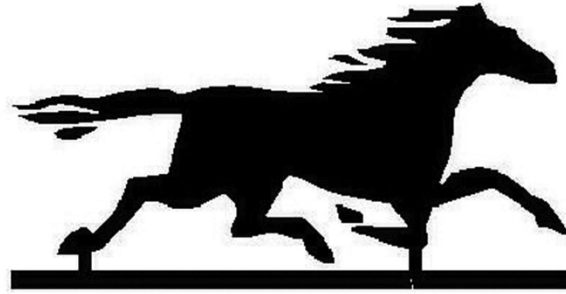


# Craig Colts

## Student Handbook



**2017-2018**

Craig Elementary School

1075 Rocky Road  
Lawrenceville, GA 30044  
770-978-5560  
[craiges.org](http://craiges.org)

**PTA<sup>®</sup>**

*everychild.onevoice.<sup>®</sup>*

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**CRAIG ELEMENTARY SCHOOL PTA**  
**1075 Rocky Road**  
**Lawrenceville, GA 30044**  
**770-978-5560**

July 2017

Dear Craig Parents and Students,

Welcome to the 2017-2018 school year! In partnership with the school, we are proud to present to you the Craig Colts Student Handbook. We hope that you will find it to be a useful tool throughout the year.

This handbook contains general information about the school and the PTA, as well as detailed school policies and procedures. The monthly calendars, which highlight school and PTA activities, will be published in the school's bi-weekly e-newsletter, communicated through teacher newsletters and the text remind service, and posted on the PTA bulletin board outside the cafeteria or on the school marquee.

In the back of the handbook, you will find the contact information for the PTA Board of Directors. If you have comments, questions, or a desire to volunteer for any area of the PTA, please feel free to contact the appropriate committee chair or any of the officers.

Research proves that parent involvement has a positive effect on student success, and one of the goals of PTA is to facilitate parent involvement in our schools. Join us in strengthening our family-school-community partnership by most importantly joining the PTA, visiting regularly, attending activities, and looking for ways to get involved – you'll be glad you did!

Sincerely,

*Megan Wilson and Susan Carter*  
Craig PTA Co-Presidents



July 2017

Dear Parents,

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

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

The 2017-2018 school year promises again to be another year of accomplishments. We will continue to focus on TEACHING and LEARNING with the emphasis on the LEARNING. The future of Craig Elementary is bright because of the dedication of our staff, families, and community. We know this combination will ensure academic excellence for all our children.

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

Sincerely,

*Angie Wright*

## CRAIG ELEMENTARY FACULTY AND STAFF 2017-2018

**PRINCIPAL** Angie Wright  
**AP** Blair Binion  
**AP** Karen Head  
**AP** Brian Walker

KINDERGARTEN

Lynn Bullard  
 Lauren Clifton  
 Pam Heslep\*  
 Vickie Rowe  
 Jennifer Weed

THIRD GRADE

Nik-Cole Austin  
 Kelly Eubanks\*  
 Kate Ervin  
 Dee'drya Foster  
 Anna Mancinelli-Dart  
 Barbara Mann  
 Kristen Spradlin

SPECIAL AREA

Art - Lisa Hiers  
 Music – Lisa Gullion  
 PE - Debbie Weigand\*  
 Science – Karen Greenblat  
 STEAM – Chris Locke

OFFICE STAFF

Margaret Dyer - Registrar  
 Kelly Greene – Receptionist  
 Angie Hanagriff\* – Sch Admin Clerk  
 Carrie Mason – Stu Mgmt Data Clerk  
 Joanne Schroeder\* - AA/Bookkeeper

INSTRUCTIONAL  
COACHES

Amanda Broadnax  
 Lucy Lamparter

CLINIC WORKER

Tywanna Gillespie

FIRST GRADE

Lisa Flagg  
 Kathy Harrison  
 Carolyn Humphreys  
 Allie Lancaster\*  
 Amy McLester  
 Catherine Noble

FOURTH GRADE

Francoise Cohen  
 Jessica Hagood  
 Tamika Lee\*  
 Carrie Lister  
 Robbie Thompson  
 Lindsay Webster  
 Brittany Yancey

READING RECOVERY

Kathy Connor  
 Beck Jones  
 Heidi Jones

PARAPROFESSIONALS

KINDERGARTEN

Sharon Apple  
 Joan Finley\*  
 Phyllis Howell  
 Karon Mumford

GIFTED

Alison Atkinson  
 Jane Benzor  
 Alexis Harsh  
 Teresa O'Herron

PE Paraprofessional

Daniel Kaufman

SECOND GRADE

Christie Brock\*  
 Jennifer Burcheci  
 Kellyann Cruz  
 Carol Garreau  
 Michelle Hattaway  
 Mary Jo Schwartz

FIFTH GRADE

Elizabeth Andros  
 Jennifer Atkinson  
 Chimere Burns-Filonenko  
 Vonda Davenport  
 Autumn Hendry  
 Gail Land  
 Julie Weir\*

ESOL

Alyson Reilly

MEDIA CLERK

Betsy Keszler

LSTC

Lydia Patrick\*

MEDIA SPECIALIST

Dorrie Gann\*

STELLAR SUB

Sally Franklin

COUNSELORS

Katie Fields\*  
 Ashley Thomas\*

AUTISM SPECTRUM

Caitlyn Morton  
 Doris Reynierson  
 Ed Sochacki  
 Leslie Wheeler\*

RESOURCE

Ali Edwards  
 Amanda Hollis  
 Hajira Khan  
 Jennifer Short  
 Heather Smith\*  
 Allison Wortham

SPEECH

Allison Arnold  
 Tricia Harrell  
 Melissa Perry (PreK SLP)

SPED PARAPROFESSIONALS

Ulupi Amin (Morton)  
 Jasmine Brewton (Morton)  
 Beth Carr (Reynierson)  
 Kerri Crase (Wheeler)  
 Emily Holton (Wheeler)  
 Maggie Powers (Sochacki)  
 Nadia Singabi (Sochacki)  
 Scharvae Taylor (Reynierson)

PRE-K

Angela Atoche  
 Allyson Clark

PRE-K PARAPROFESSIONALS

April Axton (Clark)  
 Liliana Danila (Clark)  
 Meredith Hillmer (Atoche)  
 Jennifer Thomas (Atoche)

GCPS SUPPORT

Dale Carter  
 Catherine Garcia-Brake  
 Ryan Mitchell  
 Amy Owen  
 Michael Smith

CAFETERIA STAFF

Matilda Litumbe – Manager  
 Ausra Diktoniene – Assistant Manager  
 Jill Green  
 Lushiku Lubula  
 Gainwatti Prashad  
 Debbie Templeton  
 Linda Wesner  
 Anita Williams

CUSTODIAL STAFF

Rochell Middleton – Head Custodian  
 Gustavo Ferras  
 Nurija Kebo  
 Dora Molina  
 Ana Romero  
 Elizabeth Santan

\*School Improvement Leader  
 May 22, 2017

## CRAIG ELEMENTARY MISSION STATEMENT

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

### SCHOOL FACTS

**COLORS:** Maroon and Gold

**MASCOT:** Colt

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

**SPIRIT DAY:** Every Friday

#### IMPORTANT PHONE NUMBERS:

**School Office**                    **770-978-5560**

**Fax Line**                            **770-978-5567**

**CRAIG ELEMENTARY WEB SITE ADDRESS:**    [craig.es.org](http://craig.es.org)

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

### GWINNETT COUNTY BOARD OF EDUCATION

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

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

#### Superintendent:

Mr. J. Alvin Wilbanks                    678-301-6010  
437 Old Peachtree Road NW, Suwanee, GA 30024-2978

[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

#### District 1 (All or part of Archer, Brookwood, Central Gwinnett, Dacula, Grayson, Mill Creek, Mountain View, and South Gwinnett Clusters):

Ms. Carol Boyce                            404-713-7555                            Term expires December 2020

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

Mr. Dan Seckinger                            678-482-8479                            Term expires December 2018

#### District 3 (All or part of Collins Hill, Duluth, Lanier, Norcross, North Gwinnett, Peachtree Ridge Clusters):

Dr. Mary Kay Murphy                            770-840-9752                            Term expires December 2020

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

Dr. Robert McClure                            770-736-4591                            Term expires December 2018

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

Ms. Louise Radloff                            770-923-4784                            Term expires December 2020

## CRAIG ELEMENTARY SCHOOL COUNCIL

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

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

**2017-2018 Meeting Dates:** August 28th, October 30th, January 29th and April 30th.

## GOVERNMENT DIRECTORY

### **Governor Nathan Deal**

203 State Capitol  
Atlanta, GA 30334  
404-656-1776  
[www.georgia.gov](http://www.georgia.gov)

### **U.S. Senator David Perdue**

U.S. Senate  
Washington, D.C. 20510  
202-224-3521  
[www.perdue.senate.gov/connect/email](http://www.perdue.senate.gov/connect/email)

### **State Senator P. K. Martin - 9<sup>th</sup> District**

455 Pine Forest Drive  
Lawrenceville, GA 30046  
770-378-2102  
[P.K.Martin@senate.ga.gov](mailto:P.K.Martin@senate.ga.gov)

### **State Representative Buzz Brockway (HD102)**

504-A Coverdell Legislative Office Bldg  
Atlanta, GA 30334  
404-656-0188  
[buzz.brockway@house.ga.gov](mailto:buzz.brockway@house.ga.gov)

### **State Representative Chuck Efstration (HD104)**

113 State Capitol  
Atlanta, GA 30334  
404-651-7737  
[chuck.efstration@house.ga.gov](mailto:chuck.efstration@house.ga.gov)

### **U.S. Representative Rob Woodall, 7<sup>th</sup> District**

U.S. House of Representatives  
Washington, D.C. 20515  
202-225-4272  
[www.woodall.house.gov](http://www.woodall.house.gov)

### **U.S. Senator Johnny Isakson**

U.S. Senate  
Washington, D.C. 20510  
202-224-3643  
[www.isakson.senate.gov/public/index.cfm/email-me](http://www.isakson.senate.gov/public/index.cfm/email-me)

### **County Commissioner Tommy Hunter (District 3)**

Gwinnett Co. Board of Commissioners  
75 Langley Drive  
Lawrenceville, GA 30045-6900  
770-822-7003  
[Tommy.Hunter@gwinnettcountry.com](mailto:Tommy.Hunter@gwinnettcountry.com)

### **State Representative Timothy Barr (HD103)**

612-E Coverdell Legislative Office Building  
Atlanta, GA 30334  
404-656-0325  
[timothy.barr@house.ga.gov](mailto:timothy.barr@house.ga.gov)

### **State Representative Brett Harrell (HD106)**

613-D Coverdell Legislative Office Building  
Atlanta, GA 30334  
404-463-3793  
[brett@voteharrell.com](mailto:brett@voteharrell.com)

**PLEASE NOTE:**

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

Attendance

**Statement of Policy**

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

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

**Definitions**

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

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

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

**Tardy** – A student is considered tardy to school if the student is not present in his/her classroom when the school bell rings. School begins at 8:15 A.M. Students must arrive early enough to be unpacked, have breakfast (if needed) and be seated by the 8:15 A.M bell. If your child arrives to the classroom after 8:15 A.M, they will be counted as tardy. As the parent, you will need to accompany your child to the sign in desk to obtain a tardy slip. Ideally, your student should arrive to school by 8:00 A.M. Our buses almost always have all students present by 8:00A.M. **Remember... instruction will begin at 8:15 A.M.**

**Early Checkout** – When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. **Students will not be allowed to check out after 2:15 P.M.** Access to bus lanes will be closed until dismissal has been completed. We will begin dismissing students at 2:45 P.M. If a child misses more than half of the school day, they will be marked absent for that day.

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

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's *immediate* family necessitating absence from school. (i) In the event of a serious illness in a student's family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may *only* be made by the school Superintendent for the purposes of excused absences)
6. Registering to vote or voting in a public election, which shall not exceed one day.



7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Parents or guardians are required to send a signed, written note or doctor's excuse when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number. Email messages will be accepted as a written excuse. If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence. If a student has five unexcused absences, the school shall send a written notice regarding these absences. If your child is out for an extended absence, please leave a message for the teacher between **7:30 AM and 8:00 AM** to inform them of the absence. **The teacher will provide the opportunity for make-up work when the student returns to school.** It is not necessary to stop by for the work. Please do not drop by during instructional time to discuss make-up work with the teacher. We discourage any unexcused absences, and teachers may not give assignments for these days.

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

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

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

#### **Attendance Awards:**

To qualify for perfect attendance, a student must:

- \* be present everyday
- \* have no more than 2 excused tardies per nine weeks
- \* have no more than 2 excused early checkouts per nine weeks

#### **Birthdays**

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

#### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a very reasonable price. Student lunches are \$2.25. Breakfast is \$1.50. Reduced price lunch is \$0.40 and reduced breakfast is \$0.30. Milk is \$0.40. Money may be pre-paid to your child's lunch and breakfast account at any time during the year by check or cash. When sending in pre-pay money for your child's account, the cash or check MUST be in a sealed envelope or baggie with the child's name on it, amount of pre-pay and teacher's name. Without this information the pre-pay cannot be added to the account. The teacher will **NOT** be collecting the money. It will be dropped in the classroom pre-pay envelope by the students and the cafeteria will pick it up. Please make sure that these steps are taken to ensure proper credit to your child's account when pre-paying. **Again, ALL cash must be in a SEALED envelope or baggie.** Parents can also pay on the Internet through [www.mypaymentsplus.com](http://www.mypaymentsplus.com) (in order to pay on the Internet, you must have your child's individual student ID number which is available on their report card or on their parent portal account). The money paid on your child's account will stay on it until used or it will carry over until the next school year. Extra charges apply for additional entrees and sides. If a student does not have money on his/her account, elementary students will be allowed to charge up to \$11.25. Charges are not allowed for supplemental or ala carte items. Once the charge limit has been met the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student. Additionally, once the charge limit has been met the parent/guardian will be notified by the local school via phone call, letter or email. Charging for meals will not be allowed after April 30<sup>th</sup>.

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

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

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

Parents may visit the school and eat lunch with their students in the cafeteria in the designated parent area. For security reasons, parents must sign in. After signing in, the guest should plan to meet the student outside the cafeteria, as the class enters for lunch. *In an effort to establish and maintain student cafeteria norms, parents are asked to refrain from eating with the children during the first and last week of school.*

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

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

Ice Cream will be sold on designated days in the cafeteria.

### **Car Riders**

Each family will be issued a car rider number. This number will identify the student or students to the vehicle. Cars arriving without a car rider number may be asked to show proof of identification (driver's license) or may be asked to park and report to the school office.

### **Car Line Procedure:**

All cars arriving before 8:10 A.M unload in the back or side driveway (unless directed to the front by a staff member). **Cars arriving after 8:10 unload in the front since our back and side doors are closed and locked at 8:10 A.M.** We strongly suggest that you allow your child to ride the bus to prevent late arrivals. Classroom instruction will begin at 8:15 A.M. \*Exact time of cars going to the front is determined by school staff depending on conditions that day. If you are arriving after 8:15AM you should walk your child to the front desk and sign him/her in with the receptionist.

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

### **Cell Phones/Electronic Devices**

Electronic devices must be **turned off** unless being used for instructional purposes. Failure to do so will result in consequences. Students in grades 3-5 are expected to bring in an electronic device. Please refer to Gwinnett County Public School BYOD recommendations. We cannot be responsible for lost or stolen items.

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

### **Change of Address or Phone**

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

### **Class Visitation**

We encourage parents to visit the school. **All parents and visitors must check in at the front lobby and receive a visitor's badge.** During these visits the regular school program must continue. As a courtesy to the teacher, we expect a prior appointment be made for any visitation and/or conference. Visits/conferences must never interfere

with instruction and should be limited to 30 minutes. Therefore, walk-in conferences will not be honored during instructional time. Emergency health or safety information that must be delivered during instructional time must go through the office. All items brought to school are to be dropped off in the front lobby.

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

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

**Clinic**

A clinic attendant is always on duty during school hours. When a child becomes ill at school, the clinic attendant determines if the parent should be contacted. Since some parents do not have phones and many are at work, we must have the name and phone number of a friend or relative who can be reached if you are not available. We should also have your work number because doctors will not treat children without a parent or guardian's approval.

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

The parent/guardian should transport medication to school, give it to the clinic attendant and fill out an Administration of Medication Request Form. Over the counter medications sent to school for your child must be in the **original container**, properly labeled with the student's name, teacher, and instructions for time and dosage. The providing of medical care to students is the responsibility of the parent and should not be assumed by the school. Whenever it is absolutely necessary that medication be given to a student during the school day, the child must be given a note from the parent to give to his/her teacher. The school personnel cannot assure that anything more than a reasonable effort will be made to assist the student.

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

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

**Closing of School**

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

**Clubs/Activities**

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

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

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

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

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

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

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

**Chorus** - 5th grade students wanting to participate meet after school. Duration: All year. Academic Advisor: Lisa Gullion

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

#### Collection of Money from Students

Some occasions arise which necessitate the collection of money from students. Money may be collected for certain assemblies, some educational tours, breakage, damaged textbooks, and other items. Parents will be notified by the teacher of the reason for the charge and the amount involved. When money is sent to school, it should be in an envelope with written instructions stating the purpose of the money, the teacher's name and your child's name. When possible, parents are highly encouraged to use MyPaymentsPlus.com.

#### Crisis Management Plan

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

#### Discipline

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

Craig Elementary faculty and staff will be using the Clip Chart Behavior Plan school-wide which is a seven color system that allows for clipping up and clipping down throughout the day to encourage good behavior. This plan allows students to know the type of behavior expected of them, to take personal responsibility for their own actions, and to understand the consequences of their actions.

All students will spend time with their teacher discussing and learning the school rules: Respect, Responsibility and Ready to Learn.

1. Be ready and prepared to learn.
2. Take personal responsibility for your actions and pride in your work.
3. Respect yourself and others.

The consequences of minor violations include a hierarchy of steps. They begin with providing the student the opportunity to discuss his/her own actions and to develop a plan to solve his/her own problem. The hierarchy of steps may lead to intervention by an administrator, depending on the frequency and severity of violations. Major

violations, which include fighting with malice, destroying school or private property, and defying authority, receive immediate attention by the administration. More information is available in the Elementary Student/Parent Discipline Handbook sent home with every student. Each teacher will share the rules for the classroom with the student and parents.

### Dress Code

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

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

Shirts/Blouses/Tops – No halter-tops or spaghetti straps are allowed. Tops that expose any portion of the midriff, waist or hips are not allowed. (If you raise your arms and the stomach shows your top is unacceptable.) Undergarments should not be a visible part of this clothing. Boys should only wear sleeveless shirts with a t-shirt underneath them.

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

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

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

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

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

### Early Drop Offs

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

### Educational Records

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

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

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

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

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

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

Directory Information constitutes information contained in student records whose disclosure would not generally be considered harmful or an invasion of privacy. The Superintendent, or designee, shall develop and maintain procedures for the disclosure of Directory Information in appropriate circumstances. The procedures shall include a list of the types of information designated as Directory Information. The Superintendent, or designee, shall notify parents, guardians and eligible students of the types of information designated as Directory Information on an annual basis and provide parents, guardians and eligible students with a specified period of time to opt out of the disclosure of any type of directory information by submitting appropriate documentation.

#### **Family Educational Rights and Privacy Act ("FERPA")**

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

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

#### **Gifted Education Program/Advanced Classes**

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grade and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.

The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in his/her previous school. The Focus teachers host informational sessions at various times during the school year.

Craig Elementary offers to students in grades 3 – 5, opportunities for Advanced or Acceleration classes in the areas of Math, Language Arts and Science. Placement in these classes is determined at the end of the previous school

year, using a combination of the following criteria: ITBS, CoGAT, Milestones, and grades. These classes are not limited to students in the Gifted program.

**Grade Reporting to Parents**

**“The Board believes that the most important assessment of student learning is conducted by the teachers as they observe and evaluate students in the context of ongoing classroom activities. The teacher has the responsibility for evaluating student progress and providing grades that represent the student’s academic achievement. Grading is not to be used for discipline purposes.”**

Elementary report cards are sent to parents and/or guardians at the end of each semester.

Grading Policies:

EQ – What is ASSESSMENT and EVALUATION?

- Grading will follow instruction.
- **The academic grade will reflect mastery of the AKS taught.**
- **Grades will be distributed across the semester.**
- The teacher’s evaluation of student progress will be made **continuously available to students and parents**. Any major change or trend toward change will be communicated to the parents. **Grades will be entered on the Parent Portal at least every week**. Parents will be sent a print-out of grades for students at the middle of the semester (at week 9 and 27 in the semester). Parents should sign the print-out and return it to the teacher.
- The student’s academic grade will not be influenced by the conduct grade.
- **A special project will have a rubric to determine the grade.** The rubric will be discussed with students when the project is assigned. The Grading Rubric will also be sent home to parents with the project criteria.
- Kindergarten and First Grade will use **E, S, N and U** to inform parents of the AKS students have learned each nine weeks.
- Grade levels Second through Five will use **numerical grades** to inform parents of the AKS students have learned each nine weeks.

<b>90% and above</b>	<b>A</b>	<b>shall indicate excellent progress</b>
<b>80%-89%</b>	<b>B</b>	<b>shall indicate above average progress</b>
<b>74%-79%</b>	<b>C</b>	<b>shall indicate average progress</b>
<b>70%-73%</b>	<b>D</b>	<b>shall indicate below average progress</b>
<b>0%-69%</b>	<b>U/F</b>	<b>shall indicate unsatisfactory progress/failure of acceptable progress</b>

- Conduct and Effort - An overall grade is recorded across from the “Conduct” heading in the box corresponding to the grading period. Effort is graded by subject. Health, Special Areas, Conduct and Effort are graded using the E, S, N, U scale.
- **Report Card Grades are based on a combination of grading categories.**

<b>49.5%</b>	<b>Formative Assessments</b>
<b>49.5%</b>	<b>Summative Assessments</b>
<b>1%</b>	<b>Interim/Post Test (GCAAS Assessments)</b>

- **GCAAS Assessments (Interim Tests & Post Test)** will equal 1% of the total grade.
- **Formative Assessments** will equal 49.5% of the total grade.
  - Formative assessments - is everything else that is graded, in all content areas, after instruction, practice and/or modeling (some examples: labs, observations, graphic organizer, summary, quiz, weekly grade, etc) has been provided. It is the expectation that students will complete all of their assignments. If not, opportunity will be provided to assist them in completing their assignments (for example, opportunity to attend study hall).
- **Summative Assessments** will equal 49.5% of the total grade.
  - Tests given in reading, word study (spelling), writing, grammar, math, science, and social studies. Purpose: given at the end of learning to determine acquisition of knowledge, these assessments cannot be retaken to improve a grade.
- **Teachers are responsible for students not progressing satisfactorily and for allowing additional opportunities for reassessment.**

- **Reassessment opportunities are only for students who score 69% or below**...the district views a U/F as an indication of unsatisfactory progress/failure of acceptable progress. Students will only be provided **one** additional opportunity for reassessment and the manner in which they are reassessed can be by correcting the summative test, retesting and averaging the grades, retesting and taking the higher grade, or doing an extra assignment or report. Students and parents will need to complete a retest ticket prior to reassessing. **The student may still end up with a grade lower than a 70 after the intervention and reassessment.** Grade levels will determine which manner/way to reassess.
- **STUDY HALL** will be used for Grades 2-5 only. Study Hall will only be used for students needing to complete unfinished or late work and needing some teacher support. Grade levels will work together to set up Study Hall criteria that provides additional learning opportunities for students to complete missing/late work during each nine weeks. Students can NOT be assigned to Study Hall multiple days in a row. Study Hall is NOT to be used for discipline purposes - students can walk the track during TDPE as a consequence to disciplinary issues.
- Extra credit work will NOT be offered to adjust a student's grades at ANY time.
- Test/Project grades should be completed during class time and not assigned as homework.
- ALL LATE student work will be due 1 week prior to the end of the nine weeks grading deadline.
- Formative Assessment deserves more teacher support, extra time for learning, and use of peer support. Summative Assessments will be the culminating activity for this learning and students will not be retested unless a high percent of students fail the assessment in that class period.
- **Homework** will **NOT** be used for grades.

Conferences are held in September and February. Parents will be notified by the teacher regarding a time for conferences via online scheduling tool.

Students are promoted to a higher grade based on their reasonable progress on academic achievement (grades), mastery of skills (county AKS and state GPS standards) and the promotion requirements mandated at each grade level (specific to grades 3 through 5). The instructional program emphasizes the teaching of basic skills necessary for acquiring academic knowledge and skills organized into categories beginning with meaningful life related experiences. The total program strives for physical, intellectual, social and emotional development and an appreciation for the fine arts, career and environmental awareness.

### Grading in Special Areas

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

#### ART:

- 1) Do a finished artwork. It can't be a tracing or paint by numbers or from a coloring book. Drawings must cover the entire page and not leave too much empty space. From postcard size to poster size is fine. It can also be a small sculpture or assemblage project.
- 2) Sketchbook of 10 sketches. A sketch is not a finished drawing, just an outline or doodling, etc. Does not have to be in a bound book, just all pages must be attached (not loose). A sketch is not a tracing.
- 3) Do a 1-2 paragraph report on an artist or artwork. In the student's own words, write an informative report on an artist or an artwork. Include a few pictures.
- 4) Create an artist collage. Similar to the report, fewer words and more pictures are accepted. Please include artist's name as a title and birth-death dates.
- 5) Watch a TV special on art or an artist. Write about it (1-2 paragraphs).
- 6) Visit an art museum, write about the experience. Include a brochure (if you have one). The 1-2 paragraphs should include the museum's name and which artist was on exhibit. Also talk about a particular artwork you remember
- 7) Attend the Art after school AKS club.

#### MUSIC:

There are several ways a student can earn an "E" in Music:

- 1) The student can write a fifteen sentence report on a famous composer or musician we happen to be studying about, or one of their choice. They should find information about the person's history and talents. These should be hand written or typed, based on information researched from a book or an internet source (please name your source or sources).
- 2) Go to a musical play, musical theater, or a music concert performance and give an oral report to the class on the specifics you observed and experienced.
- 3) If the student enters the Reflections competition in the Music category, they will receive an E.



- 4) All fifth graders that participate in the Craig Chorus will receive an E.
- 5) If the student takes music lessons (piano, violin, flute, guitar, etc.) and performs for the class.
- 6) Bringing their instrument into the Music classroom and playing for the class and explaining any information they would like to share.
- 7) Making a homemade instrument and bringing it to the Music class...with a small demonstration. Students must make the instrument themselves.
- 8) Performing in some type of music program, Church choir, Nutcracker, singing groups, (i.e. Gwinnett Young Singers), with a parent or director note.
- 9) Performing duties as a mentor or assistant teacher during keyboard lessons/piano camp, recorder karate, and assist others in reading solfege.
- 10) Watching Musicians' Lives or State of the Arts, on PBS, and writing a response of at least two paragraphs of your response and what you learned from the show.

#### Health:

To receive an "E" for your semester health grade, students must list **20 different healthy activities** they participated in for the semester. **Each activity MUST be different.** This chart should be filled out by the student and only assisted by the parent. Some examples are: brush teeth, ate an apple, went to soccer practice, rode bike, dentist visit, drank 4 glasses of water for the day, took a multivitamin, walked to school, drank 1 cup of milk, got 9 hours of sleep, ate vegetables at dinner (name them) etc, etc...

**Again each day must have a different activity!!!** Completed chart is due 5 days before end of the grading semester. For consecutive semesters, a new log is required.

#### PE:

Students can earn an "E" in effort in PE by always exhibiting their personal best, receiving no warnings AND receiving no more than one non-shoe day.

Students can earn an "E" in AKS in PE by participating in some type of physical activity (not including PE) for at least 10 minutes, on 30 different days. Students must neatly record their information on the 300 Minute Club log and return it to the P. E. office by the deadline. You can find 300 Minute Club logs on the website.

#### SCIENCE:

If your child is wondering how to earn an "E" in science, he/she must participate in all regular class activities with a positive helpful attitude. Then five days before the grading period ends, he/she must submit one written experiment each nine weeks which follows the inquiry scientific process (see list below). An alternative for 4<sup>th</sup> and 5<sup>th</sup> graders wanting to earn an E would be to be an active member of the Planet Green Team.

- 1) Observe and develop one interesting and meaningful QUESTION.
- 2) Write the Hypothesis (PREDICTION) as an if.....then.....statement.
- 3) Do your experiment (include 3 REPLICATIONS).
- 4) Collect, record and communicate your DATA (results) using tables, charts, graphs, etc.
- 5) Write your CONCLUSION (did your results SUPPORT or NOT SUPPORT your hypothesis?).
- 6) What new questions or possible investigations did this experiment make you curious about??

#### Homeless Children and Youth

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

#### Homework/Effective Study Habits

Home study is a necessary part of each pupil's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. As a rule, count on 10 minutes of homework per grade level: 1<sup>st</sup> grade – 10 minutes, 5<sup>th</sup> grade – 50 minutes. Please understand that it is also an expectation at Craig Elementary that students read a minimum of 20 minutes every school night.

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

Agenda books are provided free of charge for students in Grades 2 – 5. However, if lost, the student can purchase an additional one for \$2.50.

### **Impaired/Handicapped Access/Mobility**

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

### **Individuals with Disabilities Service**

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

### **Internet Use by Students**

Students may only use the Internet at school to access the Media Resource Page if the teacher has on file a signed internet permission slip. Then the teacher will take all appropriate steps to ensure appropriate internet usage for his/her students. The students should have adult supervision in the classroom, labs, and Media Center. Student research should make use of the Gwinnett Media Research Link located on the Craig Home Page. Passwords for the Media Resource Page will be sent home by the Media Specialist at the beginning of the school year. You can also contact the Media Center for current passwords.

### **Lost and Found**

Articles are located on the cart inside the cafeteria. Articles left for a period of time will be donated to children of need within our county.

### **Media Center**

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

### **Notice to Students and Employees**

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

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct prohibit the unlawful possession, use, manufacture, and distribution, or dispensation of illicit drugs and alcohol by students and employees on school premises, in route to and from school, or as a part of any school sponsored activity. Compliance with these standards is mandatory.
- Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JCD) will be imposed on students who violate these standards of conduct. As a condition of employment, employees will abide by the terms of this policy and should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
- A copy of this policy shall be provided to all students, parents and employees.
- Information about drug and alcohol counseling, rehabilitation, and reentry programs is available through school counselors, administrators, and from the Staff Benefits/Risk Management Office.

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

### **Pictures**

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

### **Privacy**

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

### Reading Incentive Program

The purpose of this program is to make reading fun and promote the habit of reading on a daily basis. Research shows that reading every day improves students' overall reading and writing skills. The program will run August through May. You can find out more information about the reading program on Craig's website.

### School Entrance Requirements

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

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

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

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

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

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

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

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

### School Hours

School Hours are 8:15 AM - 2:45 PM. Children may not be dropped off before 7:45AM. The only exception is if they have an appointment with a teacher for tutoring or a meeting. **Children may not be dropped off early to wait in the lobby until the bell rings.** Supervision is not provided for children who arrive before the 7:45AM bell.

\*Please note: Instruction begins promptly at 8:15 AM.

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

To prevent any child from leaving school with a stranger, we have procedures that must be followed for early dismissal. If anyone other than a parent (or someone listed on a child's emergency checkout list) wishes to take a

student from school, the child must bring a note to the teacher in the morning from the parent stating who will be picking up the child. All students must be signed out in the office where they will meet the parent or other authorized person. Please do not go to the classroom to get your child. Our only purpose for these procedures is to protect your child. Please observe them. If restrictions exist concerning individuals who may pick up your child, please notify the school in writing. Parents are not to extend an offer to children other than their own to receive a ride home without a note from the child's parents and without properly checking them out from the front office.

### **School Parties**

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

### **Section 504 of the Rehabilitation Act of 1973**

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

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

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

### **Student Code of Ethics**

- I will be honest in my statements and my action.
- I will respect myself, the school staff, and fellow students.
- I will respect the beliefs of others.
- I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
- I will respect the property of others.
- I will work to the best of my ability.
- I will use criticism in a helpful manner.
- I will promote school cleanliness and the upkeep of school property.
- I will make substitute teachers and visitors feel welcome.
- I will support school activities.

### **Student Complaints and Grievances**

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

#### **Step I**

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

#### **Step II**

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

### Step III

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

### Student Conduct and Discipline

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

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

### Thirteen Rules of Conduct for Elementary Schools:

The following rules apply when a student is:

- on the school grounds;
  - off school grounds at a bus stop, on a school bus, school activity, function or event;
  - either the alleged perpetrator or the alleged victim is en route to and/or from school, or to or from a school activity or function; or
  - off the school grounds while the student is in attendance at any school function, or is otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
  2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
  3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
  4. Each student will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
  5. Each student will not bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
  6. Each student will not possess or use weapons, whether assembled or disassembled (guns, including toy guns), knives, firecrackers, etc. whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
  7. Each student will not possess, use, or distribute alcohol or drugs or any substances that represent to be alcohol or drugs.
  8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
  9. Each student will not expose or touch himself, herself, or others inappropriately including private areas of the body.
  10. Each student will not miss school or class without an excused absence.
  11. Each student will not exhibit unsafe and/or inappropriate conduct at any time including use of any electronic device or mirror, laser, flash camera or any other light or reflective device during the operation of a school bus or during school hours except as permitted.
  12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
  13. Each student must obey all rules of bus safety.

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

### Student Insurance Program

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

### Telephone Calls

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

### **Textbooks**

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give his books the best of care. These are to be used and not abused. Textbooks must be paid for if lost or damaged. Textbooks will not be issued as additional copies to be kept at home except where this request is noted in a Special Education IEP. Most textbooks can also be accessed online. The classroom teacher will share instructions on accessing online textbooks. No textbooks for the next grade level will be issued to pre-introduce students to content. This is the role of the certified teacher.

### **Transportation - School Bus Safety**

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

### **Transportation Changes**

If you need a change of transportation for your child, please make sure to send in a written note with your student in the morning. The student will give the note to the teacher, so she will be aware of the change and then send the student and the note to the office to make the change. Here are some examples of when your child would need a change of transportation:

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

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

### **School Bus Safety Rules**

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
15. Students will help keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### **School Bus Emergency Evacuation**

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

### Emergency Evacuation Procedures:

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

### Additional Emergency Exits Are:

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

### Volunteers

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

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

### Walkers

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

### Withdrawal from School

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

## THE CRAIG PTA

The local unit is the most important division of PTA. It is organized and chartered by the State PTA in accordance with authority granted to the State by National PTA bylaws. The local PTA is a self-governing unit. The structure of the unit and its specific rules are contained in the bylaws adopted by the members of the unit. These bylaws may not conflict with the bylaws of the National or State PTA. A copy of the Craig PTA bylaws can be found in the PTA file cabinet in the front office or the Craig PTA website, and all members are encouraged to review them. Anyone who is committed to PTA's mission and objectives is encouraged to join this association. Our goal is 100% membership which may be achieved by one paid adult membership per child enrolled at school. The cost of membership is \$5.00 with \$3.75 being allocated to the State and National PTA.

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

### CRAIG PTA OFFICERS

<b>Co-President</b>	Megan Wilson	720-273-3407	<a href="mailto:megangwilson@gmail.com">megangwilson@gmail.com</a>
<b>Co-President</b>	Susan Carter	404-784-6348	<a href="mailto:skpearsall23@hotmail.com">skpearsall23@hotmail.com</a>
<b>Vice President - Fundraising</b>	Heather Klaiber	214-293-6244	<a href="mailto:klaiberh@gmail.com">klaiberh@gmail.com</a>
<b>Vice President - Volunteers</b>	Heather Greene	770-826-6379	<a href="mailto:hahgreene@gmail.com">hahgreene@gmail.com</a>
<b>Vice President – Spirit Wear</b>	Kendra Scruggs	404-955-6192	<a href="mailto:Kendragreenlee0622@yahoo.com">Kendragreenlee0622@yahoo.com</a>
<b>Secretary</b>	Nims Merali	770-639-1223	<a href="mailto:nimira@yahoo.com">nimira@yahoo.com</a>
<b>Treasurer</b>	Mary Kay Poszgay	720-273-3407	<a href="mailto:beachrn914@yahoo.com">beachrn914@yahoo.com</a>

### CRAIG PTA MEETINGS

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

**August 15, 2017** 7:00pm Curriculum Night for K-2<sup>nd</sup> grades, which includes a PTA presentation on goals and objectives and budget approval.

**August 17, 2017** 7:00pm Curriculum Night for 3<sup>rd</sup>-5<sup>th</sup> grades, which includes a PTA presentation on goals and objectives and budget approval.

**December 7, 2017** 6:45pm PTA selection of nominating committee and Choral Program.

**March 30, 2018** 9:00am PTA election of new officers, Vocabulary Day Parade

**May 3, 2018** 6:45pm PTA new officer installation and Choral Program.

### THE NOMINATING COMMITTEE

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



**CRAIG ELEMENTARY PTA**



*everychild.one voice.*®

**LOCAL, STATE AND NATIONAL PTA INFORMATION**

- NATIONAL HEADQUARTERS:** 1250 N. Pitt Street, Alexandria, VA 22314  
703-518-1200, 1-800-307-4PTA, [www.pta.org](http://www.pta.org)
- NATIONAL PRESIDENT:** Laura Bay
- 2015-2016 REFLECTIONS THEME:** “Within Reach”
- STATE HEADQUARTERS:** 114 Baker Street, NE, Atlanta, GA 30308-3366  
404-659-0214, 1-800-PTA-Today, [www.georgiapta.org](http://www.georgiapta.org)
- STATE PRESIDENT:** Tyler Barr, [tbarr@georgiapta.org](mailto:tbarr@georgiapta.org)
- 12<sup>th</sup> DISTRICT DIRECTOR:** Dee-Dee Jackson, [djackson@georgiapta.org](mailto:djackson@georgiapta.org)
- AREA 1 GWINNETT PTA  
COUNCIL PRESIDENT:** Wytaria Henley  
[area1gwinnettpta.org](http://area1gwinnettpta.org)
- CRAIG PTA WEBSITE:** [www.craigpta.org](http://www.craigpta.org)

**PURPOSES OF THE PTA**

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**PTA MISSION STATEMENT**

- To support and speak on behalf of children in the schools, in the community and before governmental bodies and organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of the nation.

## PTA COMMITTEE DESCRIPTIONS

<b>Bingo Night</b>	Plans and organizes annual winter Bingo night for Craig families.
<b>Community Outreach</b>	Provides opportunities and plans PTA involvement in community projects and needs.
<b>Cultural Arts</b>	Works to expose students to the fullest possible spectrum of the arts by sponsoring a wide range of cultural programs at Craig.
<b>Fall Social</b>	Plans and organizes Craig family event in the fall.
<b>Fundraiser</b>	Implements annual fundraising event needed to support all PTA activities and programs.
<b>Grounds Beautification</b>	Coordinates exterior ideas and projects and maintains landscaped areas on school grounds.
<b>Clean and Healthy Schools</b>	Plans health, safety, and wellness projects and programs for students as well as promoting conservation and environmental awareness. Coordinates Red Ribbon Week, Germ Buster program, Outdoor Classroom and recycling initiatives.
<b>Hospitality</b>	Plans hospitality and appreciation activities for Craig faculty and staff members throughout the school year.
<b>Legislation</b>	Serves to inform school community of National and State legislative issues related to the education and welfare of children.
<b>Membership</b>	Organizes annual PTA membership drive for parents and teachers.
<b>Parent and Family Life</b>	Promotes continuing education of parents and children to foster harmonious family relationships and maintains parent resource materials.
<b>Public Relations</b>	Maintains PTA websites and communicates Craig programs and special events to various news media in the community for publication.
<b>Reflections</b>	Organizes student participation in the National PTA's annual cultural arts competition. The 2017-2018 theme is <b>"Within Reach"</b>
<b>Skate Night</b>	Plans after-school family skating events throughout the year.
<b>Spirit Wear</b>	Designs and sells Craig spirit wear items to be worn each Friday on "Spirit Day."
<b>Student Directory</b>	Compiles and publishes annual student directory.
<b>Volunteer Coordinator</b>	Maintains a database of all Craig volunteers and distributes to appropriate committees. Coordinates room representatives for each classroom and grade level representatives.
<b>Yearbook</b>	Works with publishing company to compile, design and produce Craig's annual yearbook for students and staff.
<b>5<sup>th</sup> Grade Coordinator</b>	Plans all of the activities for the rising 6 <sup>th</sup> graders. Events include Decades Day, Western Day, 5 <sup>th</sup> grade celebration and End of the Year activities.
<b>End of the Year Party Coordinator</b>	Plans the school wide End of Year Party.

## Craig Elementary PTA 2016-2017 Chairpersons & Officers

Committee	Chairperson	Phone	Email
Bingo Night	Kristen Wilson	678-577-3561	<a href="mailto:fsugatorinc@aol.com">fsugatorinc@aol.com</a>
Clean and Healthy Schools	Michelle Frink	770-598-6746	<a href="mailto:mthornton-frink@humana.com">mthornton-frink@humana.com</a>
Community Outreach	Heather Greene	770-826-6379	<a href="mailto:hahgreene@gmail.com">hahgreene@gmail.com</a>
Cultural Arts	Lauren Foley		<a href="mailto:lauren_mosley@yahoo.com">lauren_mosley@yahoo.com</a>
Fall Social	Andre Lacour	678-654-7454	<a href="mailto:lacou201@bellsouth.net">lacou201@bellsouth.net</a>
Grounds Beautification	Lauren Wickerham	714-925-9117	<a href="mailto:lauren.wickerham@gmail.com">lauren.wickerham@gmail.com</a>
	Jackie Rosales	404-422-9959	<a href="mailto:Jackierosales87@gmail.com">Jackierosales87@gmail.com</a>
Hospitality	Shauna York		<a href="mailto:styork71302@yahoo.com">styork71302@yahoo.com</a>
	Tiffany Futral	678-764-6740	<a href="mailto:tiffanyfutral@yahoo.com">tiffanyfutral@yahoo.com</a>
Legislation	Wendy & Eric Rovie	770-972-1557	<a href="mailto:wendy_and_eric@bellsouth.net">wendy_and_eric@bellsouth.net</a>
Membership	Karen Erie		<a href="mailto:karenerie@gmail.com">karenerie@gmail.com</a>
Parent & Family Life	Vanessa Robinson-Dooley	404-993-1770	<a href="mailto:vrdooley@gmail.com">vrdooley@gmail.com</a>
Public Relations/Website	Nims Merali	770-639-1223	<a href="mailto:nimira@yahoo.com">nimira@yahoo.com</a>
Reflections	Charity Kohl		<a href="mailto:kohlcharity@yahoo.com">kohlcharity@yahoo.com</a>
Skate Night	Alicia Walker		<a href="mailto:amlwalker2014@gmail.com">amlwalker2014@gmail.com</a>
	Crystal Silvers		<a href="mailto:crystalgsilvers@gmail.com">crystalgsilvers@gmail.com</a>
Student Directory	Michelle Thebert	404-213-8971	<a href="mailto:thebert.michelle@gmail.com">thebert.michelle@gmail.com</a>
Yearbook	Jamie Teal	404-345-0336	<a href="mailto:jgteal76@gmail.com">jgteal76@gmail.com</a>
5 <sup>th</sup> Grade Coordinator	Tara Gasper		<a href="mailto:jeremyandtara@gmail.com">jeremyandtara@gmail.com</a>
End of Year Party Coordinator	Lauren Wickerham	714-925-9117	<a href="mailto:lauren.wickerham@gmail.com">lauren.wickerham@gmail.com</a>
	Kendra Scruggs	404-955-6192	<a href="mailto:kendragreenlee0622@yahoo.com">kendragreenlee0622@yahoo.com</a>
Vice President - Fundraising	Heather Klaiber	214-293-6244	<a href="mailto:klaiberh@gmail.com">klaiberh@gmail.com</a>
Vice President - Volunteers	Heather Greene	770-826-6379	<a href="mailto:hahgreene@gmail.com">hahgreene@gmail.com</a>
Vice President – Spirit Wear	Kendra Scruggs	404-955-6192	<a href="mailto:kendragreenlee0622@yahoo.com">kendragreenlee0622@yahoo.com</a>
Secretary	Nims Merali	770-639-1223	<a href="mailto:nimira@yahoo.com">nimira@yahoo.com</a>
Treasurer	Mary Kay Poszgay	770-317-1006	<a href="mailto:beachrn914@yahoo.com">beachrn914@yahoo.com</a>

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



Craig Elementary  
1075 Rocky Road  
Lawrenceville, GA 30044  
770-978-5560 (phone)  
770-978-5567 (fax)



# Get Connected to Craig Elementary!

Find us on Facebook!



Follow us on Twitter!



Sign up for our eNewsletter!

You can sign up now on our website ([Craiges.org](http://Craiges.org))

Check out our website!

[Craiges.org](http://Craiges.org)

Check out our PTA website!

[www.craigpta.org](http://www.craigpta.org)