

Stevens Creek
Elementary

**Student Handbook
2019-2020**

EVERYONE AT
STEVENS CREEK ELEMENTARY
LEARNS

Grace Meyer

Principal

Tara Hansen

Assistant Principal

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<http://stevenscreekes.ccboe.net/>

Welcome to Stevens Creek Elementary.

We are excited about beginning another great school year with the Stevens Creek Community. Through your support and the efforts of our hardworking staff, our children are experiencing a world-class education.

Please take the time to review this handbook and discuss it with your child. We have included helpful information to explain school procedures and rules. This handbook accompanies the Columbia County Elementary Code of Conduct that can be viewed at www.ccboe.net under *Student Support*.

Thoroughly understanding the expectations of our school and school system will help your child have a successful experience. All of our rules are based on being respectful, responsible and ready to learn—the core values of Positive Behavioral Interventions and Support.

The expectations in place provide a safe, productive learning environment for your child. We appreciate your support in helping your child abide by our policies.

We hope you will become an active member of our Parent-Teacher Organization (PTO) and/or join us as a Partner in Education (PIE) volunteer at our school. There are many opportunities for you to support our school and demonstrate the value of education to your children.

Mrs. Tara Hansen, our assistant principal, and I look forward to serving the students, the staff, the parents, and the community. Together we will work to bring outstanding educational opportunities to our students.

Sincerely,

Grace Meyer, Principal

Tara Hansen, Assistant Principal

ACCIDENT INSURANCE

Economical student accident insurance is available via an optional program that may be purchased by the parents. Application envelopes will be distributed through the school to every child.

ATTENDANCE PROTOCOL

Columbia County Board of Education

Student Attendance Protocol

www.ccboe.net/support/home.html

See: Attendance Policy

BEFORE & AFTER SCHOOL PROGRAM

Stevens Creek offers a before and after school program from 7 am to 6 pm on scheduled school days and early release days, excluding the last day of school. The cost of this program is competitive with area day-care centers.

During the morning session students will be released to the cafe at 8:10 a.m. The after school program begins at student dismissal. An afternoon snack will be provided. Registration and payments are done online through the Revtrak system.

CANCELLATION OF SCHOOL

Cancellation of school takes place during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by abrupt cancellation. Therefore, school will *not* be cancelled unless a significant safety risk exists.

Every practical means is used to notify parents of a cancellation, including radio, TV and newspapers. The first option under county protocol would be to announce a 2 hour delay while the weather situation is evaluated, followed by closing if needed. Please be sure to update your home and emergency phone numbers as changes occur.

COMMUNICATION

Parents are welcome to contact their child's teacher by leaving a voicemail or by e-mail. Conferences may also be scheduled to discuss progress. Teachers often have meetings, planning or supervisory commitments prior to the beginning and end of the school day, so please do not drop by the room without a planned appointment. The teacher will respond to voicemails or e-mails during their planning time, or at the conclusion of the instructional day.

CURRICULUM

Columbia County Schools follow Common Core Georgia Performance Standards.

DISCIPLINE PROCEDURES

Classroom Discipline

Our discipline procedures are designed to teach respect, responsibility and readiness for learning. Each grade level develops a formal classroom management plan that is consistent with our school-wide Positive Behavior Intervention System.

Students will be referred to the Administration if the classroom plan fails to resolve the problem, or in cases of disciplinary offenses outside of the classroom. Direct referrals will also be made in cases of extreme disruption such as fighting or incidents that result in injury to a student. When a student is sent to the office, the parent will be contacted. Subsequent or more serious referrals to the administrators may result in out of school suspension.

Corporal punishment is not administered at Stevens Creek. Our philosophy is student-oriented, and centered around effective classroom management and development of individual growth and self-discipline.

DRESS CODE

Stevens Creek adheres to the dress code set forth by the Columbia County Board of Education. Students are expected to come to school clean, neat, and dressed in a manner that is in good taste for school. Clothing advertising alcohol, drugs, or inappropriate language is not allowed. The school administration reserves the right to decide the suitability of any garment. Students who do not comply with the dress code will be asked to return home to change, or to have a change of clothing brought to them.

Some general guidelines are as follows:

- Skirts, shorts and dresses should be at or below fingertip length when arms are extended by the student's side provided this measurement is mid-thigh or below.
- Clothing which exposes the torso such as halters, spaghetti straps, tube tops, see-through garments, etc. are not permitted. Undergarments should not be visible.
- Flip flops, backless shoes, stacked shoes, and shoes with built-in rollers are not permitted due to safety concerns. Tennis shoes are required for participation in P.E.

Students are encouraged to purchase small hand-carried book bags. **Rolling book bags are discouraged as they create a safety hazard in crowded hallways and transportation loading areas.**

EXTRA-CURRICULAR ACTIVITIES

Students at Stevens Creek have an opportunity to participate in various types of clubs and activities designed to enrich the learning experience and develop responsibility and self-discipline. Chorus, Safety Patrol, Nutrition Advisory Council, Art Club, Garden Club, Girl/Boy Scouts, Run Hard and Student Council are among the existing opportunities available to students at various grade levels. 4-H activities are included as part of the regular 5th grade curriculum, but may have extra-curricular components. Please contact the office if you would like additional information.

FIELD TRIPS

Field trips are a very important part of our curriculum. Permission slips signed by the parent or legal guardian are required prior to any field trip. If there is a fee for the trip, you are asked to make a voluntary contribution for the cost; however, no student will be denied the chance to participate. Parents are encouraged to attend and help the teacher with supervision; however, siblings are not permitted to attend.

FUNDRAISING AND SOLICITATION

The Southern Association of Colleges and Schools (SACS) have set a standard that Columbia County Schools are to follow in regard to fundraising or solicitations. The intent of this standard is to protect the health and safety of children and to prevent encroachment on the instructional day. The following guidelines will be followed:

1. Students may not sell anything at school.
2. Students may not participate in any commercially sponsored fundraising in the name of the school at any time.
3. Fund-raising from a service-based approach, utilizing voluntary participation, is permissible and encouraged. These would include, but are not limited to carnivals, spaghetti suppers, donations, etc.
4. School stores are permissible; however, no food or drink items may be sold to students.
5. Students are not to participate in door-to-door sales.

Thanks to our "Booster Club", we no longer participate in any form of fundraising that requires students to take orders and to deliver goods purchased. What a relief!

GUIDANCE AND COUNSELING PROGRAM

The guidance counselors are available to students to help develop their educational, social, career and personal strengths and become responsible and productive citizens. Intervention may be provided through:

Classroom Guidance: large group instruction in the classroom focusing on the general needs, interests, concerns, and behaviors of all students.

Small Group Counseling: two or more students working with a counselor discussing a specific area of concern to develop positive relationships, solve problems, and work toward goals. **Parental permission is required.**

Individual Counseling: personal and private interaction between a counselor and a student in which they work together on a personal or academic concern. Parents will be notified if the concern affects the safety of the student or others. **Parental permission is required.**

A student can make a self referral for counseling by completing a Student Referral Form or indicating to a teacher, administrator, or counselor a desire for individual counseling. A parent has the right to elect by signing a waiver form, that his child **not** participate in guidance and counseling activities.

Gifted Testing: the counseling department administers tests to determine if students qualify, based on Georgia guidelines to participate in the gifted program. Testing is done in the fall for students new to the school system, and after winter break for all other students who are recommended for testing. Students may be recommended by the teacher or parent.

HEALTH

Illness or Accident

Information cards will be distributed at the beginning of the year or at registration. The information will be used in the event a student becomes ill or is involved in an accident. It is very important that this information be accurate and kept up-to-date, and an emergency contact must be provided. **PLEASE IMMEDIATELY NOTIFY THE TEACHER OF ANY CHANGE.**

If an illness or accident occurs, the nurse will notify the student's parents by phone and ask the parent to come to pick the child up. If the school is unable to reach the student's parents, the emergency number will be used. If parents or designee cannot be reached and emergency medical care is deemed necessary by a school administrator, an emergency medical service will be called.

A parent/guardian must be notified if a child has an elevated temperature 100⁰ degrees or higher. The child must be picked up from school and may not ride the school bus home. If a child's temperature is 103 degrees or higher and a parent/guardian or responsible person cannot be contacted and the child needs immediate care, the school will call 911 for emergency care. Students may return to school when they have been fever free for 24 hours without medication.

Students who are absent or sent home for the day may not attend class parties or other activities during the school day, nor may they participate in extra curricular activities until they return to school.

Communicable Disease (pink eye, ring worm, normal childhood diseases such as chicken pox): It is very important that parents notify the school of any communicable disease at the earliest possible date. For health reasons, students should not return to school after an illness unless sufficiently recovered to participate in their regular school program as advised by your family physician. Please advise your child's teacher of any health related concerns you may have. We will need to develop an individual "Health Care Plan" should your child's situation be particularly critical. If a case of head lice is identified at home or at school, the student should not return to school until they have received treatment. The parent should provide evidence (used treatment package) that treatment has taken place. Before returning to the classroom student must be seen by school nurse.

Immunization: The State of Georgia Immunization Law, H.B. 427, requires an adequate Certificate of Immunization, Form 3231 (Rev. I-2000), and a Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening, Form 3300 be on file for every student enrolled. All Kindergarten, First, and Second Grade students must also present a Birth Certificate along with the above certificates. Both of the Health Certificates can be obtained at the Columbia County Health Department.

If a child requires medication (prescription or nonprescription) the following procedures must be followed:

1. A Request to Administer Medication form from the student's parent must be on file in the school nurse's office. These forms are available from the nurse and on the CCBOE website under medication, school health site. Medication **cannot** be dispensed without a form on file. Please fill out and return to school nurse with medicine.
2. All medication must be kept in the clinic and administered by the school nurse/clinic employees only.
3. Medication must be given immediately to the teacher or brought directly to the school nurse. It must be in the original container, appropriately labeled, stating the name of the medication, the dosage, time to be given, the student's name, and the physician's name.

HOMEWORK POLICY

Homework has been shown to be an effective instructional technique which can have positive effects on learning and work habits. The general purposes of homework are:

- To promote responsibility and self-discipline
- To reinforce skills and information learned in school
- To enrich and extend school research experiences
- To prepare students for upcoming class topics
- To aid in evaluating student progress

The average duration of assignments for the AVERAGE student should not exceed the following per night.

Kindergarten	15 minutes
First Grade	30 minutes
Second-Third Grade	45 minutes
Fourth-Fifth Grade	60 minutes

HONORS/HONOR ROLL

At the end of the year all parents are invited to a 5th grade achievement ceremony. Students who maintain a yearly average of 90 receive the President's Award for Educational Excellence. These awards are based on the average of the first three nine weeks' grades. Several special recognition awards are also presented to students who have demonstrated outstanding effort/performance in areas such as Art, Music, Spanish and Physical Education.

Students in grades 3 – 5 are eligible to earn **A** and **A/B** Honor roll which will be posted in the Columbia County newspaper. **A** Honor Roll is for students who have all A's on the report card. **A/B** Honor Roll is for students who have at least one A, and any combination of A's and B's in the core areas. Conduct is not a factor in determining honor roll.

INAPPROPRIATE ITEMS

There are some items students should not bring to school for safety, health, or security reasons. Some of these are live animals, audio materials, DVD's, electronic games, poisonous animals/plants, weapons or parts of weapons, (real or toy), skateboards, shoes with wheels, and canned or bottled carbonated beverages. These items will be confiscated.

LOST & FOUND

All personal items brought to school should have the student's name attached to them if possible. All items found will be turned in to the office. If your child's name is written on the garment or item it will be returned promptly. Please encourage students to check the lost & found if they have lost or misplaced items. Also, parents

are invited to look for lost articles. Unclaimed items will be donated to the needy at winter break, spring break and at the end of the year.

If you need to bring items to your child during the school day, these items must be delivered to the front office, labeled with your child's name, and the teacher name if possible. Please help us maintain important instructional time by not taking items directly to the child's class. We encourage you not to bring homework that was left at home to your child – encourage responsible habits.

LUNCHROOM

Breakfast is served for a cost of \$1.50 between the hours of 8:10-8:40 a.m.

Car riders should arrive by 8:20 to eat breakfast.

A nutritional, well-balanced, hot lunch is provided at a daily cost of \$2.85. We encourage at least a 5 day meal account be purchased. Reminders will be sent home to renew the account as needed. Charging a lunch is allowed only in extreme cases and for no longer than 5 days. It is very important to keep up with the amount of money remaining in your child's account. You can now check your child's balance and pay online. Please see the link, www.ezschooldpay.com, on the webpage for additional information.

Lunch menus are posted at www.ccboe.net under *elementary lunch*.

Students may pay daily if they wish. No checks will be accepted in the lunch line. They must be paid for in the morning before school or during homeroom. Jumbo meals are available upon request for an additional \$1.75. Extra milk is \$.50. Assorted reduced fat chips, water and cookies are also available at an additional cost.

The cost of lunch is deducted daily from the balance on your child's lunch account. Students learn their account number and enter it as meals are purchased.

Those students who normally bring lunch and purchase milk in the cafeteria may purchase milk daily or open an account.

As part of our county wellness policy, “restaurant/fast food” is not allowed in the cafeteria. This also applies to days when parents/visitors have lunch with children. Students may bring a sack lunch from home, but should not bring carbonated beverages. If you are bringing lunch to your child, it must be at the school prior to the time your child's class goes to lunch. Lunches cannot be delivered to the lunchroom once a class has gone through the lunch line.

MAKE-UP WORK

If your child misses more than one day of school due to illness, make-up work may be picked up in the front office. In order for the teacher to have adequate time to prepare assignments and materials, make-up work should be requested prior to 10:00 a.m. and picked up after 3:00. Please carefully read the new attendance protocol.

Learning Commons

The Learning Commons provides a variety of services designed to enrich the curriculum, add dimension to the learning process and promote a love of reading. Students visit the learning commons at least once a week, and have access to a wide variety of reading materials, selected by educational experts and teacher recommendations. Parents may add to the collection through the “For the Love of Reading” program by purchasing books for the media center in honor of a child or other family member.

The media center is available to students throughout the day. Students are responsible for books checked out, and for other materials used during library visits.

NEWSLETTER

A school newsletter containing items of interest to students and parents will be distributed by PTO. These are published and sent home with progress reports and report cards. It will include timely information about school activities. Classroom notices and individual reminders will be sent home periodically or posted on teacher web pages.

NONDISCRIMINATORY POLICY AND GRIEVANCE PROCEDURE
COLUMBIA COUNTY BOARD OF EDUCATION
POLICY GAA-EQUAL OPPORTUNITY EDUCATION PROGRAMS
AND EMPLOYMENT

Equal Opportunity Assurance

The Columbia County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools shall designate staff members to:

- a. Coordinate efforts of the Department to comply with this policy.
- b. Develop and insure the maintenance of a filing system to keep all records required under this policy.
- c. Investigate any complaints of violation of this policy.
- d. Administer a grievance procedure for employees, students, and/or parents of students enrolled in the Columbia County School System, or community members who reside in Columbia County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Any student enrolled in the Columbia County School System, parent of a child enrolled in the Columbia County School System, employee of the Columbia County Board of Education, or resident of Columbia County who believes the school system has violated an aspect of the laws governing equal opportunity is encouraged to file a complaint identifying the policy, act of practice deemed to be in violation.

The grievance procedure for filing such complaints shall be as follows, with the exception of charges of sexual harassment which shall follow the grievance procedures outlined in Policy GAEB/JCAC Prohibition of Sexual Harassment. The compliance officer or the building administrator shall assist the complainant in filing a complaint through the proper channels.

1. The student, parent, employee or community member with a complaint shall submit a written statement the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
2. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance.
3. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of Schools for approval.
4. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who initiated the complaint.
5. Should the compliance officer fail to agree that a violation exists; the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Columbia County Board of Education.
6. Should the Columbia County Board of Education fail to agree, the complainant may appeal to the Office of Civil Rights, Department of Health, Education, and Welfare.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports, O.C.G.A. 20-2-315). Students are hereby notified that the Columbia County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Penny Jackson, Assistant Superintendent, 4781 Hereford Farm Road, Evans, Georgia, 30809. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator by calling 706-541-0650.

PARENT NOTIFICATION REGARDING STUDENTS

“The universal nature of the Internet makes it necessary to use care when identifying students on individual school and system web sites. Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work, activities, and/or achievements on their web sites. Such information about your child will be limited to photographs, student’s first name, school, grade level, and/or student work.”

PARENT TEACHER ORGANIZATION (PTO)

Stevens Creek Elementary has an active and supportive PTO. We hope every family will join and be involved with the activities planned, as well as attend regularly scheduled PTO events during the year. Last year approximately 95% of the faculty joined PTO. This is an opportunity for you to make a significant and positive contribution to the overall instructional program at Stevens Creek Elementary. You may join the PTO Booster Club by making a donation of \$130.00 for the first child and \$80.00 for each additional child. This money will guarantee your child a school t-shirt, directory, yearbook, family PTO membership, and monthly enrichment assembly programs. This \$130.00 donation will allow the PTO to discontinue fall fund-raising which involves order forms.

PARENT VOLUNTEERS

There are many opportunities for parents to volunteer at Stevens Creek. Some possible ideas include:

- Serving as Room Parents
- Serving in the Lunch Room
- Mentoring/Tutoring
- Assisting with PTO Activities (Carnival, Family Dance, Auction, etc.)
- Classroom

If you would like to volunteer, please contact your PTO president or one of the administrators. Please remember that all adults visiting the building for any reason must first sign in with the office and wear a nametag which identifies you as a registered visitor. This is a safety requirement mandated by the Columbia County Board of Education. All parent volunteers must watch a training video and have a form on file prior to volunteering in the building.

PARTIES

Teachers and parent volunteers will host four seasonal celebrations throughout the year. These celebrations are tied to areas of the curriculum to make best use of instructional time. Classroom parties must be requested by the teacher and approved by the Principal.

Birthday recognition – If parents wish, they can send a small **individual** birthday treat for the student to share at lunchtime. (Ex. ice cream, fruit). Please check with your child’s teachers about any allergies or special nutritional needs that may exist in the classroom so that we can insure that no children are excluded.

Birthday invitations can only be distributed through the class if all students (or all boys/all girls) are included. These guidelines must be followed or invitations will be returned. **Gifts, including balloons or flowers are not allowed at school.** We request your support in all these matters in order to prevent any child from being excluded.

PICTURES

Student pictures will be taken twice a year. These will be available for purchase at the parents' option. Please note that a portion of all sales is kept by the school and used to support the overall instructional program. Purchasing pictures is an excellent way to support your school.

REGISTRATION AND WITHDRAWAL PROCEDURES

Any child moving into the Stevens Creek school zone for the first time must be registered in the school office. Parents need to bring the completed Georgia four-point-screening form, 3300 (eye, ear, dental & wellbeing), the Georgia Immunization form, 3231 (rev. I-2000), Social Security card, birth certificate, and proof of residence. The last report card from the child's school is essential. The school office is open from 8:00 a.m. to 4:00 p.m.

Kindergarten Registration: Children are eligible for enrollment in Kindergarten if they have reached their fifth birthday by September 1. Parents need to bring the above documents to register a child at designated times in the spring preceding the end of school. If this is not possible, parents are requested to complete registration soon after the designated time.

First Grade Registration: Children are eligible for enrollment in First Grade if they have reached their sixth birthday by September 1.

Attendance zones and guardianship requirements will be enforced as required by County Policy.

Parents should notify their child's teacher or the school office at least one day before the day of withdrawal. A withdrawal form needs to be completed and taken to the child's next school.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year at nine-week intervals (see calendar). At the midpoint of each grading period, progress reports will be issued. We encourage you to make an appointment with your child's teacher to discuss these reports. Teachers also send graded papers home weekly.

SAFETY DRILLS

Fire drills are held monthly in order to provide students and staff with the opportunity to practice a safe evacuation of the building. Bus evacuation, Tornado and Crisis Management Drills will be conducted a minimum of twice yearly. Please help your children understand the importance of following drill procedures in an emergency situation. If you are a visitor to our building during a drill, please be sure to follow the directions of the nearest staff member in order to help us successfully complete these safety drills.

SCHOOL HOURS

School hours are 8:40 to 3:40. The school will be open to receive students at 8:10, and the tardy bell will ring at 8:40. Students who arrive after 8:40 are counted tardy, and must be signed in. Instructional time continues until the end of the school day, so we ask that you please limit the times your child is signed out. Students must be in school until 12:10 in order to be counted present for the day. Students who leave and return must be present a total of 3 and ½ hours. Students should be picked up no later than 4 p.m. Please do not drop children off prior to 8:10 as no supervision is provided at that time.

SCHOOL SUPPLIES

School supply lists are posted on the school website prior to the beginning of school. Supply lists will also be available from teachers at orientation sessions during the first several weeks of the school year.

SCIENCE FAIR

Each year many 4th and 5th grade students present projects in the local CSRA Engineering Science Fair which determines our entries in the district fair. This activity is one of the highlights of our academic year. Stevens Creek students have won first, second, and honorable mention awards during recent years. Parents are encouraged to support this activity and to promote the interests of their children in science fair projects.

STANDARDIZED TESTING

Georgia has established a statewide testing program designed to provide information regarding the achievement of students at all levels. The results of these standardized tests are used by school systems and individual schools to better address the educational needs and progress of our students. The following assessments are administered at the elementary level:

GKIDS– Georgia Kindergarten Inventory of Developing Skills

Georgia Milestones – 3rd, 4th, & 5th

CoGat- 2nd grade

STUDENT ARRIVAL/DISMISSAL

Please do not leave students on the school grounds prior to 8:10 a.m. as adult supervision is not available. Supervision on school grounds begins at 8:10, and students are allowed to enter the building at this time. If you are attending a teacher conference or other meeting in the morning, school-age siblings should remain in the front lobby. Your child should be in class ready to receive instruction by 8:40.

During afternoon dismissal, siblings or friends of students should remain in cars or with supervising adults. Children that do not attend STCE may not be on the playground during the school day. Anyone entering the building should sign in at the front office.

In order to insure the safety of your children during arrival and dismissal, we ask that you pay careful attention to the procedures in place for walkers, car riders, and bus riders. These procedures will be explained in detail during orientation for each grade.

General Procedures are as follows:

Morning Arrivals: Car riders should use the circular driveway in front of the school. School personnel will be on duty to assist children in exiting their car and entering the building. Please do not park cars on the curbs between 8:10 and 8:40 as you will block the flow of traffic and create a safety hazard for children exiting their cars. If you must enter the building during this time, please use one of the marked spaces in front of the school or in the side parking lot. Curbs in the side parking lot must also be clear as buses will be arriving in this area.

Bus Riders will be assisted by school personnel in exiting the buses and entering the school from the side parking lot.

Afternoon Dismissal: Afternoon car traffic will line up in lanes in the parking lot on the side of the building in a designated loading area. Children will be kept behind a marked line on the sidewalks, grouped by grade, until their car is stopped in the designated loading area. As soon as cars in the designated area have their riders, the first set of cars will exit the parking lot and the loading area will re-fill. If you do not see your child, please circle back to the end of the car line. If you are entering the building for an appointment or for a forgotten item, please park in a designated space.

Bus riders and daycare riders will remain in the classroom until their bus has been called. School personnel will assist in locating and loading buses. Buses and daycare vans will load in the circular driveway in front of the main building. Please remember to notify both the daycare and the school of any changes in transportation.

Early Dismissal Procedures:

The safety of your child during this busy time of day is our primary concern. In order to keep your child safe and prevent confusion, please help us by adhering to the following school policies:

Students who are being released early for appointments or excused reasons must bring a note, and should be signed out **prior to 3:30.** Parents arriving later than 3:30 will be required to wait in the car line for regular dismissal. Please be sure that anyone who picks up your child is aware of this policy. **No children will be released early by telephone calls- we must have written permission of the parent. This must be done by note – no e-mails can be accepted.**

STUDENT RECORDS

All students' records will be kept in the office. Parents may request to see their child's records through an appointment with the Principal.

STUDENT RELEASE TO NONCUSTODIAL PARENTS

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission except in emergency situations whereby the Principal at his/her discretion may release the student upon verbal request of the custodial parent. It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those on file in the child's record.

TELEPHONE USAGE/ELECTRONICS

Students are not allowed to use the telephone in the front office. If your child is sick or has a true emergency, the nurse or a staff member will call you. Forgotten homework may seem like an emergency to your child, but it is not.

Cell phones must be turned off if they are brought to school. Cell phones should not be used during the school day. If a cell phone disrupts the school day, it will be taken by an administrator and must then be picked up by a parent. Laptops are allowed for educational use and **are brought to school at your own risk.**

TEXTBOOKS

Students are expected to take good care of their textbooks. All books must be covered with a book cover. Contact paper or self-adhesive book covers are not to be used at all! Since they are essentially loaned to students, we must ask for reimbursement if any are lost or damaged. Students may not be issued a replacement textbook for use at home until they have paid for any missing or damaged items. Failure to make restitution may result in not receiving a final report card.

TRANSPORTATION

Parents should notify teachers at the beginning of the year whether their child will be a bus rider, car rider or walker. When changes to the regular mode of transportation are needed, the school must receive a written statement from parents indicating the specific dates and revised means of transportation. **If a student regularly rides a particular bus home, he or she will not be allowed to ride a different bus without a written note from parents. A note is also required when students who are normally walker or car riders take the bus home with a friend.**

We encourage you to maintain a regular transportation schedule as much as possible, as frequent changes in transportation can be confusing to students and result in missed rides/safety concerns at dismissal time. **For the safety of your child, no transportation changes can be made by a phone call or e-mail. Faxes are accepted: (706)854-5837.**

If you have questions or concerns about bus discipline, pick-up and drop-off or bus routes, please contact the school, or the transportation department at 706-541-2729.

VISITORS TO THE BUILDING/CAMPUS

We welcome visitors to the building, but ask that you help us maintain a safe environment for your children by following these procedures:

- 1) Please enter the building through the front doors only.
- 2) Sign in on the visitor laptop and indicate your destination.
- 3) Be sure to wear a visitor sticker at all times. Our faculty and staff are required to question anyone not wearing a visitor's badge.
- 4) Please avoid surprise visits as this may interfere with instructional time. All teacher conferences should be scheduled in advance.

We wish you a successful year. Please contact us if you have additional questions.

Grace Meyer
Principal