

GRAYSON ELEMENTARY SCHOOL

08-09



PTA Information and School Handbook
provided by :

Grayson Elementary School

PTA[®]
every child. one voice.

www.graysonelementary.org
www.graysonelementaryschoolpta.org

2008-2009 PTA Committees

EXECUTIVE COMMITTEE

Co-President	Kelle Ray	770.339.4643	kelleray@comcast.net
Co-President	Lora Thompson	770.736.7634	thompson_5@bellsouth.net
Vice President	Janet Hart	770.513.1431	jbrosksha@aol.com
Vice President	Jill Henning	770.982.2206	pastorjill_tlc@bellsouth.net
Secretary	Vicki Strine	770.995.6514	vstrine@bellsouth.net
Treasurer	Kay Acuff	770.962.2979	kay.acuff@gmail.com

COMMITTEES

ARTS IN EDUCATION

Selects cultural arts programs for students at Grayson Elementary, thus providing students with exposure to the fine arts to enhance the curriculum.

Irma Zamora

770.682.5055 irma_zamora@bellsouth.net

COMMUNITY OUTREACH

Helps our local community with food drives and other outreach programs designed to benefit our neighbors in need throughout the year.

Michelle Newcomer

678.395.7523 mjnewcomer5@yahoo.com

Christine Scartz

678.407.0811 tcscartz@comcast.net

EDUCATION

Works with school staff to provide resources that further educational practices and enhance curriculum, promotes reading by encouraging all students to participate in the Book-It Program sponsored by Pizza Hut, the Six-Hundred-Minute Club sponsored by Six Flags and the Hat Trick for Reading program sponsored by the Gwinnett Gladiators.

Lora Thompson

770.736.7634 thompson_5@bellsouth.net

EXCEPTIONAL CHILDREN

Addresses the needs of our diverse school population, acts as a resource of information and services available to exceptional children, and plans special activities to celebrate Exceptional Children's Week.

Lisa Stepps

770.277.5772 lkstepps@bellsouth.net

Lane Thomas

770.277.3661 jlthomas7@bellsouth.net

FAMILY FUN

Plans and promotes family-oriented social activities for all members of the Grayson Elementary School community.

Victoria Rodriguez

770.962.7319 vrodrc@allstate.com

Alaina Wilson

678.410.5632 atwilson96@yahoo.com

FIFTH GRADE ACTIVITIES

Works with fifth grade teachers to organize special activities for fifth graders throughout the school year.

Kelle Ray

770.339.4643 kelleray@comcast.net

Lane Thomas

770.277.3661 jlthomas7@bellsouth.net

Karen Whitehead

678.344.7874 karenwhitehead@mindspring.com

FUNDRAISING

Oversees the distribution of sales materials, places orders, distributes merchandise, collects money, and distributes the prizes associated with PTA-sponsored fundraisers. The Fall Fundraiser is the major fundraiser for all PTA programs and projects during the school year, providing educational enhancements at all grade levels.

Kelly Torch

770.339.1116 kandkt@comcast.net

Isabelle Snowden

770.277.3747 Izzyds@mindspring.com

GCSF CHILI COOK-OFF

Participates with other Grayson Cluster schools to plan and implement the annual Grayson Cluster School Foundation Chili Cook-off, by recruiting sponsors, distributing flyers, etcetera.

Michelle Newcomer

678.395.7523 mjnewcomer5@yahoo.com

HEALTH/RED RIBBON WEEK

Presents information and programs on health-related issues to parents, students and staff at Grayson Elementary to improve the health and well-being of the children and their families. Red Ribbon Week is a national anti-drug campaign that takes place in October. This committee organizes our program to offer our children compelling ways to say "NO!" to drugs and alcohol.

Kelly Jones

678.261.8113 kjones0628@yahoo.com

Kelly Liddell

770.277.5653 kelly.liddell@comcast.net

LEGISLATIVE

Tracks and reports regarding legislative issues at the local, state and federal levels that have an impact on the students, parents and staff at Grayson Elementary and keeps parents informed about the issues. This committee encourages parents to become more effective advocates for their children, coordinates the school's delegation to PTA Day at the State Capitol during the legislative session, and organizes the fifth grade trip to the Capitol.

Tammy Burnett

770.339.1847 mvtburnett@bellsouth.net

Laura Gavulic

770.978.8374 gavulics@bellsouth.net

MEMBERSHIP

Actively promotes PTA membership, primarily at the beginning of the school year during Orientation and the PTA Open House and encourages all Grayson Elementary faculty, staff and parents to join PTA.

Renee Dobbs

770.554.8786 lrhpdobbs@bellsouth.net

Laura Gavulic

770.978.8374 gavulics@bellsouth.net

MINI-FUNDRAISERS

Promotes Box Tops for Education and Campbell's Labels for Education programs through various school contests. Collects, tallies, and submits the box tops and labels for money and points to be used to purchase resources for the classrooms.

Kay Acuff

770.962.2979 kay.acuff@gmail.com

ORIENTATION

Organizes volunteers for the back-to-school orientation held prior to the first day of school.

Volunteers are needed in every classroom to help the teachers.

Kelle Ray

770.339.4643 kelleray@comcast.net

Lane Thomas

770.277.3661 jlthomas7@bellsouth.net

OUTDOOR CLASSROOM

Oversees projects that encourage school and community neatness and beautification and encourages recycling through the use of newspaper bins located at the entrance of the back parking lot. Also, maintains and develops the Outdoor Classroom for science curriculum enhancement.

Tricia Floyd

678.407.3030 tgfloyd@earthlink.net

PARENT RESOURCE SEMINARS

Organizes and hosts the Parent Resource Nights which help GES parents develop instructional strategies to support learning at home.

OPEN

PUBLICATIONS

Publishes the Grayson Elementary Handbook and the monthly PTA newsletter/calendar, the Ram Reader. This newsletter informs the entire Grayson Elementary community about school activities, projects, and important dates occurring at our school.

Vicki Strine

770.995.6514 vstrine@bellsouth.net

Jennifer Sutton

770.237.5585 mjsutton1096@yahoo.com

REFLECTIONS

Provides students with an opportunity to participate in the nationwide fine arts competition sponsored by the state of national PTAs.

Victoria Amason

678.985.8654 victoriaamason@bellsouth.net

ROOM PARENTS

Chairpersons organize a network of key contacts (the Room Parents) in each classroom. Room Parents organize parties, support the teachers and other classroom events, and assist with PTA events during the school year.

Tammy Barr

678.985.0111 disneychick1@bellsouth.net

Anita Farrell

770.277.0851 anitafarrell@comcast.net

Sherry Galvez

770.374.4536 hlslg@comcast.net

SCRAPBOOK

Designs and produces an annual scrapbook to commemorate the school year and submits the scrapbook to the county PTA competition.

Victoria Amason

678.985.8654 victoriaamason@bellsouth.net

SKATE NIGHT

Organizes skate night events at Sparkles Skate Rink on a monthly basis during the school year, usually the first Thursday night of each month.

Janet Hart

770.513.1431 jbrooksha@aol.com

Julie Calacone

678.376.2685 calacone4@bellsouth.net

Patricia Womack

770.982.9495 womackp367@aol.com

SPIRIT WEAR

Purchases, sells, and distributes clothing and other items that promote school spirit within the school and raises awareness of the school in the wider community.

Dee Marney

770.513.8177 themarney4@comcast.net

Gina Wirth

770.682.6092 gmw76@bellsouth.net

Teacher Appreciation

Plans and coordinates Teacher/Staff Appreciation Week in May. Also helps with Bus Driver Appreciation Day, School Nurse Day and recognizes other staff members at Grayson Elementary School.

Anne Marie Quinn

770.962.8293 annemariequinn@mac.com

Renee White

678.407.0788 uncg91@yahoo.com

Teacher Luncheons

Organizes luncheons for the teachers at various occasions throughout the year.

Kim Cole

678.377.5523 dawgyears@aol.com

Technology/Web-Site

Works with the school staff to determine technology needs and plans the role of the PTA in helping to meet that need, maintains and updates the PTA web site and submits important PTA information to be included on the Grayson Elementary School web site.

George Jones

770.995.1973 george.jones@cancer.org

Winter Wonderland

This committee implements our "Santa Shop" where children can shop for their parents for holiday gifts, in addition to the accompanying pancake breakfast.

Amy Callis

678.344.1095 amimilove@comcast.net

Jill White

770.978.9009 pinkjill@comcast.net

GES Faculty and Staff

ADMINISTRATION

PRINCIPAL

Dr. Christopher Ray

ASSISTANT PRINCIPALS

Debbie Chavannes (SpEd)

Glenda Mayhue (3-5)

Paul Willis (K-2)

COUNSELORS

RoseMary Ruffner - K,3,4

Dr. Dana Edwards- 1,2,5

OFFICE STAFF

Jana Collier-SASI

Kay Forrest-A.A

Jill Rudolph-Registrar

Terri Carrafa-OR/Copy

Donna Waters-Bookkeeper

C. Worthington-Receptionist

CLINIC

Mitzi Bishop

MEDIA CENTER

Candi Boyd-Media Spc

Cathy Swindle- Media Clk

FACULTY AND STAFF

KINDERGARTEN

Louise Adkins

Jody Dawson

Christa Fernandez

Kimberly Flynn

Kelly Grenier/Phyllis Michaux

Jane Gustavson

*Rose Oprysko

Karen Pounds

Alicia Teague

Jennifer Ward

Connie Williams/Susan Zupko

FIRST GRADE

Robin Carraway

*Karen DeLoach

Katrina Ferebee

Erin Harrison

Lynn King

Erica Lammey

Haley Meadows/Carol Asters

Nancy Morris

Lynn Scavone

Tisha Williamson

SECOND GRADE

Sheri Anderson

Jill Beal

*Lisa Benevelli

Tiffany Hale/Rebecca Dudish

Jennifer Emmons

Beth Hearn

Michelle Jarrett

Janice Rials

Wendy Shores

Cindy Tate

THIRD GRADE

Jennifer Atkinson

Russell Brown

Maria Butler

Jennifer Creel

Brandee Johnson

Jenny Lloyd

*Caryn Lott

Staci Meadows

Dr. Ginger O'Neal

Kathy Parker

Holly Walden

FOURTH GRADE

Megan Anderson

*Dana Coleman

Lisa Frost

Christal McKinley

Jennifer Richards

Megan Schwartz

Steve Sumpster

Jodi Wilson

FIFTH GRADE

Brigitte Britt

Jessica Douglas

Stephanie Garmon

Andrea Moody

Jamie Perry

Jeff Singleton

Denise Tiencken

*Chisel Valdez

SPECIALISTS

Rob Blair(Health/PE)

*Cathy Clements

(Comp Sp)

Traci Green

(Science/health)

Celindy Kellum (Music)

Chrissy McFadden

(Math Spc)

Erin Smith(Art-1/2 time)

Gail Thayer

(Success Maker)

Christi Umans

(Art-1/2 time)

TECHNOLOGY

Scott Crego (TST)

*Dean Looney(LSTC)

FOCUS

*Darlene Bartik

Kristie Horn(1/2)

Donna Ward

Susan Wilson

Dawn Blount-Math Ext.

SPECIAL EDUCATION

Hope Griffin-SDD

Paige Winn-SDD

Melinda Anderson (Mild K-3)

Rene Quint (SLD 2)

*Jill Jones (SLD 4)

Dawn Sanders (SLD 5)

Kristen Huff (MiLD 5)

Karen McCoy-SDD

RESOURCE

April Dungan

Julie Jarrard

Cindy Jones

Gloria Hatney-OT

SPEECH

Cheryl Cox (SLP)

Terri Ellis (SLP)

STELLAR SUBS

Donna Dotson—SP. Ed.

Pam Hite

Lora Thompson

EIP/INTERVENTION/EXTENSION

*Laura Hoglen (Rdg. Spc.)

*Marisa Kana (AKS-CQI)

Cindy Boatfield (EIP)

Jane Dorough (1/2 EIP)

ESOL

Elise Hunt

PARAPROS

Joan Finley

Laura Moon

Dot Brooks

Phyllis Howell

Jenny Palacios

Lynn Head

Sherri Brown

Kathie Kelley

Linda Hammon

Kathy Willingham

Chrissy Warren

Ellen Reidy

CUSTODIANS

John Heart (Head Cust.)

Lynda Morton

Rufad Skocic

Ralph Brooks

Enesa Wubishet

Steven Longmore

CAFETERIA

Michelle McConnell—Mgr.

Tammy Clark—Asst. Mgr.

Yvonne Bailey

Kimberly Cowan

Fran Densmore

Ashley Murphy

Laura Putnam

Kathy Rosendahl

Zelalem Taye

Breanna Walter

*Grade Chair

ACADEMICS

GIFTED EDUCATIONAL PROGRAMS

Gifted education in the Gwinnett County Public Schools is part of the system's Center for Education Programs. The procedures for identifying and placing students in the gifted program, which is funded by the state, are governed by the rules and regulations approved by the State Department of Education. Referrals to the gifted program may come from teachers, parents, and peers, or as a result of system-wide

testing scores. A child may be referred *once* during grades K - 2, *once* in grades 3 - 5, *once* in middle school, and *once* in high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

SPECIAL EDUCATION

Special Education classes offered at Grayson are: Resource, Speech-Language Program, Significantly Developmentally Delayed (SDD), Specific Learning Disability (SLD), Mildly Intellectually Disabled (MiLD), Moderate Autism (AUT), Visually Impaired (VI), Orthopedic Impaired (OI), and Related Services such as occupational and physical therapy and adaptive P.E. Grayson also has implemented the following adult programs: Strive Program and Partnership with Georgia State.

MEDIA CENTER

Ms. Candi Boyd 770-682-4157

Services: The media center has books, magazines, and other resources for assigned study and recreational reading. The center is open to classes and small groups of students to use during the entire school day. Students are encouraged to use the Media Center for research using both online resources and reference books that can be used only in the Media Center. Books with accompanying audiotapes are available for students to check out. Grayson has now implemented the Accelerated Reader Program. This program is used to improve student comprehension. Please go to the GES website for a list of our Accelerated Reader books. The Media Center Staff would like parents to review this list and encourage their students to participate in this program. Audiotapes, CDs, videotapes, and DVDs are also available for teachers to use with students in their classrooms. The Media Specialist, Ms. Boyd, is always available to assist students who need help. Parents are strongly encouraged to monitor closely what their children are reading and watching, and regular trips to the public library

can be a fun family activity. Parents are always welcome to come to the Media Center with their children to help them choose materials. Because of the limited amount of materials which must be shared among all students and our computerized checkout system, it is not possible for parents to check out materials for their child. The same applies to the computer lab.

Mrs. Rosemary Ruffner 770.682.4156

Dr. Dana Edwards 770.682.4160

Grayson Elementary School is fortunate to have two of the finest counselors in Gwinnett County. Mrs. Ruffner will be serving students in grades K, 3 and 4. Dr. Edwards will be serving students in grades 1, 2 and 5. All counselors offer large group classroom guidance sessions, small group special needs sessions (friendship, divorce, etc.), and individual student and parent counseling sessions. Please take advantage of their services.

SCHOOL POLICIES/ PROCEDURES

ATTENDANCE

Attendance at school is an important part of student success and achievement. A pattern of frequent absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level and courses. Certain absences are considered to be Excused according to state guidelines.

Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family requiring absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
- Observance of religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to student health or safety.
- Serving as a page in the Georgia General Assembly.
- A student, whose parent or legal guardian is in military service for the United States or the National Guard, and whose 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 year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave.

Please remember that if your student is absent from school, you need to send a note to the school stating the reason for his/her absence. Should the reason be one noted above, your child's absence will be marked excused. A state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who, during the school calendar year, has more than five days of unexcused absences. This same state law also ties attendance to a student's driving privileges. It is important for parents to be aware of attendance requirements. Please read Gwinnett County Public Schools' Student/ Parent Handbook, which outlines attendance expectations. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues. Thank you for your support of your student's academic achievement. Your child's regular attendance at school makes a difference!

THE GRAYSON CITIZEN CRITERIA: EACH 9 WEEKS.

- The students nominate 5 classmates, and the teacher will select the 2 Ram Citizens for the class.
- The student selected has an S or higher in conduct for each week in the weekly folder/conduct report.
- The student selected has an S or higher in work habits for each week in the 9-week period.
- Each Ram Citizen will receive a Certificate and will be on GETV, and his/her name will be listed outside of the main office on our Grayson Elementary Wall of Honor.

NINE WEEK AWARDS:

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

ACHIEVEMENT AWARDS:

Teachers will identify students who need to set goals for the nine week grading period. If the student meets his/her goal, he/she will receive an Achievement Award. (Each award consists of a certificate and ribbon, and the student's name will also be posted outside the main office on our Grayson Elementary Wall of Honor.)

END OF THE YEAR AWARDS:

- Awards will be presented in the classroom during the morning.
- Check your child's Friday folder for the End of the Year Celebration party dates.

FIFTH GRADE CELEBRATION:

- The 5th Grade Awards Ceremony will be held at 9am on the last day of school May 20, 2009 in our gym.
- Afterwards, the students will have their celebration at Grayson Park.

The Grayson Citizen Awards, Nine Week Awards, and End of Year Awards will be given out in the classroom by the Assistant Principals and the Counselors. We believe it is important to recognize students within the classroom to reinforce positive behavior within the classroom community.

CHANGE OF ADDRESS OR PHONE

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

ENTRANCE REQUIREMENTS

Students entering Kindergarten must be five on or before September 1st, and Grade 1 students must be six on or before September 1st. All students entering Kindergarten or Grade 1 must present: (1) a copy of a certified birth certificate; (2) an official Georgia Department of Human Resources Certificate of Immunization; (3) a Georgia Vision, Hearing and Dental Certificate; (4) two proofs of residence (must be a settlement statement or lease agreement and one utility bill such as for gas or electricity) and (5) a driver's license. All students in Grades 2 – 5 must have a Georgia Certificate of Immunization, Hearing, Vision and Dental form, and two proofs of residence (a settlement statement or lease agreement and one utility bill such as for gas or electricity). Students transferring from another

elementary school will be given thirty (30) days to obtain these records from a previous school. Out-of-state students will be required to transfer their information to the appropriate Georgia forms. Students may be withdrawn from Grayson Elementary School if the proper documentation is not provided within the allotted time period. The State of Georgia requests that we ask for a Social Security Number for all students. Compliance with this request is optional.

HOMEWORK

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

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

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

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

For homework and classroom notices, please see: www.teacherweb.com.

MAKE-UP WORK AFTER AN ABSENCE

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

PARENTS' RIGHTS

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 children, the right to challenge the content of those 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 the Gwinnett County's policies regarding its compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact the administrator for your child's grade level:

Grades K – 1 – 2: Paul Willis

Grades 3 – 4 – 5: Glenda Mayhue

Special Education: Debbie Chavannes

Copies of the student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express a need for additional notice of transfer of student records (at the time of enrollment in the Gwinnett County Public Schools) the records transfer to the enrolling school or

school system will occur without further notice. 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. Students who are attending Grayson on the strength of a new house contract must withdraw from Grayson if the contract falls through. If a student is at Grayson under a Residency Affidavit, the student must withdraw if the parents move. Parents who provide false residency information may be fined or prosecuted.

PLANNERS

In order to teach our students management skills, responsibility, and accountability, Grayson has purchased a student planner with your student contribution for each student in grades 3 – 5. Students are to keep their planners handy at school and to take them home and bring them back to school every day. The planners will allow the students to keep up with daily assignments and will allow for teachers and parents to communicate on a regular basis. If a student loses or damages a planner, he/she will need to purchase a replacement for \$5.00. The planners are an important part of our student management system, so they are a **MUST** for students in grades 3 – 5.

PROGRESS REPORTS

Student progress reports are issued on a nine-week basis at all elementary schools. Parents will receive formal progress reports on their children on the following dates:

October 17th, January 9th, March 20th and May 20th. The grading scale for Grades 2 – 5 is as follows:

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

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

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

Kindergarten students receive a skills checklist to indicate progress.

STUDENT MANAGEMENT AT GRAYSON

Grayson Elementary's School-Wide Discipline Plan is based on the Love and Logic principles in which all staff have been trained. The rules in the classrooms are few. We believe that as all children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding guidelines rather than a long list of specific rules. This allows teachers to enable the students not only to grow and learn from their actions, but also to take ownership for their actions, think for themselves, and take pride in using problem-solving techniques. Guidelines for student behavior:

- You may engage in any behavior that does not create a problem for you or anyone else in the world.
- If you find yourself with a problem, you may solve it by any means that does not cause a problem for any one else in the world.
- You may engage in any behavior that does not jeopardize the safety or learning of yourself or others.

- Unkind words and actions will not be tolerated. Our goal in implementing this program, Love and Logic, is to provide an opportunity to make a lasting and positive influence on each student in our school. Disruptions are acts which focus the adult's energy on one particular child to the detriment of the others. Teachers, lunchroom monitors, and bus drivers manage their areas and handle disruptions when they occur.

Some students, however, continue to disrupt despite the best efforts of the adult. Their disruptions escalate into full-blown disturbances which must be handled by someone else, usually with more serious consequences. These students must be removed from the classroom, playground, cafeteria, or bus for a period of time until they can regain their composure and rejoin the community of learners in an acceptable manner. Often, removal of students from their peers is sufficient to regain control. If disruptions persist, however, teachers, parents, and administrators will need to set up a cooperative plan so that the home can understand and support the school's efforts, and the teacher can better understand the particular nature of the child. In order to maintain an orderly school, there are certain consequences we will impose upon disruptive students. They include classroom, grade level, and school isolation (time out); removal from the cafeteria; denials of outside time, field trips, etc.; short- and long-term suspension (from the school or the bus), and disciplinary hearings. Grayson Elementary School imposes more serious consequences upon students only after every attempt has been made to adjust behavior in the classroom at the moment. Yes, they are "punishments," but they are also learning experiences for the students. An orderly society (village, state, nation, or school) needs to impose sanctions on those who choose not to conform to accepted standards of good order. Parents can be assured that we strive to be fair, to investigate all angles of a situation, and to understand all sides before imposing consequences. Teachers may notify parents through the weekly folder, a phone call, or more lengthy letter, depending on the severity, length, or result of his/her intervention to a situation. Parents are notified if a pattern of misbehavior is developing. If a problem escalates where the office intervenes, parents are notified of the infraction and the consequences in writing or by phone. As we nurture a new generation of young people, let us work together, home and school, to provide the foundation for the future.

STUDENT RECORDS

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, unless 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. All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment. The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student. Gwinnett County Public Schools has

designated the student's name, address, telephone number and date of birth as "Directory Information." "Directory Information" may be disclosed to appropriate legitimate agencies upon request. Parents, guardians, or students (age 18 years or older) have the right to refuse to allow disclosure of such information. This right may be exercised by notification to the principal of the school in which the student is enrolled.

TEXTBOOKS

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

WITHDRAWAL FROM GRAYSON

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

COMMUNICATION

MESSAGES TO TEACHERS

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

Teacher's first name_Teacher's last name@gwinnett.k12.ga.us.
Emails are not instant messages, so please do not expect an immediate response. Responding to email messages will be handled under the same reasonable response time as telephone messages—within 24 hours.

MESSAGES TO STUDENTS

Only messages of an emergency nature will be delivered to students. Please remember that our purpose is to provide an excellent learning environment. That purpose is not compatible with frequent interruptions. Student use of telephones is permitted in emergencies only.

PARENT CONFERENCES

Parent Conferences are held during Early Release Days on November 12 & 13, 2008 and February 11 & 12, 2009. Students will be dismissed at 12:50pm. Teachers will contact parents to schedule these conferences. Other conferences are held throughout the school year at the request of parents, teachers, or administrators.

GENERAL INFORMATION

BUSINESS PARTNERS

Grayson Elementary is fortunate to have area businesses which work closely with us. We encourage you to patronize their businesses and avail yourselves of their services. Cooley's Pizza, Papa John's Pizza, Borders Books, The Community Bank, Brand Bank, Beef O' Brady's, Buck's Pizza, Carnett's Carwash, Washington Mutual, Zaxby's, Joe's-

to-Go, Cuts for Kids, O'Charley's, Walgreens, The UPS Store, Porter Design, Stevie B's, AMF Snellville Lanes, Moe's, Appalachian Karate, Publix, Kroger, Uncle Vito's NY Pizza, and Chick-fil-A in Snellville enjoy a very good relationship with Grayson Elementary. We are proud of our affiliations with these businesses and thank them for their commitment to our students.

DAY CARE PROVIDERS THAT SERVE GES

LAWRENCEVILLE

Carousel Kids
885 New Hope Rd. 770.513.2994
Primrose
2782 Sugarloaf Pkwy. 770.513.0066

GRAYSON

For Toddlers Only
1620 Natchez Way 770.982.6000
Grayson Academy
1045 Cooper Rd. 678.344.9991
Kids R Kids
Hwy 20 770.963.9110
Kids World Academy
550 Grayson Pkwy 770.963.0298
Sunshine House
Hwy 20 770.822.4477

Today's Kids
444 Pine Grove Ave. 770.237.8880

SNELLVILLE

County Crossing
3555 Lee Rd. 770.922.3150
Kids Play Inn
2140 McGee Rd. 678.860.9635
Kids R Kids
2360 Ronald Rd. 770.979.6767
Montessori School of Snellville
2350 Wisteria Dr. 770.979.0500
Snellville UMC
2428 Main St. 770.972.9360
Sunshine House
Hwy 78 770.466.2433

LOGANVILLE

Grace Point Kidde Kollege
2900 Rosebud Rd. 678.990.3958
Sunshine House
Brushy Dr. 770.466.2433
Today's Kids
315 Cooper Rd. 770.376.5115

YMCA

Meets in the gym at Grayson Elementary 770.963.1313

FIELD TRIPS

Field trips to various local and out-of-town sites are encouraged to enhance student experiences. Many field trips are extended-day trips which mean that they extend beyond regular school hours of 8:50am – 3:20pm. Those extended field trips require coach-style buses which increase the cost for students and their parents. When parents pay

for field trips of this nature they must realize that the bus and fees are all paid for in advance, and there is no money for refunds if students drop out of a field trip. If payment for a field trip is difficult, please contact your child's teacher or counselor so that arrangements may be made. No child will be denied permission to participate in a field trip for financial reasons, but a field trip may be canceled if enough funds are not secured.

FUNDRAISERS

The school will have three major fundraisers this year to support our instructional programs and facility improvements. The PTA will hold their fundraiser in early fall and the school will hold its fundraisers in the fall and spring. Thank you for your support. Participation is voluntary.

ICE CREAM SNACKS

Following lunch, students may purchase ice cream bars. The prices are \$.50 or \$1.00. Only students who have finished their main meal and who have no lunch charges will be allowed to purchase ice cream.

PARTIES

Grayson Elementary School values student instructional time. Anything that detracts from learning time is discouraged. We do, however, allow two major classroom parties per year. PTA room parents plan the parties with the classroom teacher. Check your child's Friday folder for the classroom party times and dates. No other school-wide parties will be allowed. Parents may recognize their child's birthday with a snack to be distributed to classmates when the teacher deems it best. Teachers may, on occasion, serve food items as a part of an instructional unit or as a reward for their classes. If you wish to help on these occasions, please contact your child's teacher. Please DO NOT send food or plan activities without first contacting your child's teacher. Plus no items will be delivered to the classrooms, such as; flowers, balloons, and snacks. If you wish to bring in snacks, please sign in the front office and you may deliver to the classroom between 8:20am – 8:45am.

PICTURES AND YEARBOOK

Individual school pictures will be taken at the beginning of the school year for the yearbook on August 28th (make-up date will be September 18th). Spring group pictures will be taken on February 11th and 12th. Pictures are offered for purchase to students and parents. Parents can expect more information as the scheduled dates approach. A yearbook is offered for purchase which may be bought during Orientation (August 7th) on the contribution sheet.

SKATE NIGHT

All students and parents are invited to participate in Skate Night which is held at Sparkles Roller Rink, usually on the first Thursday of each month. Please check the Ram Reader for dates. Please do not leave your children to be watched by PTA parents. They are not there for that purpose, and parents need to be present to make decisions in the event of an injury.

SPIRIT DAYS

Spirit Days are held every Friday. Students are encouraged to wear their Grayson t-shirts or sweatshirts or clothes matching our green and gold school colors. Spirit wear can be purchased at school on PTA nights and at Open House on August 25th and August 26th.

TAKE CHARGE OF EDUCATION

Kroger and Publix stores have invited Grayson Elementary to participate in their Take Charge of Education Program. Parents and all other relatives are encouraged to have their cards scanned when they are at the check out line. A portion of what you buy will be earmarked for Grayson Elementary. If you do not have cards, or need more information, please contact the school office at 770.963.7189.

VOLUNTEERS

Parents and grandparents are always welcome at Grayson Elementary. We have numerous opportunities for interested parents to get involved at school. Teachers always need help in the classrooms reading with children, helping with small groups, chaperoning field trips or changing bulletin boards. Our media center always needs volunteers to reshelv books and to work during Book Fair weeks. We will honor our volunteers at the annual Volunteer Reception scheduled in May 2009. Your commitment to Grayson Elementary School is greatly appreciated. In order to minimize interruptions in the classrooms, please do not bring preschoolers to school when volunteering.

SCHOOL OPERATION

CLINIC

Mrs. Mitzi Bishop 770.682.4158

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

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 the parent or guardian request that the school administer over-the-counter non-prescription drugs. In this case, a designated school employee will be permitted to supervise and/or provide reasonable assistance in administering the medication. This includes requests for cough medicine, aspirin, and other pain relievers.
- The parent/guardian must furnish a written request which includes the date, student's first and last names, name of medication, dosage, time to be administered, and reason for medication.

- Medications must be received by the school in the **ORIGINAL CHILDPROOF CONTAINER. MEDICATIONS RECEIVED IN ANYTHING OTHER THAN THE ORIGINAL CONTAINER WILL NOT BE ADMINISTERED AT SCHOOL.**
- If the medication is to be administered for more than one day, the Administration of Medication Request form must be completed. Should it be necessary for a student to have medication for any length of time, it will be necessary for the parent/ guardian to complete a form giving the school permission to administer this medication. The school will not provide any medication on its own; it must be supplied by the parent or guardian and a permission form completed for it. Please call or drop by the clinic to procure the proper forms.

DRESS FOR SUCCESS

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

Do's

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

DON'TS

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

PROCEDURES

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

INCLEMENT WEATHER/ CANCELLATION OF SCHOOL

In the event of severe weather or other conditions, Gwinnett schools may be closed. Announcements will be made between 6am & 6:30am over metro radio and TV stations. If no report is heard, school will be in session. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies. In the event of

an early closing, children will follow the same dismissal procedures as a regular afternoon.

LOST AND FOUND

We send clothing worth hundreds of dollars to charities at the end of each month. PLEASE clearly label all items brought to school with the child's full name. Any articles left by students will be saved and placed in containers in the gym. Parents and students may check the containers at any time. At the end of each nine week period, all unclaimed items will be donated to charity.

SAFETY AND SECURITY

The safety and security of our students and staff is a major concern at Grayson Elementary. We were reviewed by GEMA (Georgia Emergency Management Agency) in 2006. We have four procedures that we practice:

- Fire drills – Having monthly unannounced fire drills is state law.
- Tornado drills – It is also state law that we hold a yearly tornado drill.
- Lockdowns – In the rare event that there is a dangerous situation on our campus, we have a very well-organized system for students remaining in their rooms. We practice this drill each month.
- Evacuation – In the rare event of a bomb threat, we practice evacuating each year.

WHAT WE NEED PARENTS TO DO DURING A CRISIS:

- Please do not go to the classroom.
- Please remain calm.
- Please do not call the school. We need the phone lines to communicate with emergency and support personnel.
- Our Evacuation Location is Chestnut Grove Baptist Church. Students will be dismissed from the church if we are unable to return to the school.
- Our second site is Grayson High School.

HOW CAN YOU HELP KEEP OUR CAMPUS SECURE?

- Please sign in the front office every time you arrive on campus.
- Notify the office when you see a suspicious person walking around the campus.
- Please park in approved parking lots. Do not block service or emergency driveways.
- Do not drop off students in unapproved areas.

OTHER SAFETY ITEMS OF NOTE:

- Security cameras have been installed throughout the campus. Each administrator has a radio to communicate to the GCPS Safety and Security office. Each grade level has a radio on the playground. Two defibrillators have been purchased and installed, one by the front office and one in the Back Building.
- Several staff members are trained in CPR and First Aid. A severe weather radio is located in the front office that is constantly monitored and we also monitor our own GCPS Safety and Security radio channel.
- We have access to the weather channel to follow severe weather.
- Our cluster has a Security Resource Officer available to respond to emergencies.
- Magnetic security doors are located on the cafeteria.

- The principal is always in communication with the school when not on campus.
 - Trailer classrooms will be locked at all times.
 - Trailer bathrooms will be locked at all times.
 - Check in/out and visitor sign-in electronic system is in place.
- Thank you for your support in helping to keep our campus safe.

TRANSPORTATION

ARRIVAL AND DISMISSAL PROCEDURES

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

ARRIVAL

Students who ride the bus to school will be dropped off at the bus circle between the Rock Building and the Back Building. Students are expected to go immediately to their classroom to prepare themselves for the instructional day. If, for some reason, a bus is late arriving to school, students are never counted tardy. After 8:50am, students are considered late and will go to the Media Center for instruction. If the student is tardy, parents must sign in their child.

DISMISSAL

Our dismissal will be in a three-tiered system: Special Education will be dismissed at 3:20pm. Regular Education will be dismissed as soon as buses arrive around 3:20pm. Car riders and Day Care riders will be dismissed at 3:40pm. Students will go immediately to the buses as soon as they are dismissed from school. Students who come to school on the bus should return home on the same bus unless they have a note from their parents. If you have questions, please call Mary Conway, Bus Transportation Supervisor at 678.377.8952

BUS RIDING STUDENTS

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

SCHOOL BUS RULES

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

- Students will follow directions of the driver.
- Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
- Students will wait in an orderly line and avoid playing.

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

CAR RIDERS

With over 1,300 students, it is important to understand our transportation plan.

The safest way for children to get to and from school is on the bus. All morning car drop off and afternoon pickup will be in the front of the school. All cars will come down Pine Grove Ave. and drop off or pick up in front of the school. ***Students can not be dropped off before 8:20am unless they are here for a school-sponsored activity.***

OTHER ITEMS OF NOTE:

- No parking on Gym Street to allow cars to access Britt Street from the front of the school.

- No parking on Grayson Parkway, Hwy 84 and walking your child to the front of the school. The goal of our plan is to not block or slow down traffic on Hwy 84.
- Car access from Hwy 84 (the front of the school), will not be possible during 8am – 8:50am and 3:05pm – 4:05pm.
- After drop off or pick up, you may turn right onto Gym Street to access Britt Street or left to access Hwy 84 which will be a right turn only.
- Students will not be dismissed for car rider pickup until 3:40pm.
- If your child arrives after 8:50am, he/she is considered tardy, and you (the parent) will need to bring the child into the front office for a tardy slip. Do not drop off your child and leave. He/she must be signed in for security purposes.
- All Daycares will be using the same drop off and pick up.
- Do not drop off in unapproved areas.
- Buses will start to unload at 8:20 a.m. We will begin loading buses at the end of the day at 3:20pm. No check out after 3pm. We need to ensure we know where all the students are going at the end of the day. This will allow us the needed time to inform teachers about any transportation changes.
- Gwinnett County police officers monitor the traffic flow and at times issue tickets to individuals.
- Do not drop your child off at unapproved locations. For safety and security reasons, no child will be released to any adults presenting themselves at the door, nor should you arrange with your child to meet you in front of the buildings. Please remain in your car with your number displayed in your car window.

TRANSPORTATION AND PARKING

If your child is not going home by his/her normal mode of transportation, a note to the teacher must be sent with your child on that day. If an emergency arises during the day and plans must be changed, please contact the office prior to 12pm. For safety and security reasons, we ask that you fax us a signed note so that we may match the signature on the enrollment form. We need to be absolutely positive that it is a legal parent or guardian calling to change the child's transportation home. Children become confused and apprehensive when plans alternate between day care, parent pick-up, and buses. Your child becomes more confident with a consistent and dependable routine. With over 1,300 students attending Grayson this year, early planning will be very important. If and when you have to check out your children for appointments, please remember that all check-outs must occur by 3pm. It is imperative that your child(ren) be in their classrooms at 8:50am. Please make every effort to have your student(s) here to participate in every minute of valuable instruction.

PARKING

- Please do not park in fire lanes or service entrances.
- Parking is available in the front parking lot or behind the Back Building.
- No parking in the front drive or on Gym Street.

EARLY CHECK-OUT OF STUDENTS

Your child's instructional time is very important. Children cannot learn if they are not in class. ALL parts of the school day are

important, especially the opening and closing activities. We ask that you schedule regular health appointments for late afternoons, evenings, Saturdays, or student holidays. When you must check your child out of school, he/she will be released from the front office only. Teachers have been instructed not to release students to any adult without notification from the office. Adult Identification will be required for each adult who check student(s) out, and he/she will need to sign the student's locator card before the children are released. No student check-outs will be allowed after 3pm. Your cooperation with these security measures is appreciated.

VISITING YOUR STUDENT

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

GRAYSON ELEMENTARY CAFETERIA

Ms. Michelle McConnell, Manager 770.682.4152

Ms. Tammy Clark, Assistant Manager

At Grayson Elementary Cafeteria we strive to serve students healthy, well balanced meals. We offer a variety of breakfast and lunch entrees daily, including vegetarian choices, as well as fresh, in season fruits and vegetables. Our goal is to teach children lifelong, healthy eating habits.

We encourage parents to come have lunch with their children, however, fast food and carbonated beverages are prohibited. Adults can choose to eat from either the adult bar or the student bar.

Breakfast and Lunch Prices for SY 08/09

	Full Pay	Reduced	Adult
Breakfast	\$1.00	\$.30	\$1.25
Lunch	\$1.75	\$.40	\$2.50
Milk	\$.35	\$.35	\$.35

You may send payments to school with your child for breakfast/lunch with student's first and last name written clearly in a sealed envelope or pay online at www.mealpayplus.com.

Important August 2008 Dates

Below is a list of important August dates. Look for future calendar updates in the monthly Ram Reader newsletter. You may receive email updates from the school, including calendar updates, by adding your email address to the school's email distribution list. This can be done from the Parent page of www.grayson elementary.org.

- Aug 7th - Orientation 9am-12pm
- Aug 11th - First day of school
- Aug 14th - PTA Skate Night 6pm-9pm
- Aug 25th - Curriculum Night K-2nd grade 6:30pm-7:30pm
- Aug 26th - Curriculum Night 3rd-5th grade 6:30pm-7:30pm
- Aug 28th - Fall Pictures
- Aug 28th - Chick-fil-A Night - Highway 124

SPECIAL NOTES

SCHOOL HOURS

8:50am—3:20pm

CLINIC

770.682.4158

MEDIA CENTER

770.682.4157

FOOD SERVICES

770.682.4152

COUNSELING

Mrs. Ruffner 770.682.4156

Dr. Edwards 770.682.4160

BUS TRANSPORTATION

460 Grayson Parkway • Grayson, Georgia 30017

tel 770.963.7189 • fax 770.682.4151

www.graysonelementary.org