

Lawrenceville Elementary School



General Information

- Instructional hours for Lawrenceville Elementary are 8:50 a.m. until 3:20 p.m.
- Front office hours are from 8:00 a.m. – 4:00 p.m.
- Breakfast is served from 8:20 – 8:50 a.m. Parents are not permitted to be in our cafeteria during breakfast time. You are always welcome to join your child for lunch.
- Students are **not** allowed to be dropped off or enter the building until 8:20 a.m.
- Students who **arrive to their CLASSROOM after 8:50** are considered **TARDY**.
- Students arriving to school at **9:00** or later need to report to the office **with an adult** to sign in. **Please park and walk your child into the front of the building.**
- Cars are **NOT allowed** in the front drive during bus arrival and dismissal times (**8:20 - 9:00 am** and **3:00 - 3:50 pm**). Our staff will enforce these important safety rules.

Student Check-Out

- If your child needs to leave early, please pick him/her up by **3:00 p.m.** **NO** checkouts after **3:00 p.m.**
- After 3:00 p.m. the students will either take regular transportation or join the car riders for pick up.

General Car Rider Guidelines

- All car riders **must** be dropped off and picked up in the back of the building in the car rider lane. **No drop off is permitted in front of the school.**
- Afternoon car riders **must** be picked up by **3:45 pm.** **After the third late pick-up, students will no longer be car riders and parents will be required to make alternate arrangements.**

Transportation

- Every student **MUST** have a current Transportation Parent Authorization Form on file. Transportation tags are issued for bus riders, car riders, and day care students and must be attached to a backpack.
- Any temporary/daily transportation change must be requested in writing and received by the front office before 2:30 pm on the day the change is to take place. **Please avoid phone or email changes to transportation for safety and security reasons.** Permanent changes require completion of a new Transportation Parent Authorization Form.
- Please select a mode of transportation and stick with it to avoid confusion and mishaps.

Parent Visitors/Volunteers

- All visitors on school grounds must enter through the front or back lobby doors, sign in, and wear a visitor's pass.
- Parents **MUST** make appointments for teacher meetings, classroom observations or volunteering.

All rules are in place for the safety and security of the staff and students at Lawrenceville Elementary School.

GWINNETT COUNTY PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK CONTENTS

I will review the contents of the Gwinnett County Student/Parent and Lawrenceville ES Handbook located on the school website and MPP with my child so that we will follow the rules and regulations set forth by the Gwinnett County School System and Lawrenceville Elementary.

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

Please sign and return the bottom portion.

I ACKNOWLEDGE THE RECEIPT OF THE LES HANDBOOK HIGHLIGHTS AND HAVE READ THE COMPLETE LAWRENCEVILLE ES HANDBOOK ON OUR WEBSITE.

Student's Name _____ Homeroom Teacher _____

Parent Signature _____ Date _____