

PIKE COUNTY ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2023 – 2024

607 Pirate Drive  
Zebulon GA 30295

770-567-4444  
678-359-9899 FAX

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

## ADMINISTRATIVE TEAM

**Dr. Melissa G. Smith**  
Principal

**Ms. Patti Hester**  
School Counselor

**Mrs. Allison Peabody**  
Assistant Principal

**Mrs. Kathy Zellner**  
Media Specialist

**Ms. Eve Booker**  
Assistant Principal

**Mrs. Michele Granger**  
Literacy Coach

**Mrs. Kristin Hudson**  
Instructional Coach

### WELCOME!

The faculty and staff of Pike County Elementary School would like to welcome you! We look forward to another exciting school year. Every academic and extra-curricular program offered to you is meant to assist and lead you in reaching goals. We are here to help you reach these goals in any way possible. The following pages in this handbook explain what you will need to know to make grades 3, 4, and 5 a success. Please take the time to review the information in this handbook with your parents. The opportunity to work with you as a team, as you prepare for your future, is an opportunity that is important to all of us.

### Pike County Beliefs:

**How does our district believe we can impact student lives?**

At Pike County Elementary School, we believe that:

- All students can learn and grow academically, socially, and emotionally.
- All students benefit from a rigorous learning environment characterized by the transfer of knowledge and skills to novel experiences over standardized test preparation and rote skill acquisition.
- Engaging in meaningful learning promotes student agency, voice, and choice.
- Learning must be made visible.

### Core Values:

**Relationship, ownership, and innovation**

At Pike County Elementary School, we embrace the reality that in the 21<sup>st</sup> century, students' success will depend less on what they know, and more on what they can do. That is, the ability for students to adapt in shifting work environments and excel in fast-paced, diverse communities will be critical to their long-term growth. To create a learning environment to facilitate these goals, we must:

Be relational, take ownership, and seek innovation.

## **Mission and Purpose:**

**Enabling students to achieve intellectual freedom.**

**Freedom lives in Choice and Opportunities.** At Pike County Elementary School, we want all students to be free to live the life they choose, including freedom from limiting beliefs and influence. We believe that true freedom begins in the mind with independent and well-reasoned thought. Our mission is to help each student learn and grow throughout their early lives to find their path to intellectual and individual independence, which will enable them to excel in any endeavor they choose. Furthermore, it is the job of the school district to teach students how to think, not what to think.

## **Our Portrait of a Graduate:**

**What skills and competencies do we foster in our graduates?**

Pike County's Portrait of a Graduate consists of five core competencies.

- Critical Thinking
- Creativity
- Collaboration
- Communication
- Personal Responsibility

These competencies are necessary for students' success in college, in their career, and in their overall lives. The Portrait of a Graduate serves as the district's "North Star" with regards to how we structure our curriculum.



# **PORTRAIT OF A GRADUATE**

PIKE COUNTY SCHOOLS

Please note:

In response to the guidance from health agencies associated with COVID-19, the schools will make modifications to procedures and policies, as necessary. Those adjustments will be shared with students and parents but may not appear in this document due to the changing guidelines.

Students are required to follow the policies outlined in both the student handbook and the Pike County School Code of Conduct Parent Manual. This handbook and any policies contained herein are subject to change. Any changes made to this handbook after printing will be posted to the school website: [www.pike.k12.ga.us](http://www.pike.k12.ga.us)

## GENERAL INFORMATION

- School Phone Number: (770) 567-4444
- Our instructional day begins at 8:00 a.m. and ends at 2:40 p.m.
- At 8:00 a.m. each morning, all exterior doors of the building will be locked. Do not drop students off in the morning drop off area after 8:00 a.m. Your student is considered tardy after 8:00 a.m. and must be signed in at the front office by an adult.
- **Staff will be stationed on the sidewalk beginning at 7:15 a.m. to welcome students into the building. Do not drop off or leave students outside of the building before 7:15 a.m. There will be no supervision for students until our staff opens the door at 7:15 a.m.**
- **Parents are encouraged to schedule all doctor and dental appointments for students after school. Please limit early dismissal to circumstances involving a doctor's appointment or family emergency. Instruction is interrupted by the front office when students are called out of class before 2:40 p.m. Students being picked up before 2:40 p.m. are missing valuable instructional time. As a result, grades are often adversely affected. Chronic checkouts of a student may result in the student missing critical instruction which is imperative to complete assignments and ensure student success.**
- If your student needs to leave school during school hours, a parent/guardian must sign them out at the designated area in the main office. Be prepared to show a **valid state issued photo ID** which will be processed through our Ident-A-Kid system. A photo ID is required, but not limited to, the following occasions: check outs, conferences, medication drop off, eating lunch with student, or any contact with a student during school hours. **Check-outs are not allowed after 2:30 p.m.**
- Transportation changes should be made no later than noon. Please send transportation changes to [esattendance@pike.k12.ga.us](mailto:esattendance@pike.k12.ga.us) along with a copy of your picture ID.

## ATTENDANCE

To receive the maximum benefit from their education, students need to be present every day that school is in session. Many lessons at school require direct instruction or collaboration with peers and cannot be replicated through worksheets or reading assignments.

All students are expected to arrive at school prior to 8:00 a.m. Students that arrive on time are better prepared for their day. A student is considered tardy after 8:00 a.m. One critical component of student success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure.

**Students who arrive before 11:30 will be counted present for the day.**  
**Students who arrive after 11:30 will be counted absent for the day.**  
**Students who check out before 11:30 will be counted absent for the day.**

Parents/guardians can notify the office by phone (770-567-4444) or email [esattendance@pike.k12.ga.us](mailto:esattendance@pike.k12.ga.us) before 9:00 am when your child is absent or send in a doctor's excuse the following day. Office staff may also be notified earlier if absences are known, or planned, ahead of time.

In addition, it is important to keep contact information up to date. Please inform the school office when your phone/address has changed, or your emergency contacts have changed.

The parent or guardian shall provide a signed and dated explanation of the student's absence immediately upon the student's return to school. The student's record shall reflect an unexcused absence until the written notification is received. Five (5) parent notes explaining a student's absence will be allowed for students in grades K-12. If additional parent notes are submitted, the system may require official documentation including but not limited to a healthcare service provider. **Excuses can also be faxed to the attendance clerk to 678-359-9899. Students absent from school may not participate in after school activities/events on the day of their absence.**

Perfect Attendance is defined as being present every day that school is in session. If the child is not present or leaves school for any reason prior to 11:30 (sick, funeral, nurse sends them home, etc.), he/she will not be eligible for "perfect attendance" even though it is an excused absence. Students assigned to ISS are counted present for the school day. Students issued OSS are marked absent with an "S" for suspension and are considered absent.

Physical Education is a required class; students may be excused from P.E. with a written statement from a licensed physician or a parent note.

Students must go through the school nurse to be checked out with an excused sickness.

### **BUS CONDUCT and BUS STOP CONDUCT**

**For detailed information, please refer to the District Code of Conduct.**

Students have the privilege of using the transportation services of the Pike County School System. Rigid standards of discipline must always be maintained to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, dangers exist. Foremost in our minds is the safety of each passenger.

Students may only ride the school bus to which they are assigned. If an emergency arises which makes it necessary for a student to ride a different bus, the parent must send a written request along with a copy of a valid picture ID to [esattendance@pike.k12.ga.us](mailto:esattendance@pike.k12.ga.us) no later than 12:00 p.m.

**We are unable to unload the bus for student check-out once the students have loaded for bus dismissal.**

### **CAFETERIA POLICIES:**

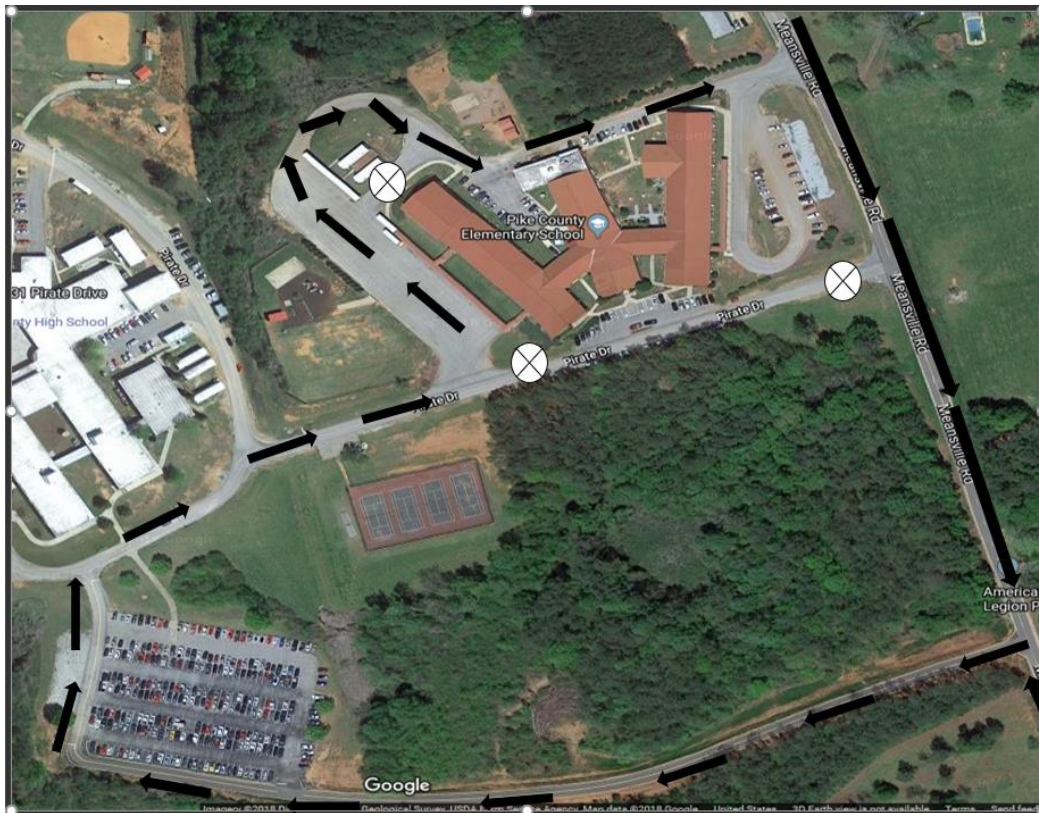
#### **FREE/REDUCED MEAL POLICY**

The Pike County School System encourages all parents or guardians to apply for free and/or reduced-price meals for their children through the School Nutrition Program. Each student will receive an informational form with an application for this purpose at the beginning of the school year. **A new application form must be completed each year.** Only one form per household is required. You will be notified of your eligibility as quickly as possible. First-time applicants will be responsible for meal fees incurred prior to eligibility determination. Parents or guardians should remember that it is their responsibility to make sure that meals are provided for their children, either by a lunch from home, payment, or through free or reduced-price applications.

Students are encouraged to deposit money into their meal accounts, whereby a draft of the account may be made daily as meals are purchased. Deposits may be made online at [www.myschoolaccount.com](http://www.myschoolaccount.com) or by cash or check at each school. Negative Balance Notifications are sent out to parents/guardians by our all-call telephone system on a weekly basis for balances greater than \$10.00. **Lunchroom QR Code:**







**CAR RIDER PROCEDURES**

**Morning Procedure:** Morning car rider traffic flow is noted with arrows on the map provided.

Staff will be stationed on the sidewalk beginning at 7:15 am to welcome students into the building. Students who arrive after 8:00 a.m. will be counted tardy and must be checked in by an adult in the front office.

Students must exit vehicles on the passenger/curb side. Please take this into consideration when placing safety seats in the car for children.

Cars will be unloaded the entire length of the sidewalk. Wherever your car stops along the sidewalk is where your child will need to exit and proceed into the building. Please do not request to pull further ahead for drop off at the building entrance. This significantly delays our line.

Encourage your child to be prepared to exit the vehicle once you stop.

**Afternoon Procedure:** Afternoon car rider traffic flow follows the same pattern as our morning traffic plan. Car rider dismissal begins at approximately 2:50 each day.

Color Coded Stations: Red, Orange, Yellow, Green, Blue, Purple

Like morning, students must enter the vehicle on the passenger side of the vehicle. Please take this into consideration when placing safety seats in the car for children.

Please hang the car rider tag from your rearview mirror so that the caller may see it with ease. The tag shall remain in view for staff members at colored pick-up stations. Students will only be released to vehicles with a car rider tag displayed. Tags are distributed at Open House and replacements are provided in our front office (picture ID required).

If you have forgotten your car tag or have not given it to the designated person responsible for picking up your child, go directly to the front office to sign out your child. PLEASE remember to have your picture ID ready for office personnel. Although this may be an occasional inconvenience, please know we value the safety of students, and our process ensures that students are released to approved persons. We thank you for your understanding and patience.

Any student not picked up by the conclusion of car riders will be available in the front office. If late pick up becomes a regular occurrence, administration may suggest an alternative dismissal option. Staff are not available to supervise students who are not picked up on time.

## **CODE OF CONDUCT**

It is necessary that teachers, parents, and students understand, accept, and support the discipline policies of our school. PCES believes in, encourages, and enforces age-appropriate discipline policies for all students. This District Code of Conduct applies while on campus, at designated bus stops, while riding any Pike County school bus and while participating in field trips or other school sponsored activities. Misconduct will not be tolerated at PCES. Any student who violates discipline policies listed herein are not only disrupting their education, but also the educational environment of others and should expect consequences because of this choice.

Students are responsible for following the directions of all staff members including the principal, assistant principal, counselor, teachers, secretaries, paraprofessionals, custodians, bus drivers, substitutes, and any other authorized adult employee of the school system.

Discipline is assigned in a progression of steps through a systematic discipline process that may include, but are not limited to, the following considerations: the student's discipline history; the degree of premeditation, impulse, or self-defense; disability; the strength of evidence; the willingness to cooperate; the seriousness of the offense, and the age of the student.

## **AFTER SCHOOL DETENTION**

An after-school detention requires students to report to a designated location at PCES. A minimum of one (1) day notice to the parent/guardian will be given. During this detention period, students will be assigned meaningful work or shall complete homework.

Students assigned to after school detention because of misbehavior will be required to stay after school until 3:30 p.m. and should be picked up by a parent or guardian listed on the demographics form. Please present your ID at pick up for a safe dismissal from detention. Misbehavior during after school detention may result in the student being assigned to in-school suspension.

## **IN-SCHOOL SUSPENSION**

An In-School Suspension program (ISS) for students in grades 3 through 5 is operated at Pike County Elementary School during the school day.

Students spend their assigned day(s) in a classroom working independently to complete the class assignments from their teachers. Students receive credit for work completed in ISS. Work not completed in ISS will become homework and must be completed and returned to the appropriate teacher.

ISS is held in a strict environment. If a student chooses to misbehave and/or not to do the assigned work, he/she may then be suspended from school and will serve his/her ISS time upon returning to school. **ISS time must be made up.**

A student who is in ISS or suspended from school will not be allowed to participate in, or attend, any school activity during that specified time or to be on any school system property after school hours. Students are allowed to attend after-school extracurricular activities on the last day of their ISS.

## **SUSPENSION**

Continuous misbehavior (repeated conduct code violations) and/or any misconduct of a severe nature will result in the student being suspended off campus.

Just as with In-school suspension, off-campus suspended students may not attend any school system functions or be on any school system property during their suspension time, nor may they represent the school in any extracurricular activities.

## **EXPULSION**

Expulsion is a disciplinary action taken by the local board of education that prohibits a student from attending classes and any school activities for the remainder of the school year or up to 12 months at the discretion of the Superintendent.

## **CHRONIC DISCIPLINARY PROBLEMS**

Definition: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Any time a teacher or administrator identifies a student as a chronic disciplinary problem student, the administrator will notify by first-class mail, or by telephone call, the student's parent or guardian, and invite such parent or guardian to attend a conference with the administrator, teacher, or both to devise a disciplinary and/or behavioral correction plan. (O.C.G.A. 20-2-765) This team, along with the student, will work together to formulate a plan that addresses the needs of the individual student having discipline problems at school.

## **COMMUNICATION (District or School level)**

Pike County Public Schools and Pike County Elementary utilize several modes to disseminate information to students and families.

District Webpage: [www.pike.k12.ga.us](http://www.pike.k12.ga.us)

School Webpage: <https://elementaryschool.pike.k12.ga.us>

Facebook: Pike County Public Schools/ Pike County Elementary School

YouTube: Pike County Schools GA

App: Pike County Public Schools

Twitter: @PikeGASD

Phone system all-call

Bright Arrow

Inclement weather communication: WSB-TV/Radio

24-hour access to student grades: PowerSchool – For access information, please contact the records clerk.

## **COMPLAINT OR CONCERN**

If you have a concern about a school policy or an employee, please adhere to the following protocol to resolve the problem as quickly as possible:

1. Contact the person with whom you have a concern to discuss both sides of the situation. Classroom concerns are best approached through the teacher first.
2. If the situation is not resolved to your satisfaction, contact the principal or assistant principal.
3. If the situation remains unresolved, contact the superintendent.

## **CONFERENCES**

Teachers are required to schedule fall and spring parent/teacher conferences. Please make every effort to attend. If you would like to meet with your child's teacher at any other time during the year, please email the teacher to set up an appointment.

All conferences are in-person unless the parent is unable to attend and would prefer a phone conference or a ZOOM meeting.



## **CURRICULUM**

The curriculum emphasizes basic academic skills outlined by the Georgia Standards of Excellence issued by the state department of education regarding reading, language arts, mathematics, science, social studies, health, art, computer applications, music, and physical education.

Pike County Elementary School offers specialized services in speech therapy, counseling, gifted education, learning disabilities, behavioral disorders, and mild, moderate, and severe disabilities.

The Pike County School System strives to provide an exceptional educational program that promotes academic excellence, 21<sup>st</sup> century skills, and College/Career readiness for all students. It is our belief that given appropriate instruction, time, and resources, all children can demonstrate high levels of critical thinking, creativity, communication, and collaboration. Also, the instructional climate must intentionally promote the development of students' personal responsibility (soft skills, executive functioning, and metacognition) in a caring and supportive environment. Standardized test scores are but one measure of a student's educational progress; more important is what students can do with the knowledge and skills they acquire. Today's students are digital natives, so technology must be ubiquitous in our schools. All students deserve a meaningful, yet rigorous learning environment. With that being said, it is ever more critical that students are punctual and present. The instruction provided during school can only minimally be delivered through make-up work. Avoid missing the hard work of your teacher!

## **DELIVERIES**

Special deliveries for students must be delivered to the front office to be picked up at the end of the school day. Our transportation department does not allow distractions such as balloons, and/or oversized or breakable items to be taken on the school bus.

## **DISTRIBUTION OF MATERIALS**

Individuals or organizations wishing to distribute materials must visit Pike County Schools' website at [www.pike.k12.ga.us](http://www.pike.k12.ga.us). The PeachJar link should be used to submit flyers for approval and distribution. Upon approval of your document, the document will be distributed electronically.

## **DRESS CODE**

It is the policy of the Board of Education that students shall dress in a manner that is reasonable and not distracting to other students and teachers. The dress of students must be in good taste and appropriate for school activities. School principals have final authority in all judgments related to dress. Possible disciplinary actions for violation of the school **dress code** shall be included in the student code of conduct.

The Superintendent or school Principals are responsible for implementing this policy and may disseminate additional regulations, procedures or directives as necessary to enforce the policy.

**DRUGS:** Drug Paraphernalia: Alcohol and Tobacco

For detailed information, please refer to the County Code of Conduct.

## **EXTRA-CURRICULAR CLUBS**

PCES offers a variety of extracurricular opportunities for our students. Procedures for student pickup after club dismissal will be communicated to parents by the club sponsor(s). If you prefer that your child not participate in any club beyond the regular school day you may choose the "opt out" option on the form included at the end of this handbook.

**All students:**

***Acting Club:***

*The purpose of the Acting Club is to offer students an extended opportunity to enhance their awareness of theatre and the arts. The Acting club may have presentations throughout the year and assist with other schoolwide initiatives.*

***Good News Club:***

*This club is led by Harp's Crossing Baptist Church at Hollonville. Their purpose is to offer a Christian program for 5- to 12-year-old children featuring Bible lessons, songs, memory verses, and games. It is the leading ministry of Child Evangelism Fellowship (CEF), which creates the curriculum, translates it into different languages for use around the world, and trains instructors to teach it.*

***4<sup>th</sup> and 5<sup>th</sup> grade students only:***

***Trailblazers Running Club:***

*The purpose of our Trailblazer's Running Club is to provide a running enrichment program that is not only a running club but a group of elite students that exemplify academic and behavioral responsibilities in the classroom. Our runners are held to responsibilities including running on their own, and at practice, along with maintaining good grades and leadership qualities in the classroom. We teach sportsmanship and healthy habits while instilling a love of running to share with others. This club begins each year in February and concludes with a Fun Run Race in May.*

***5<sup>th</sup> grade students only:***

*4-H is embedded into the 5<sup>th</sup> grade science curriculum. However, there are opportunities to participate in 4-H beyond the regular school day. Pike County 4-H is a unit of Cooperative Extension at the University of Georgia (a partner with public education). The 4-H mission is to assist youth in acquiring knowledge, developing life skills, and informing attitudes that will help them become self-directing, productive, and contributing citizens. 4-H provides events, classes, activities, and forums to enhance positive youth development. A full listing of local events can be obtained at the Pike County Extension Office by calling 770-567-2010.*

***Art Club:***

*The purpose of the Art Club is to offer students an extended opportunity to enhance their artistic ability as well as extend their appreciation for art. The Art Club may present art shows for PTO programs and for special events throughout the year.*

**FIRE DRILLS**

Fire Drills will be conducted monthly during the school year. Everyone shall move in an orderly fashion to designated locations as directed by teachers. Once in the designated location, roll will be taken. If the fire alarm sounds while students are in the hallway, students should leave by the nearest exit and report to a school employee. If a student pulls the fire alarm, law enforcement will be notified.

**GRADING OF CLASSWORK AND HOMEWORK**

It is the responsibility of the student to complete all classwork and homework assignments. Any missing work should be completed and returned to the teacher. If a student is absent, he/she will be allowed to turn in missing assignments for full credit (*Refer to the Attendance Section of this handbook for information regarding make-up work*). Students are encouraged to complete all assignments, as this will ensure that all students have a greater opportunity for success. The teacher should notify parents when failure to turn in work becomes a problem. A conference may be held with the teacher, parents, student, assistant principal and/or principal to address classwork/homework.

## GRADING SCALE

PCES observes the following grading scale:

A (90 – 100)    B (80-89)    C (70-79)    F (Below 70)

PCES recognizes personal responsibility, including Impulse Control, Task Initiation, Emotional Control, Sustained Attention, and Organization Skills.

## IEP & 504

### APPLICABILITY AND EFFECT ON INDIVIDUAL EDUCATION PROGRAMS

In accordance with O.C.G.A. 20-2-741, the provisions of student codes of conduct shall apply to students in kindergarten through grade 12. Nothing in the applicability of this code of conduct shall infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

## MEDICATION

Students requiring prescription medicine, including inhalers, during the school day must have signed consent from both the health care provider and the parent/guardian on file in the clinic before medications can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent/guardian or responsible adult. Please do not send pills or medicine to school in lunch boxes, pockets, etc. as other children may accidentally ingest them and potentially have a serious reaction.

If a student is required to take prescription medication during school hours and the parent cannot be at school to administer those medications, only the school nurse, or the nurse's designee, will administer the medication in compliance with the following regulations:

1. Written orders (the required form is available in all school offices) from a licensed physician must be on file in the school stating:

- Student name.
- Name of drug and required dosage.
- Purpose of the medication.
- Time of day medication is to be given.
- The anticipated number of days it will need to be given.
- Side effects.

2. The medication must be brought to school **by a parent or guardian in the original container appropriately labeled by the pharmacy or physician.**

3. An individual record will be kept of such prescription medication administered by school personnel.

Non-Prescription Medication: Acetaminophen (Tylenol) and other common over-the-counter medications may be administered to students as deemed necessary with parental permission. The school will only administer non-prescription medication if it is brought to the nurse in the original container and adheres to the same rules that apply to prescription medications.

Periodically, an examination for head lice by the school nurse may be necessary. If your child has head lice, he/she will be sent home from school. To return to school, a parent or guardian must accompany their child to school and allow the school nurse to re-examine the student. At this time, the nurse will determine if the student may return to class.

## PERSONAL PROPERTY

- The school is not responsible for lost or stolen property belonging to students.
- Refrain from bringing electronic devices, toys, or other valuables to school.
- Any toys that look like weapons are prohibited.
- All clothing, backpacks, and lunch boxes should be labeled with the student's name.
- Our lost and found is located on the stage in our cafeteria. Each break all items will be donated to charity. Items with student name will be returned to that student when possible.

## PHONE USE

A phone is in the front office for student use. Phone calls will be permitted in the event of an emergency or at the discretion of the office staff or the principal. **Student cell phone and/or Smartwatch use is prohibited at school.** Failure to adhere may result in the device being taken, housed in the school vault, and require parent pick up.

## RECOGNITION AND HONORS

Near the conclusion of the school year, students who have demonstrated exemplary behavioral and/or academic achievement will be recognized at a special awards ceremony. Only students receiving an award will be recognized at the awards program. An invitation to awards night will be sent home with honorees. To be recognized at this honorary celebration, students must meet or exceed one or more of the following criteria:

**Citizenship:** Top (1) Student of the Month from each homeroom displaying outstanding citizenship characteristics.

**Book Whisperer Award:** Reading Award presented by Media Specialist

- **3<sup>rd</sup> grade:** 50 or more Accelerated Reader points with 80% or higher overall accuracy on tests.
- **4<sup>th</sup> grade:** 75 or more Accelerated Reader points with 80% or higher overall accuracy on tests
- **5<sup>th</sup> grade:** 100 or more Accelerated Reader points with 80% or higher overall accuracy on tests

**Honor Roll:** End of Year "A" average in all academic areas, Music, PE, Computer Science, Art, and Science Lab

**A/B Honor Roll:** End of Year "A/B" average in all academic areas, Music, PE, Computer Science, Art, and Science Lab

**Academic Recognition:** End of Year "A" average in a particular academic area – without qualifying for Honor Roll or Merit Roll

**Polished Performer Award:** Students demonstrating exceptional growth in Reading or Math that are not receiving Honor Roll, Merit Roll, or an Academic Award

**Principal's Award:** GPA of 3.5 or higher at year end, 5 days or less of absences, scoring in the 90<sup>th</sup> percentile or higher on an iReady test during the school year, and zero discipline referrals

**Distinguished Learner Award:** Students scoring in the 90<sup>th</sup> percentile or higher on any iReady test during the school year Art, Music, Computer Science, PE, Science Lab (1 student from each class)

## REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent home at the midpoint of each semester. Report cards will be distributed at the conclusion of each semester. Please sign and return your student's report card.

## **SICKNESS**

Students who are ill shall not attend school until they are vomit and/or fever free for 24 hours. If your child complains of not feeling well, please take your child's temperature prior to sending them to school. A temperature of 100.0 or more is considered a fever. Temperature should be taken in the absence of fever-reducing medicine.

## **TEXTBOOKS and LIBRARY BOOKS**

Textbooks and library books issued/loaned are the property of Pike County Elementary School. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use. Lost, stolen, or damaged books must be paid for prior to another book being issued. An attempt to collect outstanding balances will consist of written notification and phone calls. Should debts not be paid, students will not be issued records such as report cards nor will they receive a classroom placement until all debts are paid.

## **VISITORS**

Visitors are always welcome at PCES! All visitors must sign in at the office and are required to provide a valid state issued driver's license or picture ID. Once your ID is processed through our Ident-A-Kid safety system, a visitor's badge will be provided indicating your name, picture, and your destination within the building. Visitor's passes should be worn in plain view, and visitors should only visit the designated location.

If you wish to attend a conference with school staff, please call to set up a mutually agreeable time. To ensure that student learning is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the school office upon entering the school property. It is expected that all visitors respect student privacy, safety, and well-being. In emergency situations, students will be called to the front office by school personnel to meet with a parent/guardian.

Visitors may eat lunch with their students on the stage in the cafeteria but may not include other students without written approval from the student's parent/guardian.

## **VOLUNTEERS**

Volunteers provide a valuable service to our school by contributing time and talent to enrich student learning. It is important that all volunteers respect student privacy, safety, and wellbeing. We invite you to consider one of the following:

- mentor a child
- tutor/read with a child
- help with special events
- assist with copies or laminating for grade levels
- serve with the parent organization
- serve on School Council
- Field trip chaperone
- Visit/observe special events such as field day, student Expos of learning, year-end celebrations, etc.
- or one of many other ways

If you would like to volunteer, please complete a volunteer application found on the Pike County District Website [www.pike.k12.ga.us](http://www.pike.k12.ga.us). This is an online document that will be sent directly to the Central Office and the Background Check process will begin upon completion.

Once you have completed your application, go to the district website, click on ACTIONS then click on VOLUNTEER and complete the MANDATED REPORTER TRAINING. Turn in your completed certification to Janna Brannon in Human Resources at Central Office, [BrannoJ@pike.k12.ga.us](mailto:BrannoJ@pike.k12.ga.us). Please be advised that it may take a couple of weeks to process your application.

**WEAPONS AND RELATED OBJECTS**

For detailed information, please refer to the District Code of Conduct.



## **ACKNOWLEDGEMENT #1**

### Student Code of Conduct

Current Georgia Law (O.C.G.A. 20-2-751.5) requires that when local boards of education are distributing student handbooks containing the student code of conduct, they shall also include a form for parents/guardians to sign acknowledging receipt of the code, and that the local school shall request that the form be signed and returned to the school:

**When distributing a student code of conduct, a local school shall include a form on which the student's parent or guardian may acknowledge his or her receipt of the code, and the local school shall request that the form be signed and returned to the school.**

In compliance with this law, please read and sign the following acknowledgement and return this form to the school within five days.

**We have received and read the PCES Student/Parent Handbook and have discussed the information with each other. We understand the Board Policies and School Rules stated in the PCES Student Handbook, and we agree to abide by these policies and rules as stated therein.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **ACKNOWLEDGEMENT #2**

### Extra-Curricular Clubs Information

Current Georgia Law (O.C.G.A. 20-2-705) requires that local boards of education notify parents or legal guardians regarding clubs and organizations at the school. They shall also include a form for parents/guardians to sign acknowledging receipt of the clubs and organizations and that the local school board shall request that the form be signed and returned to the school.

**When distributing the club and organizations information, a local school shall include a form on which the student's parent or guardian may acknowledge his or her receipt of the code, and the local school shall request that the form be signed and returned to the school.**

In compliance with this law, please read and sign the following acknowledgement and return this form to the school within five days.

**We have received and read the Extra-Curricular Clubs section in the PCES Student Handbook and have discussed the information with each other. We understand the Board Policies and "Opt-Out" option stated in the PCES Student Handbook, and we agree to abide by these policies and "Opt-Out" option.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**ACKNOWLEDGEMENT #3**  
**STUDENT PHOTOGRAPH DISCLAIMER**

During every school year there are many opportunities for students to have pictures and/or information about themselves in the following publications. These publications include but are not limited to the following:

- newspapers
- newsletters
- yearbook
- clubs
- PTO programs
- School Facebook page
- Pike Portraits
- Student of the month

This information is for the purpose of recognition for awards, honors, and/or achievements (honor roll, merit roll, student of the month, contests winners, etc.) they may have received. The Pike County Journal-Reporter occasionally comes into the school to ask students a question and to take their pictures for publication in the newspaper. On rare occasions, a television news crew may be on campus and may photograph and/or interview students to show on television that evening. Under the Family Education Rights and Privacy Act FERPA), parents have a right to deny the publication of such information about their children. Please sign below indicating your preference about the publication of your child's picture or information:

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
Parent/Guardian Name Student Name

**give permission**

**do not give permission**

for the publication of my child's picture and other information as described above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Failure to return this form will be taken as an affirmative answer.**

## Student Attendance Policy Acknowledgment

In accordance with the attendance guidelines set forth by the state of Georgia and Pike County Schools, regular and punctual attendance is of utmost importance. Attending school consistently not only maximizes your child's educational opportunities, but also contributes to their overall academic success and social development.

By signing this acknowledgment statement, you confirm that you have reviewed and understand the following key points of our student attendance policy and the attendance policy outlined in the Student Code of Conduct:

1. **Regular Attendance:** Students are expected to attend school every day, barring illness or other excused absences as specified in the policy.
2. **Tardiness/Check outs:** Prompt arrival and completion of school day is crucial. Students should arrive on time each day, ready to learn and remain engaged throughout the day. Excessive tardiness/check outs disrupt the learning environment and may lead to academic setbacks.
3. **Absences:** If your child is unable to attend school due to illness or any other valid reason, please notify the school office promptly to report the absence. The policy specifies the time frame and process for reporting absences.
4. **Make-up Work:** It is the student's responsibility to complete any missed assignments or coursework due to absences. Our teachers will provide necessary support to help your child catch up on missed material.
5. **Attendance Letter Notification:** Students with three (3) or more unexcused absences will be sent a letter notifying parents of truancy. After seven (7) unexcused absences a conference letter will be mailed to inform parents of attendance conference with administration.
6. **Truancy:** Unexcused absences or excessive tardiness may be considered truancy. Truancy not only impacts your child's educational progress but may also result in legal consequences as outlined by Georgia law.

Please read the Student Code of Conduct Attendance Policy carefully, as it contains additional details and procedures regarding attendance expectations, excused absences, and disciplinary actions for non-compliance.

To confirm your understanding and agreement with our student attendance policy, please sign and return to the school office. By doing so, you acknowledge your commitment to supporting your child's regular attendance and academic success.

**Parent name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GEORGIA DEPARTMENT OF LAW



Samuel S. Olens  
Attorney General

### **PRESS ADVISORY**

Friday, June 1, 2012

#### **New Child Abuse Reporting Rules to Go into Effect July 1**

Attorney General Sam Olens is alerting Georgians that beginning July 1, 2012, volunteers who work with children will be required by law to report suspected child abuse. The new mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012.

Specifically, HB 1176 changes the definition of "child service organization personnel" to include volunteers. The new law defines "child service organization personnel" as follows:

## Pike County Elementary School Authorization to Give Medication at School

If medication can be given at home or after school hours, please do so. However, if medication must be given during school hours, this form must be completed. Please write one medication per page.

**Student's Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I request that Pike County Elementary School, through the principal or designee supervise/assist in the administering of medication to my child, according to the instructions below. I understand that:

- Medications must be in the original labeled container (no baggies, foil, etc.). Pharmacists can provide a duplicate labeled container with only the school doses.
- Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or clinic personnel.
- It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed, and a newly labeled container is provided.
- All medication will be taken directly to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued.

\*\*\*\*\*

Name of Medication: \_\_\_\_\_

Dose: \_\_\_\_\_ Route (by mouth, topical, etc.): \_\_\_\_\_ Time(s) to be given: \_\_\_\_\_

\_\_\_\_\_ Stop Medication on: \_\_\_\_\_ Condition/Illness Requiring Medication: \_\_\_\_\_

Possible Side Effects, if any: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

I hereby authorize the personnel, employees, and officials of the Pike County School District to assist my child in taking prescribed medication according to district policy and I release them from any liability for administering this medication. I understand that, in the event of a change in medicine, I am responsible for presenting a new request form.

\_\_\_\_\_  
Parent/Legal Guardian signature Date

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

To be completed by School Health Clinic Personnel only:

Date received: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ # Doses: \_\_\_\_\_

Pike County Elementary School  
Authorization to Give Medication at School

Medication	Date Received	Brought in by	Received by	Quantity	Signature/initial