

GRIFFIN-SPALDING COUNTY SCHOOL SYSTEM

Dr. Keith Simmons, Superintendent

2022 - 2023

ELEMENTARY STUDENT HANDBOOK/AGENDA

MISSION:

The mission of the Griffin-Spalding County School System is to empower each student to graduate college and career ready.

VISION:

Distinctive Brand • Strong Leaders • Great Schools

<u>Anne Street Elementary</u> Dr. Seabrook Royal 802 Anne Street 770-229-3746	<u>Crescent Elementary</u> Mrs. Amie Chambers 201 Crescent Road 770-229-3719	<u>Moore Elementary</u> Dr. Audra Olukoya 201 Cabin Creek Drive 770-229-3756
<u>Atkinson Elementary</u> Mrs. Tiffany Campbell 307 Atkinson Drive 770-229-3715	<u>Futral Road Elementary</u> Mr. Ben Steele 180 Futral Road 770-229-3735	<u>Moreland Road Elementary</u> Mrs. Misty Garvin 455 Moreland Road 770-229-3755
<u>Beaverbrook Elementary</u> Mr. Jonathan McGavin 251 Birdie Road 770-229-3750	<u>Jackson Road Elementary</u> Mrs. Julie Robinson 1233 Jackson Road 770-229-3717	<u>Orrs Elementary School</u> Mr. Michael Mathis 1553 Flynt Street 770-229-3743
<u>Cowan Road Elementary</u> Dr. Holly Harvil 1233 Cowan Road 779-229-3790	<u>Jordan Hill Elementary</u> Mrs. Dottie English 75 Jordan Hill Road 770-229-3777	<u>Pre-K / ESOL Director</u> Dr. Chris Bearden 205 Spalding Drive 770-229-3710 ext.10395
	<u>Special Needs Pre-K</u> Cresta Barber 234 E. Taylor Street 770-229-3710 ext.	

*It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Dr. Lisa Moore, lisa.moore@gscs.org or 770-229-3710 ext.10400.*

Griffin- Spalding County Schools

Pre-K Program

Strengthening Families ~ Preparing Children

Welcome to the Griffin-Spalding County School System's Pre-Kindergarten program! We look forward to working with you to prepare your child for kindergarten. The GSCS Pre-K program has 21 classes located in the school system's 11 elementary schools. Each class has a lead teacher and an assistant teacher who are trained to work with developing four year olds and their families.

Our Overall Objectives are:

- **Health** – No child should exit the Pre-K program with an undetected condition that could hinder his/her ability to learn.
- **Child Development** – Families will have knowledge of their child's development and become involved in their child's educational experience.
- **Community Resources** – Upon request, families will be provided information about community resources such as GED, TANF, PeachCare for Kids, help in obtaining extended day services, etc.
- **Kindergarten Readiness** – Children exiting the Pre-K program will be prepared for success in kindergarten and have the necessary documentation and health related requirements fulfilled before the end of the Pre-K school year.

The Pre-K program is an optional program in Georgia. Therefore, by choosing to place your child in Pre-K, you are agreeing to support the program by:

- Ensuring your child *attends school daily*.
- Ensuring your child *arrives on time and does not leave early*.
- *Supporting your child's teacher* in your *child's behavior management*.
- *Reading and signing your child's agenda each night*.
- *Attending the twice-yearly parent conferences* as well as other conferences which may be needed throughout the year.
- *Communicating with the Pre-K teachers* about any questions or concerns you may have.
- *Becoming an active participant in your child's education* through home and school involvement.

The GSCS Pre-K program is a part of the Georgia Department of Early Care and Learning *Bright from the Start* Pre-K program. Information about *Bright from the Start* may be accessed through the website - <http://www.dec.ga.gov/>.

Dr. Chris Bearden, GSCS Pre-K Coordinator
770-229-3710 ext. 10395 Email: chris.bearden@gscs.org

Griffin-Spalding County Schools

School Level	Instructional Day	Staff Work Hours	Building Opening
Elementary Schools	8:00 – 2:30	7:15 – 3:15	7:15 AM
Middle Schools	8:30 – 3:40	8:00 – 4:00	8:00 AM
High Schools	7:40 – 3:00	7:00 – 3:00	7:00 AM



What is Georgia's Pre-K Program?

Georgia's Pre-K Program is a lottery funded educational program for Georgia's four-year olds to prepare children for Kindergarten. Each Pre-K classroom will have one lead teacher and one assistant teacher. Classes are limited to 22 children, providing a ratio of 1:11.

What is Important for Me to Know about Pre-K?

Registration

A child may only be registered in his or her home school following Student Residency in Board policy JBC. The parent, legal custodian or legal guardian must provide proof of residency in Spalding County. If proof of residency is false or if the family moves out of Spalding County during the school year, the child will be removed from the Pre-K program. All registration is done at the Parent Services Center located at 234 East Taylor Street, Griffin, GA 30224.

Attendance

Regular school attendance is directly connected to a child's academic success. **Children who do not attend on a regular basis, are routinely late, or routinely leave the program early cannot fully benefit from the Pre-K Program. Chronic tardiness** is defined as late arrival or early departure more than once per week. **Chronic absenteeism** is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday. **Students who are chronically late or chronically absent may be referred to the school's social worker and/or Bright from the Start for possible disenrollment.**

If your child is absent, please send a written excuse signed by parent or guardian or a current doctor's excuse to the school office.

Children who are tardy must be signed in at the office. Students who are to leave school early must secure a dismissal slip through the office prior to checking out the child.

Student's change of transportation must be written and signed by the student's parent or guardian and given to the teacher or school office BEFORE SCHOOL BEGINS.

Students who do not ride the bus must be picked up on time at the end of the school day. Please follow the school's procedure for picking students up at the end of the school day.

Visitors

Parents and other visitors are always welcome in the Griffin-Spalding County Schools. All visitors MUST report to the front office to receive a visitor's pass.

Immunizations and EEDs

All children attending Georgia's Pre-K Program must have a Certificate of Eye, Ear Dental, and Nutrition Screenings (Georgia Department of Human Resources Form 3300) and a DHR Certificate of Immunization (Form 3231). Form 3231 must have either the *date of expiration* or *school attendance* block checked. **Expired Immunization certificates must be updated within 30 calendar days of the expiration date and the Certificate of Eye, Ear, Dental, and Nutrition (EED) indicating that children have passed these screenings must be on file within 90 calendar days of the start of the Pre-K program. Any child who does not have a completed certificate within the 30 or 90 day time frames may not return to the program until an updated certificate is provided and is in the school's student file. 30 calendar days = September 2, 2023; 90 calendar days = November 1, 2023.**

Behavior

We strive to help all 4 year olds adapt to being a part of a Pre-K class. Teachers, administrators, counselors, and the Pre-K Coordinator will meet with parents, document interventions, and consult with Bright from the Start for support and assistance with children who are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the Pre-K program.

Reading Aloud

Bright from the Start suggests that you read to your child as often as you can. Time spent reading to your child and encouraging your child to read will strengthen your child's school success. Together, at home and at school, you can help your child be an explorer, a discoverer, a problem solver, and an inventor. Visit the Bright from the Start website, www.dec.ga.gov, for a listing of recommended children's books.

Kindergarten Readiness Skills

Indicators for each dimension of school readiness include but are not limited to the following:

...possible health barriers that block learning have been detected

- Eye, Ear, and Dental Screenings will detect problems related to seeing, hearing, and dental health.
- Immunizations will be on schedule.
- Diseases and other health issues will be detected as early as possible.
- Rate of growth and mobility within acceptable ranges will be determined.

...suspected physical or mental disabilities have been addressed

- Suspected physical and mental disabilities will be detected and referrals will be made as early as possible.

...enthusiasm, curiosity, and persistence toward learning is demonstrated

- Attitudes toward and interest in learning will demonstrate a readiness to learn.
- Persistence in completing tasks will be evident.

...feelings of both self and others are recognized

- Feelings will be identified and expressed appropriately.
- Feelings of others will be understood and accepted.
- An increasing capacity for self-control will be evident.

...social and interpersonal skills are emerging

- Ability to work or play cooperatively with others will be evident.
- Ability to form appropriate relationships with children and adults will be demonstrated.
- Emerging conflict resolution skills will be evident.
- Increasing capacity to follow rules and routines will be evident.

...communication with others is effective

- Listening skills will be evident.
- Ability to follow simple directions will be evident.
- Expressing needs and wants will be demonstrated.
- Use of language to interact socially with others will be demonstrated.
- Ability to describe people, places, things, and events will be evident.
- Ability to ask and answer age-appropriate questions will be demonstrated.

...early literacy skills are evident

- Association between spoken and written words will be recognized.
- Understanding of beginning alphabetic knowledge will be demonstrated.
- Ability to discriminate sounds will be evident.
- Knowledge of basic book and story components will be evident.
- Use of shapes and marks to convey meaning will be demonstrated.
- Writing letters to represent word and syllables will be demonstrated

...a general knowledge about the world, things, places, events, and people has been acquired

- Recognition of name will be evident.
- Basic awareness of self, family, and community will be demonstrated.
- Knowledge of simple science concepts will be evident.
- Knowledge of simple math concepts and the ability to sort and classify objects will be evident.
- Ability to count up to 10 will be evident.
- Basic understanding of shapes and colors will be demonstrated.

What will my child do in Pre-K?

Pre-K Classrooms have learning areas or “centers” set-up in the classroom, and each center is supplied with books, materials, and learning activities. Typical learning centers in a Pre-K classroom might include math, blocks, reading, art, science, dramatic play, writing, and music. The learning centers are designed to promote various developmental skills in seven areas: Language and Literacy; Science Development; Math Development; Social Studies Development; Creative Development; Physical and Health Development; Social Emotional Development.

The Pre-K classroom has ample space to accommodate individual, small, and large group instruction. The Georgia Early Learning and Development Standards provide the basis for instruction in the Pre-K classroom. You can find a copy of the Georgia Early Learning and Development Standards on our website, www.dec.ga.gov. Teachers interact with children and move about the classroom to facilitate learning experiences. You can find a copy of a daily schedule posted in the classroom. The Pre-K schedule allows for daily story times, phonological awareness activities, outside time, rest time, instruction in the learning centers and in large and small groups. You might find your Pre-K child engaged in building a farm in the block center as a result of visiting a real farm, or butterflies hatch in the science area and then painting or drawing a picture of a butterfly in the art center.

How can I be a part of my child’s school?

Whenever possible, families should actively participate in the Pre-K program and maintain open communication with the Pre-K program staff. Research shows that active family participation in children’s learning experiences contributes to success in school. Volunteering in the classroom is highly recommended, because it helps the children and is informative and rewarding for families. ***In order to become a school volunteer, you must first undergo a background check. Ask your child’s school about the procedure to become a volunteer.***

How will I know if my child is progressing?

Georgia’s Pre-K Child Assessment

Georgia’s Pre-K Program has implemented a new statewide assessment for our four year olds. The Work Sampling Online (WSO) will be used to assess the level of performance for each child in the program. The WSO is an assessment completed in the classroom by the teacher as children engage in their routine daily activities throughout the school year. Teachers observe and record student performance every day. They collect samples of a student’s work that show development and growth over time. Teachers will use this data to complete a WSO Developmental Checklist and a Georgia’s Pre-K Progress Report for each child. **Your child’s teacher will schedule at least 2 yearly conferences with you to discuss your child’s progress.**

How will my child’s teacher communicate with me?

Agendas

Your child will bring home this agenda each day. Please read it each night and sign that you have read the teacher’s comments. Please write any notes to your child’s teacher in the agenda. The teacher will read the notes the next morning. **It is also important to contact the school to update telephone numbers and addresses so that teachers may reach you by phone.**

Conferences

At least two yearly conferences will be held with parents, however, parents and teachers may request conferences throughout the school year. The first conference will be held at the end of the first semester and the second conference will be held at the end of the second semester.

General Information

Meal Prices (Subject to Change)

	Breakfast	Lunch
Full Price student	N/A	N/A
Reduced price student	N/A	N/A
Parent/Staff	\$2.75	\$4.50

ADMINISTRATION OF MEDICATION

Ideally, parents should administer medications at home, however, the Griffin-Spalding County School Board recognizes that children may be unable to attend school without medication(s) prescribed or ordered for the treatment of injuries, illnesses, or chronic conditions. Additionally, these same children will require assistance to take their medications at school.

The principal or staff member designated by the principal shall be responsible for administering or assisting the student in administration of medication, documentation of administration of medication, and storage of all medications in a secure locked location within the clinic or main office.

The Griffin-Spalding County Board of Education cannot assume the responsibility for the administration of any medication that is not registered at school in accordance with the procedures of this policy.

The parent or legal guardian must complete and sign an authorization form for administration of any medication at school detailing the student's physician, medication name, dosage and frequency. The medication will be administered only in accordance with the written instructions from the prescribing physician.

All medications and corresponding authorizations must be brought to the school office or clinic by a parent, legal guardian or other designated adult. In the event that a parent or legal guardian cannot bring the medication to school, it is the parent or legal guardian's responsibility to notify the school. The principal or designee may grant special permission for the student to transport the medication and authorization form.

All medications (prescription and over-the-counter) must be FDA approved, in the original containers with unexpired dates. Prescription medications must be clearly labeled with the physician's name, medication name, strength, dosage, date, time for administration and dispensing pharmacy. Prescription medications at school shall be limited to no more than a 30 day supply.

Under certain circumstances, a student who has a life threatening condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication (inhaler, insulin, insulin pump, glucose tablets and epi-pen) on his/her person. Such permission will only be granted in response to a written statement from the student's physician that such a need exists based on a life threatening condition and a completed and signed authorization form from the parent or legal guardian.

All medications (prescription and over-the-counter) require appropriate authorization for each new school year or whenever there are changes in medication to be administered at school.

Any student not complying with this policy and possessing any medication (prescription or over-the-counter) on the school campus shall be subject to discipline as set forth in policy JCDAC.

Saline eye drops, antibiotic ointment, cream to control itching, anti-fungal cream, ora-jel, petroleum jelly, non-medicated throat lozenges/cough drops and aloe vera gel are routinely used in the school clinics unless instructed otherwise by the parent/guardian.

Communication between parents, physicians, and the school health staff is encouraged to help monitor the effectiveness of medication therapy and to make necessary adjustments.

Unused medication will be presented to the parent or legal guardian at the end of the school year or destroyed by the principal/designee in the presence of another school staff member. No form of medication will be honored after the end of the school year. Annual updates are necessary.

Asbestos
The Asbestos Hazard Emergency Response Act (AHERA), was passed by Congress in 1986. AHERA requires local education agencies (LEA) to inspect their schools for asbestos-containing building materials and to prepare management plans to monitor and adequately maintain identified products and reduce potential asbestos hazards. The current AHERA Management Plans are available for public review at the Construction and Facilities Department Offices, at the Central Office Campus, during normal working hours. Any inquiries regarding the management plans and asbestos-related issues should be directed to the LEA Designee for the Griffin-Spalding County School System, Bruce Ballard (770) 229-3700. It is the intention of the Griffin-Spalding County School System to comply with all federal and state regulations controlling asbestos and to ensure a healthy and safe environment to learn and work.

Internet- In order to use the Internet at school, a student must have a signed Technology Acceptable Use Plan on file.

Family Educational Rights and Privacy Act (FERPA) - See your school's main office for details.

Protection of Pupil Rights and Amendment Notice (PPRA) - Please visit www.spalding.k12.ga.us to review complete policy.

Search and Seizure Policy - Please visit www.spalding.k12.ga.us to review complete policy.

Sexual Harassment - Please visit www.spalding.k12.ga.us to review complete policy.

Homeless Students - JBC(1) - Please visit www.spalding.k12.ga.us to review complete policy.

New Parent Involvement Policy - LEBA - Please visit www.spalding.k12.ga.us to review complete policy.

Student Dress Code - Please visit www.spalding.k12.ga.us to review complete policy.

BUS TRANSPORTATION

EXPECTATIONS	ON THE BUS	LOADING & UNLOADING
<p>“BE SAFE”</p>	<p>Stay seated – back to back and bottom to bottom.</p> <p>Backpack on your lap.</p> <p>Body parts and objects must remain inside the bus.</p> <p>Always walk and use the handrail.</p>	<p>Remain 6 giant steps away from the bus and stand in the designated safe zone until bus arrives.</p> <p>Wait for the driver’s signal before crossing the street.</p> <p>Put electronics away. <u>No earbuds allowed in ears when loading or unloading.</u></p>
<p>“BE RESPONSIBLE”</p>	<p>Place all items in a backpack and out on the aisle.</p> <p>Refrain from eating and drinking on the bus for safety and to keep the bus clean.</p> <p>Report any inappropriate or illegal behaviors to the driver.</p>	<p>Get on and off the bus at your assigned stop.</p> <p>Arrive 5 minutes early to your assigned stop.</p> <p>When boarding, go directly to your assigned seat.</p> <p>When exiting the bus, go directly to your home.</p>
<p>“BE RESPECTFUL”</p>	<p>Keep all body parts and other objects to yourself.</p> <p>Follow driver’s instruction the FIRST time.</p> <p>Respect the bus by not marking or damaging the seats.</p>	<p>Keep the bus stop clean.</p> <p>Board the bus one-at-a-time.</p> <p>Respect others around you, including other’s property.</p>
<p>“BE PEACEFUL”</p>	<p>Refrain from fighting, horseplay, and pretend fighting.</p> <p>Speak in a calm “inside” voice and refrain from inappropriate gestures and language.</p>	<p>Wait quietly and orderly for the bus.</p> <p>Keep your body parts and other objects to yourself.</p> <p>Follow the Golden Rule – do unto others as you would have others do unto you.</p>

2022/2023 GSCS CALENDAR

DATES ARE SUBJECT TO CHANGE BASED ON CDC COVID-19 GUIDANCE

July 28	Open House
July 29	District Level Professional Learning Day (no students)
August 1-2	Teacher Planning Day (no students)
August 3	First Day of School
August 19	Virtual At-Home Learning Day
September 5	Labor Day Holiday
September 23	Virtual At-Home Learning Day
October 10-14	Fall Break
November 4	Virtual At-Home Learning Day
November 21-25	Thanksgiving Break
December 16, 19-20	Early Release Days for High Schools
December 21– January 6	Christmas Break
January 4-5	School Level Professional Learning Day (no students)
January 6	Teacher Planning Day (no students)
January 9	Students Return to School
January 16	Martin Luther King Jr. Holiday
January 27	Virtual At-Home Learning Day
February 20-24	President's Day Holiday / Winter Break
March 17	District Level Professional Learning Day (no students)
April 3-7	Spring Break
April 28	Virtual At-Home Learning Day
May 24-26	Early Release Days for High Schools
May 26	Last Day of School
May 29	Memorial Day Holiday
May 30-31	Post-Planning for Teachers (no students)

School Level	Instructional Day	Staff Work Hours	Building Open
Elementary Schools	8:00 AM – 2:30 PM	7:15 AM – 3:15 PM	7:15 AM
Middle Schools	8:30 AM – 3:40 PM	8:00 AM – 4:00 PM	8:00 AM
High Schools	7:40 AM – 3:00 PM	7:00 AM– 3:00 PM	7:00 AM