

**PIKE COUNTY
ELEMENTARY SCHOOL
STUDENT and PARENT HANDBOOK
2021-2022**



**607 Pirate Drive
Zebulon, Georgia 30295
Phone: 770-567-4444
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www.pike.k12.ga.us**

“CREATING SCHOOLS THAT STUDENTS LOVE.”

Dr. Melissa Smith
Principal

Mrs. Allison Peabody
Assistant Principal

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Instructional Coach

Ms. Patti Hester
School Counselor

Mrs. Kathy Zellner
Media Specialist

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.

This handbook and the policies herein are subject to change.
Updates will be posted at: www.pike.k12.ga.us

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It is the policy of the Pike County Board of Education not to discriminate on the basis of race, color, religion, age, handicap or national origin in its education programs, activities, or employment practices.

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.

VISION

Create Schools that Students Love.

MISSION

Developing Creative Problem-Solvers Ready for College, Careers, and Citizenship.

OUR WHY

Freedom lives in choice and opportunities. We want all students to be free to live the life they choose, free from limitations and influence. Freedom begins in the mind.

OPERATING PRINCIPLES

- Given appropriate instruction, time, and resources, all children can demonstrate high levels of critical thinking, creativity, communication, and collaboration.
- 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.
- All students deserve a rigorous learning environment.

Pike County Schools 2021-2022

		2021					2022				
		Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
July					1	2	Holiday	PL	PL	First Day	
		5	6	7	8	9	10	11	12	13	14
		12	13	14	15	16	Holiday	17	18	19	20
		19	20	21	22	23	24	25	26	27	28
		26	27	28	29	30	31				
August		2	PL	PL	PL	PL		1	2	3	4
		9	First Day	10	11	12	13	7	8	9	10
		16	17	18	19	20	14	15	16	Early Release	PL
		23	24	25	26	27	Holiday	Holiday	Holiday	Holiday	Holiday
		30	31				21	22	23	24	25
September				1	2	3			1	2	3
		Holiday	6	7	8	9	10	7	8	9	10
		13	14	15	16	17	14	15	16	17	18
		20	21	22	23	24	21	22	23	24	25
		27	28	29	30		28	29	30	31	
October						1					1
		4	5	6	Early Release	PL	Holiday	Holiday	Holiday	Holiday	Holiday
		Holiday	Holiday	Holiday	Holiday	Holiday	11	12	13	14	PL
		18	19	20	21	22	18	19	20	21	22
		25	26	27	28	29	25	26	27	28	29
November		1	2	3	4	5					
		8	9	10	11	12					
		15	16	17	18	PL	16	17	18	19	20
		Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Last Day
		29	30				Holiday	PL	31		
December				1	2	3					
		6	7	8	9	10			PL	PL	PL
		13	14	15	16	Last Day	6	7	8	9	10
		Holiday	Holiday	Holiday	Holiday	Holiday	13	14	15	16	17
		27	28	29	30	31	20	21	22	23	24

School Beginning and End	Professional Learning
Holiday	Early Release

ASBESTOS

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that all buildings be inspected for asbestos-containing materials. This is to notify all parties that a copy of the asbestos plan is in the school administrative offices and is available for public inspection upon reasonable notice. A copy is also on file in the Office of the Superintendent of Schools, Dr. Michael Duncan.

No asbestos-containing building materials were specified or used in the construction of Pike County Elementary School according to architect specifications.

Federal Education Program Coordinators

Gender Equity and Title IX Coordinator PO Box 819 Zebulon, GA 30295 (770) 567 8770	Mr. James Stanford
Pupil Services Director	Mr. Greg Green
Director of Teaching & Learning	Dr. Jenny Allison
Special Education Coordinator	Ms. Jessica McEntrye
Teaching & Learning Coordinator	Mrs. Dawn Lanca-Potter
Transportation Director	Mrs. Roxanne Owen

Each of the above listed school system employees can be contacted at the following:
PO Box 386
Zebulon, GA 30295
(770) 567-8489

GENERAL INFORMATION

- School Phone Number: **(770) 567-4444**
- Our instructional day begins at 8:00 a.m. and ends at 2:45 p.m.
- At 8:00 a.m. each morning, all exterior doors of the building will be locked. Do not drop students off at the morning drop off after 8:00 a.m. Your student is considered tardy at 8:00 a.m. and must be signed in at the front office by an adult.
- **Students may enter the building at 7:30 a.m. each morning. Do not drop off or leave students outside of building before 7:30 a.m. There will be no supervision until this time for any student.**
- **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 2:45 p.m. Students being picked up before 2:45 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 state mandated tests.**
- 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.

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 must notify the office by phone (770-567-4444 ext. 4100) or email (esattendance@pike.k12.ga.us) before 9:00 am when your child is absent. 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. These changes can be made at any time during the school year in addition to each semester when the demographic sheet is sent home.

Each student is allowed 5 parent excuses per semester. Any other absences require doctor's excuses for the absence to be considered excused. Students with excused absences will be given make-up work. **All absences will be considered as unexcused until an excuse is turned in to the attendance clerk. Excuses can also be faxed to the attendance clerk at 770-567-2895. Students absent from school may not participate in after school activities/events on the day of their absence.**

STUDENT ATTENDANCE (O.C.G.A 20-2-690.1)

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

Students Grades Pre-K thru 5th:

5th tardy or check out – Parent called.

10th tardy or check out – Letter to Parent(s) from Principal and Pupil Services

11th tardy or check out – Referral to Social Worker

15th tardy or check out – Parent(s) Conference at the school with Pupil Services, Counselor and Administrator. Referral to DJJ/filing compulsory attendance violation

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 will only be excused from P.E. with a written statement from a licensed physician.

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

Changes to dismissal transportation

If your child’s end of day routine or transportation plan changes for any reason, please notify the school in writing via email (esattendance@pike.k12.ga.us) no later than 12:00pm and include a picture of your state issued ID.

Instruction occurs between 8:00 and 2:45, so please help make full-day attendance a priority.

BULLYING/CYBERBULLYING

Pike County Elementary School will investigate, discipline (if needed), contact parents, and refer any account of bullying to the school counselor. Follow-up visits will continue as needed. **For detailed information, please refer to the District Code of Conduct for Bullying and Cyberbullying.**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of visible bodily harm.
 - b. Has the effect of substantially interfering with a student's education.

- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at a school related function or activity or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students or school. (*electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system*)

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel, or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Reviewed 4/26/21

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 be always maintained in order 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 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

Our school serves both breakfast and lunch. Anyone eating lunch with their child will need to sign in at the front office. A **valid picture ID** is required, and you may only eat with your child. Any other student wanting to eat with you will **require written permission from their parent/guardian.**

FREE/REDUCED MEAL POLICY

The Pike County School System encourages all parents or guardians who need assistance to apply for the 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 payment or through free or reduced-price application.

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 or by cash or check at each school. Negative Balance Notifications are sent out to parent/guardians by our all-call telephone system on a weekly basis for balances greater than \$10.00.

CAR RIDER PROCEDURES

Morning Procedure: Morning car rider traffic flow is noted in [Orange](#) on the map provided.

Students may be dropped off beginning at 7:30 at morning drop off location. Students who arrive after 8:00 will be counted tardy and must be checked in by an adult by coming into 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: Car rider dismissal begins at approximately 2:55 each day.

Afternoon car rider traffic flow is noted in [Purple](#) on the map provided. Please begin the line at the caller's cart.

Color Coded Stations: [Red](#), [Orange](#), [Yellow](#), [Green](#), [Blue](#), [Purple](#)

Students must enter 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. Tag shall remain in view for staff member at colored pick-up station. Students will only be released to vehicles with a car rider tag displayed. Tags are distributed at Open House.

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 to you if you have forgotten your tag, know we value safety over convenience. 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 is not available to supervise students who are not picked up on time.



CLASSWORK/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. 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.

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 strict, age-appropriate discipline policies for all students. This District Code of Conduct applies while on campus, 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 chooses to violate any of the discipline policies listed herein is also

choosing to disrupt the educational process for self or others and should expect to be disciplined.

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

Discipline procedures are based on a progressive 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 will be given. During this detention period, students will be assigned meaningful work or shall complete homework. Students assigned to after school detention as a consequence 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 Primary School during the school day as a staffing strategy. Students who ride the bus to school will unload at the Primary School in the morning for ISS and load for home at the Primary school from ISS. Students who are car riders should be transported to ISS at the Primary School as needed each day. In some instances, students placed in ISS during the school day, may be transported to the Primary School by school administration and/or designee. This will be the ultimate decision of the principal to transport the student to the Primary School.

Students are isolated and given class assignments from their teachers to complete during ISS time. 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 very 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. A student who is in ISS or suspended will not be allowed to participate in or attend any school activity during that specified time period or to be on any school system property after

school hours. Students are allowed to attend afterschool extracurricular activities on the last day of their ISS. **ISS time must be made up.**

SUSPENSION

Continuous misbehavior (repeated conduct code violations) and/or any misconduct of a severe nature will result in the student being suspended 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 to the student's parent or guardian of the disciplinary problem, invite such parent or guardian to attend a conference with the administrator or the teacher or both to devise a disciplinary and/or behavioral correction plan. (O.C.G.A. 20-2- 765) This team, along with the students themselves, will work together to formulate a plan that addresses the needs of students 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.

Webpage: www.pike.k12.ga.us

Facebook: Pike County Public Schools/ Pike County Elementary School

Phone system all-call

Remind

Inclement weather communication: WSB-TV/Radio

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

COMPLAINT OR CONCERN

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

1. Contact the person with whom you have a concern in order to discuss both sides of the situation.
2. If the situation is not resolved to your satisfaction, contact the 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 e-mail the teacher to set up an appointment.

CURRICULUM

The curriculum emphasizes basic academic skills outlined by the Georgia Standards of Excellence issued by the state department of education in regards to reading, language arts, mathematics, science, social studies, health, art, keyboarding, 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, 21st 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 rigorous learning environment. With that being said, it is ever more critical that students are punctual and present. The instruction provided during school can 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, 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. 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

Anything worn that interferes with the learning of other students is not allowed. Students wearing "inappropriate" clothes will be required to change prior to being admitted to class. Clothes, hair, and/or accessories that have offensive or suggestive printing, pictures, or symbols are not to be worn at school. This includes printed matter related in any way to drugs, sex, general profanity, alcohol, tobacco, violence, and/or ethnic or religious hate groups and is determined at the discretion of the principal.

A student will not be permitted to willfully violate the dress code established by the board of education for the system or the individual school.

GIRLS: Shorts of no more than 3" above the knee are considered reasonable length. Short skirts, halter-tops, tank tops, tube tops, spaghetti straps, strapless attire, and sundresses should not be worn at school. Shirts that are oversized or of excessive length, may result in directing the student to tuck the shirt tail into pants, shorts, skorts, or skirts. Hats and bandanas should not be worn in the building. Shoes must be worn at school. Shoes must be worn at school (Flip-flops and sandals can be dangerous in the event of an emergency and are not recommended for physical education classes; please do not wear these types of shoes at school). Shoes with roller skates built into the sole of the shoe. Outer garments must be opaque. Parts of the body customarily covered must be clothed.

BOYS: Shorts of no more than 3" above the knee are considered reasonable length. Shirts that are oversized or of excessive length, may result in directing the student to tuck the shirt tail into pants or shorts. Tank tops, mesh shirts, and sleeveless shirts are not to be worn without an undershirt with sleeves. Hats and bandanas should not be worn in the building. Shoes must be worn at school (Flip-flops and sandals can be dangerous in the event of an emergency and are not recommended for physical education classes; please do not wear these types of shoes at school). Shoes with roller skates built into the sole of the shoe. Outer garments must be opaque. Parts of the body customarily covered must be clothed.

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 extra-curricular 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:

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.

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 school wide initiatives.

4th and 5th grade students only:

Chorus Club -The purpose of our Chorus Club is to give 4th and 5th grade students an extended opportunity to participate as a group working together to display their singing ability as well as extend their appreciation for music. The Chorus Club will present chorus concerts for PTO programs and for special events throughout the year.

Trailblazers Running Club –The purpose of our Trailblazer’s Running Club is to provide a running enrichment program that not only is a running club but a group of elite students that exemplify academics 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 good healthy habits while giving them a love of running to share with others. This club begins each year in February and concludes with a Fun Run Race in May.

5th grade students only:

4-H is embedded into the 5th 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, 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.

Jr. Beta Club -The purpose of Junior Beta is to recognize and honor students demonstrating high academic achievement, character, service, and leadership. Beta Club follows prestigious eligibility guidelines and students will be invited to join based on their academic achievements and teacher recommendation. Once invitations are sent, a ceremony will be held to induct students who choose to join.

Lego League -The purpose of Lego League is to help students learn the basics of robotics and engineering while promoting a sense of teamwork and having fun. The highlight of the Lego League experience will be participation in an official first Lego League tournament, where our students will compete against other local Lego League teams in December.

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. If a student pulls the fire alarm, law enforcement will be notified.

GRADING SCALE

PCES observes the following grading scale:

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

HEAD LICE

Periodically, an examination for head lice by the school nurse may be necessary. If your child is suspected of having head lice, your child 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 to verify an absence of nits. Upon verification, the school nurse will send the student to class.

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 a 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.
 - Anticipated number of days it will need to be given.
 - Possible 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 other prescription medications.

PERSONAL PROPERTY

The school cannot assume responsibility for lost or stolen property belonging to students. Students should refrain from bringing such things as electronic devices, toys, or other valuables to school. Any toy or “look-alike” item resembling a weapon is not allowed on school property, at any time. This includes after school clubs and district sponsored events. All clothing, backpacks, and lunch boxes should have a label with your child’s name. Our school has a lost and found area located on the cafeteria stage. Please check this area regularly when you visit our school. Students, not the school, are responsible for their personal property. Be smart and take care of any valuable items by leaving them at home. Any valuable items taken up during the school day may be picked up by a parent/guardian at the end of the school day.

PHONE USE

A phone is located 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.**

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:

Honor Roll	End of Year “A” average in all academic areas, Music, P.E., Keyboarding and Art.
Merit Roll	End of Year “A/B” average in all academic areas, Music, P.E., Keyboarding and Art.
Academic Recognition	End of Year “A” average in a particular academic area. Students receiving Honor Roll or Merit Roll Awards are not eligible to receive Academic Recognition.
Student of the Month	Student exhibiting exemplary citizenship characteristics.
Citizenship Award:	Top “Student of the Month” from each class displaying outstanding citizenship characteristics.

Polished Performer	Students demonstrating exceptional growth in reading or math.
Perfect Attendance	Students present each day of the school year (see attendance guidelines)
Principal’s Award	End of Year GPA of 3.5+ in all academic areas, less than 5 absences, Level 4 on Georgia Milestones (reading or math) and zero discipline referrals.
Book Whisperer	Reading Award presented by Media Specialist. 3 rd grade-awarded to those with 50 or more AR points with an accuracy of 80% or better. 4 th grade- awarded to those with 75 or more AR points with an accuracy of 80% or better. 5 th grade- awarded to those with 100 or more AR points with an accuracy of 80% or better.
Distinguished Learner	Students achieving level 4 in reading and math on the Georgia Milestones.
Duke Tip Scholar	4 th and 5 th – Students who score in the 95 th percentile or higher on the Georgia Milestones and choose to enroll in the Duke Tip Program.
President’s Award	5 th – Students who achieve level 4 in reading and math on the Georgia Milestones and have a GPA of 3.5+ in all subject areas at the conclusion of the year.
Brandon Brown “Buddy”	5th- Recipient embodies character traits of generosity, kindness, helpfulness, and thoughtfulness while giving their best effort with an infectious and positive attitude. This recipient fully participates in school as well as in the community.
Eva Marie Hammond	5th- Nominees must excel with 550 or above in all areas of the Georgia Milestones test, have a yearly academic average of 90% or higher and demonstrate citizenship and good behavior. All areas are compiled to obtain a final score. The top three nominees will be recognized at the awards ceremony.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent home at the mid-point of each semester. Report cards will be distributed at the conclusion of each semester.

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.

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 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 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.

Visitors eating lunch with their student are not permitted to include other students without written approval from that student's parent/guardians.

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.
- mend and/or shelve library books.
- help with special events.
- assist with copies or laminating for grade levels.
- serve with the parent organization.
- serve on School Council.
- Field trips
- or one of many other ways

If you would like to volunteer, please complete a volunteer application (both sides and found at the end of this handbook) and turn it into your student's teacher or the school office. Please be advised that it may take a couple of weeks to process your application. **A new application MUST be completed each school year.** The volunteer form is also available on our website or in the front office.

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’ 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 as stated there in.

Student’s Signature _____

Date _____

Parent’s Signature _____

Date _____

ACKNOWLEDGEMENT #3
STUDENT PHOTOGRAPH DISCLAIMER

During the course of 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.

GEORGIA DEPARTMENT OF LAW



Samuel S. Olens
Attorney General

PRESS ADVISORY

Friday, June 1, 2012

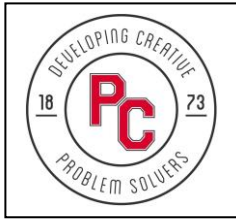
New Child Abuse Reporting Rules to Go into Effect July 1

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:

'Child service organization personnel' means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

"From an ethical and moral standpoint, volunteers who work with children already have an obligation to report suspected child abuse," said Olens. "HB 1176 simply makes this obligation a requirement by law."



Pike County Schools

P.O. Box 386 16 Jackson Street Zebulon, GA 30295
770-567-8489 FAX 770-567-8349

SCHOOL VOLUNTEER APPLICATION

(Confidential-Please Print)

Welcome and thank you for your interest in volunteering with Pike County Schools. In an effort to keep our schools safe, we ask that you take a few moments to complete this volunteer application form.

Return the completed application to the appropriate school office

Date _____

Name _____
(Last) (First) (MI)

Social Security Number _____ Date of Birth _____

Phone _____ Email _____

Address _____
(Street) (City, State) (Zip Code)

In Case of Emergency contact:

(Name) (Relationship to you) (Phone)

Are you a parent or guardian for a child in Pike County Schools? If YES, please list student name:

If you do not have a child currently enrolled with Pike County Schools, are you volunteering as part of a community organization or business member? If YES, please list the name(s):

If you are NOT a parent or guardian, please provide (2) references who know you:

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

Reminder, you must always disclose criminal information. Have you ever:

Been convicted, pled guilty, pled nolo contendere or arrested for a criminal offense, other than a minor traffic violation? **YES** _____ **NO** _____
Arrested for a drug or sexual related offense or act of violence? **YES** _____ **NO** _____

Reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state/county agency, police or court **YES** _____ **NO** _____

If **YES**, please explain the type(s) of offense(s), location(s), and date(s) in the space below. Attach a sheet if necessary.

VOLUNTEER COMMITMENT AND PROCEDURES
READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION

For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide a photo I.D. All prospective volunteers will be given a "Criminal Records Check". Additionally, the school system, in its discretion and without a statement of reason, may require a complete criminal history check (federal and state) on any volunteer at any time. If fingerprinting is required, the school district will cover these costs. All fingerprinting must be authorized.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in school is **confidential**. Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by the District establishes a property right to perform volunteer work.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason.

Student/Volunteer relationship: Volunteers function in a position of trust and Pike County Schools does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/family outside the Pike County Schools environment.

I affirm that I have read and understand all the information on this application, I received a copy of the press release from Georgia Department of Law regarding child abuse reporting mandates, and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that Pike County Schools reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize Pike County Schools to obtain information relating to my current and/or previous employment, education, and personal history records. I understand that in order to chaperone field trips I must be included on the approved volunteer list 72 hours prior to the date of the field trip.

(Volunteer Signature) (Date)

VOLUNTEER, PLEASE PRINT NAME HERE _____