate and milk.

Student breakfasts consist of: 1 entrée and up to 2 sides

Student lunches consist of A minimum of one entrée and 1 side (side must be a fruit or vegetable) up to a maximum of one entrée and 3 sides (one side must be a fruit or vegetable).

For all meals, milk is considered (1) side.

Adult lunches consist of: 1 entrée 2 side dishes 1 drink

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

A. Meal Prices

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

B. Breakfast Times:

7:45 -8:10 a.m. Students arriving after 8:10am may not have time for school breakfast.

C. Meal Pay Accounts

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

D. Meal Charges

While we encourage students to purchase a healthy meal at school, we discourage charging lunch which creates a negative balance. Students may charge no more than $10.00 and charges are not allowed for a la carte or supplemental items. Once this limit has been met, the student will receive a designated alternate meal at no charge as defined by the School Nutrition Program for five school days. After five days, parents MUST send lunch from home until the account deficit is paid. Lunch charge notifications are sent home monthly in Friday folders. In addition, you can set up your MealPay account to notify you when your child's meal account falls below $5.00. If your child must charge, please take care of that charge the following day. April 26th will be the last day students will be allowed to charge.

E. Federal Free/Reduced Lunch Program

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

F. Lunch Visits

Parents are welcome to join their children for lunch. We do ask that parents refrain from eating with their child during the first and last two weeks of school. It is helpful to notify the teacher if you plan on

joining your child for lunch in the event there is a schedule change. When you join your child for lunch, sit at the designated parent tables in the RAMS room to allow enough room for students to be able to sit with their class. Fast food and outside restaurant food is not permitted. Keep in mind parents may eat with their student only; friends must remain with their class. We appreciate your assistance.
Parents/Guardians must say “goodbye” to their student in the cafeteria so that the teacher can begin instructional time after lunch. Visitors will not be permitted to escort students to recess, classroom etc.

G. Ice Cream

The school offers ice cream daily. These offerings meet specific guidelines for calorie content. The price for ice cream is $1.00 each and can be purchased as a treat for the entire class.

H. Student Birthday Treats

Individual student birthday parties are prohibited. Please do not send or bring goodie bags, balloons, flowers, or party invitations to school. Parents may send in cash to buy ice cream for the class for their child’s birthday or send in cupcakes.

SCHOOL PARTIES

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

EXTRACURRICULAR OPPORTUNITIES

Students are encouraged to get involved in activities and clubs at Trip Elementary. Information about clubs and student organizations is provided in a separate student activities flyer and is also available on the Trip Elementary website. Signing up for clubs will begin in September through mypaymentsplus.com and are filled on a first come first serve basis.
Participation in clubs is considered a privilege. Students who do not meet behavior expectations both during the school day and at club activities risk being dropped from the club roster. For after school club meetings, late pick-up by parents will also result in the student being dropped from the club roster after three occurrences.

PARENT INVOLVEMENT

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

A. PTA (Parent Teacher Association)

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

C. LOCAL SCHOOL COUNCIL

The school council is a very important organization and serves as a critical link between school, home,

and community. Parents are strongly encouraged to consider serving a 2-year term on the local school council.

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

Who serves on a school council?

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

Roles & Responsibilities

- Maintain school-wide perspective on issues

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

When will the council meet?

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

When are elections held?

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

MISCELLANEOUS INFORMATION

A. COLLECTION OF MONIES FROM STUDENTS

Money may be collected for certain assemblies, breakage of school property, field trips, damaged textbooks, lost library books, lost/damaged classroom books and other items. These fees will be paid through your mypaymentsplus account. Students may bring cash for PBIS candy sale, ice cream sales, fundraisers (i.e., Hat Day, PJ Day), must bring exact change.

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

B. LOST AND FOUND

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

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