

Harmony Elementary School



2017-2018 PARENT/STUDENT HANDBOOK

**Corey Thompson, Principal
Destini Shope, Assistant Principal
Harriett Wilder, Counselor
Kelly Weaver, Academic Coach**

**The mission of Harmony Elementary School is to
facilitate a safe and orderly environment where
excellence in learning provides all children the ability to
think, learn, and lead.**

Pickens County Schools



“Graduation and Life Preparation for All”

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Phone: 706-253-1700 Fax: 706-253-1705

Superintendent of Schools
Dr. Carlton Wilson

Pickens County Schools Website
www.pickenscountyschools.org

Pickens County Schools System Transportation

Transportation Department

Stacy Gilleland

706-253-1727

Harmony Elementary School

550 Harmony School Road

Jasper, Georgia 30143

Phone: 706-253-1840

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Website: www.harmonyele.pickens.k12.ga.us

Facebook: <https://www.facebook.com/HarmonyElementaryJasper>

Harmony Elementary School Leadership Team

Corey Thompson – Principal

Destini Shope – Assistant Principal

Kelly Weaver – Academic Coach

Harriett Wilder – School Counselor

Beth Darnell – Kindergarten Representative

Sharon Morgan – First Grade Representative

Allison Stancil – Second Grade Representative

Leslie Ruff – Third Grade Representative

Charlotte Haughwout – Fourth Grade Representative

Krissy Elrod – Fifth Grade Representative

Andra Callahan – Fifth Grade Representative

Caladie Duncan – Special Education Representative

Susan Anderson – Gifted Representative

Clara Pantazopoulos – CAMP Representative

Harmony Elementary School PTO Board

Presidents – Sherry Holder

Jennifer Denson

Treasurers – Leslie Allen

April Mooney

Secretaries – Tiffany Watson

Miranda Young

HES Staff Representative – Allison Stancil

Harmony Elementary School

Our Mission Statement

The mission of Harmony Elementary School is to facilitate a safe and orderly environment where excellence in learning provides all children the ability to think, learn, and lead.

At HES, we believe:

- ❖ All children are a gift and can learn
- ❖ Success is greater in a safe and nurturing environment
- ❖ Positive relationships and teamwork with parents and stakeholders are vital for success
- ❖ Effective communication is paramount to our success
- ❖ Rigorous and engaging activities create well-rounded, responsible, and respectful citizens

Behavior Expectations: Harmony Eagles SOAR!

- ❖ **S** – strive to do your best
- ❖ **O** – ownership of your actions
- ❖ **A** – attitudes will be positive
- ❖ **R** – respect for self and others

PRINCIPAL'S MESSAGE

Welcome to the 2017-2018 school year at Harmony Elementary! I am excited to begin this school year with an incredible staff and eager students. At HES, we want to focus on instructing the whole child. This goes beyond books and academia into the realm of social development and accountability. I want to encourage you to visit HES and for you to feel welcome throughout your visits with us. I am also excited for the opportunity to work with you and your student, and thank you for allowing us to help you develop your child into a hard-working, responsible, and caring person. We look forward to an incredible year of learning at HES. Go Eagles!

Corey Thompson

AFTER SCHOOL PROGRAM

HES offers an after-school program which provides supervision for students from 2:45 p.m. until 6:00 p.m. each school day. The program is open to children enrolled in HES in grades K-5. To take advantage of the program, parents must complete the requirement forms and pay a fee. Students participating in the program are involved in daily homework time and physical recreation (both teacher directed and self-directed free play).

The cost of the program is \$7.00 per day per child (includes snack) and is a pre-paid program. All fees are to be **prepaid** by the day, week, or month. "Drop-ins" are defined as students who had fees received at the school later than 10:00 a.m., students returned by the bus or students remaining in car riders after 3:00. The fee for "drop-ins" is \$9 per day, due at the time of pick up.

The After-School Program is self-supporting and relies entirely on the funds generated from student participation to pay salaries and purchase supplies. The funds may also be used for improvements to the school. Failure to prepay, to keep your balance in good standing or having three incidents of late pick-up could result in your child being dismissed from staying in ASP.

For student safety, a photo I.D. is required when signing students out of the After-School Program. Parents picking up students from the After School Program must park in the parent lot beside the gym so as not to block the drive. Students who are not picked up on time may be turned over to law enforcement officials.

ASP Fees for Late Pick-Up-\$10 per 15-minute increment per child

6:01 p.m. – 6:15 p.m. = \$10

6:16 p.m. – 6:30 p.m. = \$20

6:31 p.m. – 6:45 p.m. = \$30

6:46 p.m. – 7:00 p.m. = \$40

Every parent is encouraged to register his/her child for the After-School Program. In the event that an emergency arises and your child has the need of the services, all important emergency contacts will have already been signed and documented. In order to register your child and/or obtain additional information/guidelines concerning the program, contact the school office at (706) 253-1840 or ASP directly at (706) 253-1842 after 2:45 p.m.

ARRIVAL

Parents may **not** drop off students before 7:05 a.m. Parents are strongly encouraged **not** to walk students to classrooms after the first week of school. To ensure maximum use of instructional time, all parents should exit the building no later than 7:40. **Parents must drop-off on the side of the building in the car drop-off lanes. Only buses are permitted to let students off at the front entrances.** Parents are to drive through the side parking lot using both lanes to ease the traffic. School personnel will be waiting for your child and will secure your child's care from the vehicle. Please refer to the car rider procedures on the back of the car rider name card. The school doors open at 7:05 a.m. No staff members are available to ensure your child's safety before 7:05 a.m. All students entering the building before 7:30 a.m. must go to the gym unless planning to eat breakfast. Breakfast will be available in the cafeteria beginning at 7:05 a.m. Students are to report to the

designated table after obtaining a breakfast tray. All students will be dismissed to the classrooms at 7:30 a.m. Students arriving to school after 7:35 a.m. should not expect to eat breakfast from the HES cafeteria.

ATTENDANCE ZONE POLICY

The Pickens County Board of Education has established geographic attendance zones for elementary and middle school students. Students are required to attend the grade appropriate school in the attendance zone in which they reside.

If a student is enrolled in any Pickens County school grade K-12 in compliance with these policies and that student's residency changes to another attendance zone within Pickens County, that student shall be allowed to attend either the school he/she was attending prior to the residency change or the school appropriate for the new attendance zone for the remainder of his/her school career at that school. If the residency change occurs in elementary school, the student may also attend the middle school for which the elementary school is a feeder. Siblings not currently of school age may enroll in the out of zone school as well once he/she reaches the proper age. If the student or upcoming siblings chooses to attend the school he/she was attending prior to the residency change, that student shall be responsible for providing their own transportation to that school. Good attendance and prompt school arrival will be necessary for the student to continue to attend the out of zone school. At any time the student withdraws from the out of zone school, he/she as well as upcoming siblings must attend the zoned school for the remainder of his/her Pickens County school career.

Attendance zones shall remain as established until modified by the Board. Attendance zones will be approved by the Board based on student enrollment, anticipated growth, transportation requirements, traffic patterns and congestion, classroom space availability, and educational program needs.

ATTENDANCE

Children should arrive at school between 7:05 a.m. and 7:45 a.m. At 7:45 a.m. the academic day begins and students not in the school are counted tardy. For the purpose of determining Daily Attendance, any child **leaving school BEFORE 11:15 a.m. or arriving at school AFTER 11:15 a.m. will be marked absent** for the entire day.

Absences (Excused and Unexcused): A written excuse **MUST** be brought to the teacher after any absence. As permitted under state law and State Board of Education policies, pupils may be lawfully excused for the following reasons: personal illness, serious illness or death in the family, special and recognized religious holidays observed by their faith, absence as mandated by order of governmental agencies, conditions rendering school attendance impossible or hazardous to their health or safety. Additionally, special provisions regarding students of parents in the U.S. Armed Forces / National Guard are provided for in the Pickens County Student Code of Conduct. Excuses for absences should be furnished in writing the day the student returns to school. All absences must be rectified by an excuse **within five days** from the student's return to school. Excessive unexcused absences will be reported to the county social worker.

Make Up Work: Students are expected to make up all work missed while absent, regardless of the reason for the absence. When a student is absent for **more than one day**, parents should call for make-up work. Parents should call before 9:00 a.m. to allow 24-hours for work to be gathered and available for pick up in the office.

Tardy: Homeroom instruction starts at 7:30 a.m. **Students who arrive after 7:45 a.m. are considered late and must report to the office for a late pass. Students arriving at 7:45 a.m. and later must be signed in at the office by an adult and receive a tardy slip before reporting to the teacher.** Occasional tardiness may occur; however, a pattern of late arrival at school is a serious problem and may require a referral to and intervention of the Pickens County Board of Education's

Attendance Support Team (AST). Please allow students to ride their assigned bus when possible. Even if your child's bus is late, the student is not counted as tardy.

Checkouts: **Students who leave before 11:15 a.m.** will be counted absent for the entire day. Parents are urged to leave their children in school for the duration of the academic day. Appointments should be scheduled outside school hours whenever possible. If students must be picked up prior to the end of the school day, parents are required to go to the office, present a photo ID and sign their child out before 2:00 p.m. Students will then be called to the office to leave with their parents. Parents should not go to the classroom to retrieve their child. **DUE TO DISMISSAL PREPARATIONS, THERE WILL BE NO CHECK-OUTS AFTER 2:00 p.m.**

Withdrawals: The classroom teacher and school office should be notified **at least one day in advance** when a student is going to move or be withdrawn from school. A transfer/withdrawal form will be completed for you to take to the new school if prior notice is given. All charges (lunch, picture, ASP, etc.) should be paid and library books and text books should be returned before the student transfers/withdraws. *****See the Pickens County School Student Code of Conduct for more details.**

AWARDS/HONORS

Awards will be given out every nine weeks and at the end of the year to honor students for a full year of achievement. Awards will be given based on academics, citizenship, attendance, and specialty areas. Parents must go to the office to check out siblings if they wish them to attend any award ceremony of siblings.

COMPUTER AND ACCEPTABLE USE GUIDELINES

*****See the Pickens County School Student Code of Conduct for more details.**

DISCIPLINE

Appropriate behavior is an important aspect of our school. We strive to teach every student, by work and example, the importance of developing a sense of personal responsibility for his/her actions. As part of the Positive Behavior Intervention and Support (PBIS) system, students will be asked to show what their behavior should look and sound like in various areas of the school. As quality education involves effort in both home and school environments, the best results are accomplished when we all work together for the good of the children. School-wide expectations include behaviors that show respect, responsibility, honesty, accountability, and safety. As we implement PBIS strategies this year, expectations for the following school areas will be developed: cafeteria, hallways, restrooms, playground, and classroom. HES values good behaviors and uses the incentive system developed by the HES PBIS Committee to recognize and reward appropriate behavior.

Behavior Consequences: Our staff believes all students can choose to behave appropriately. Any student choosing to interfere with a teacher's instruction, other student's learning, or the safety of other students or staff will not be tolerated. Students are required to follow the school wide behavioral and educational expectations as addressed in the Pickens County Student Code of Conduct. In life, everyone experiences positive and negative consequences based upon the choices that we make. The same applies to behavior choices during the school day. Students who abide by the rules and procedures set forth by the school and teachers will receive positive feedback and acknowledgement for their accomplishments. Students being respectful, responsible and/or safe may be given Talon Tokens in recognition of their efforts. If a student does choose to misbehave, he/she will receive a negative consequence based upon the severity and frequency of the behavior. The classroom teacher will monitor student behavior and address student misbehavior. Notification is made to the parent if the teacher deems it necessary. Habitual misbehavior or major infractions will result in the student having more severe consequences.

Bus Discipline: All discipline issues on buses will follow the Pickens County Student Code of Conduct. Repeated offenses on the bus could result in total suspension from the bus.

In accordance with Pickens County Schools transportation policy bus riders will be allowed one (1) pick up spot in the morning and one (1) drop off spot in the afternoon. **PLEASE note that the policy states that students may not ride the bus home with other students nor may students ride a bus other than their regularly assigned bus. If you have questions regarding transportation services, please call (706) 253-1727.**

CLINIC AND HEALTH SERVICES

The health and well-being of your child is very important to us. HES has the services of a school nurse from 7:15 a.m. to 2:45 p.m. daily. The office staff handles student health needs at other times. A medical form will be sent home at the beginning of each school year to obtain medical information and update our records for medical care. The school nurse cannot verify if a student with a rash, sores, or red eyes has a communicable disease. Only a physician can certify that a child is free from such disease. If the school nurse suspects your child to be contagious, you will need to **acquire a note from a physician** before s/he is allowed to return.

Head Lice: The Pickens County Board of Education maintains a no nit policy. Head lice and nits (eggs) are not uncommon in Georgia elementary schools. Students are checked for possible infestation on an as-need basis. Parents/guardians will be contacted to pick up the child if nits or lice are found. Students may not ride the bus or return to school until all nits and lice are removed. Our school nurse will provide cleaning and removal information for parents. The child must be checked by the school nurse before returning to class.

Health guidelines for our school are as follows:

1. To prevent the spreading of illness, please do not send a child to school that is sick and/or has a fever. **A child who is sick with fever, nausea or illness should not be sent to school. The student must be fever-free, without medication, for 24 hours before returning to school.**
2. When a child becomes ill at school, the school nurse will evaluate the seriousness of the symptoms and **if necessary** contact parent or guardian. **If the student develops a temperature at school of 100.0 or higher, they will be sent home.** Students who are too sick to function in class, regardless of fever, are sent home.
3. If a serious illness or injury occurs, the school nurse will contact the parent or guardian immediately and, in some cases, contact the Emergency Medical Services. **It is imperative parents keep updated phone numbers on file with the office.**
4. Please send a note if you wish to be contacted on a day you suspect your child may be ill, yet may not fall under the above two reasons for going home.
5. Students having accidents involving bodily fluids will be sent home for clean-up per the policy of the enforcement of Universal Precautions.

Medication Guidelines: When at all possible, we encourage you to schedule your child's medication so that it may be given at home.

1. Medication, whether prescription or over the counter, should not be sent to school with a child. **Adults are to hand-deliver all medications.**
2. Medication must be kept in and dispensed from the clinic and in the original container with the student's name, prescription, pharmacy, doctor and dosages clearly printed on the bottle.
3. A medication form **MUST** be completed by parents/ guardians requesting the administration of ANY medications at school.
4. Over-the-Counter medications can be administered to your child **ONLY** if it has been sent from home in the original container, along with a completed school medication form. Over the counter medications, such as Tylenol and Tums, may be given to your child if you fill out the section on the nurse's form giving the school permission. The medication must be in the **original container** with the child's name and instructions printed clearly.

5. Permission from the parent/guardian must be signed allowing school personnel to administer the medications. Specific information and instructions will be requested by the school nurse, from parents of students requiring intensive medical care.

CLUBS

Updated information will be available on the school's website for student clubs.

Club Name	Description	Sponsors	Grade Levels	Meeting Schedule
Boy Scouts	Community service group	Stuart Hobgood	All	Monday Evenings
Environmental/Recycling	Student recycle throughout the school and learn about the impact that recycling has on the community.	Susan Anderson	5 th	Monday, Wednesday, Friday 2:40
Girl Scouts	Community service group	Jennifer Clark	All	TBD
Helen Ruffin Reading Bowl	Students explore literature in a challenging environment and compete in the county HRRB competition.	C. Dalton, S. Anderson, and 3 rd -5 th teacher reps	4 th and 5 th	Monday 2:45
Helping Hands	Students encourage, interact, and build relationships with students in a positive manner in the school's self-contained special education classes.	C. Duncan	5 th	First Friday during CAMP
Junior Beta	Students promote the ideals of academic achievement, character, service, and leadership by participating in school and community service projects.	Fifth grade teachers, S. Anderson	5th	Once every 9 weeks, 3:00
Math Bowl Prep	Students work challenging math problems to prepare for the county competition.	W. Heath, T. Wert, S. Morgan	All	4 times prior to county Math Bowl
Music Makers	Students learn about signing, dance, and instruments.	C. Pantazopoulos	4 th and 5 th	Mondays 3:00
Newscast	Students provide other students, faculty, and staff with information related to what is happening in the school.	C. Dalton, S. Anderson	4 th and 5 th	TBA
Safety Patrol	Students help keep the school safe and orderly by monitoring halls, cafeteria, gym, and playground during morning and afternoon duty.	D. Shope, H. Wilder	5 th	Once every 9 weeks during CAMP
Student Ambassadors	Students carry out the duties of implementing our New Student Welcome Bag Program, helping with various collections, and escorting visitors throughout the building.	H. Wilder, 4 th grade teachers	4 th	Once every 9 weeks, 7:45
HES Student Council	Students meet to discuss topics related to the school and provide input to administration/staff	C. Thompson, L. Williams	All	Last Friday of each month, 8:00

CODE OF CONDUCT

The Pickens County Student Code of Conduct is located on the Pickens County website at www.pickens.k12.ga.us. A hardcopy can also be obtained by requesting it. Parents and students should carefully review this document. All parents must sign that they are aware of the contents.

COMMUNICATION/NEWSLETTERS

Teachers at HES will communicate with parents through email, websites, notes home, personal phone calls and conferences. Each grade level will send home a weekly or monthly grade level newsletter, graded papers and reports in the communication folder.

CONFERENCES

Communication is encouraged between school and home. Conferences should be arranged in advance at a time when the teacher does not have other commitments. We ask that you not "drop-in" for a conference as this should be a scheduled appointment time. Please communicate with the teacher via note, email or phone call to arrange a conference. Teachers usually have time to return

email and phone calls or make appointments to speak to parents during their daily planning time. **Teachers will not conduct parent/teacher conferences or accept conference calls during instructional time.**

COUNSELOR/GUIDANCE SERVICES

Each class will meet monthly with the counselor to learn about character and career education. At HES, counseling services are available to all students. The counselor works with parents and teachers to meet the academic, personal, and social needs of our students. Individual and group sessions are offered to support students in particular need of assistance. The counselor may also serve as a liaison between parents, teachers, administrators, and community referral services. Other services available to students include crisis intervention.

CUSTODIAL/LEGAL INFORMATION

Parents/legal guardians are responsible for providing office personnel with **a copy of any legal documents involving the custodial care of his/her child.** The lack of legal documentation and any resulting conflicts may require local law enforcement involvement. Parents are asked to refrain from engaging in non-constructive custodial discussions or conflicts on school grounds.

DISMISSAL

All students are dismissed at 2:45 p.m. each day. Parents/guardians/designees picking up children should enter the side driveway using both lanes, and wait for the child to be placed into the vehicle. To ensure the safety of all students, always pay attention to the school personnel directing traffic. Parents/guardians/designees picking up students **MUST** have a **car rider name card**. If the car rider name card is not available, then the designee must come to the office to secure the child. No students are dismissed from the gym doors. Parents must go to the office or remain in the car line to pick up students.

Parents should NOT line up with buses. Any parent wishing to enter the school building before 2:45 p.m. for any purpose, including student pickup in the parking, must obtain a visitor's pass. No student will be released before 2:45 p.m. without being signed out in the office. **Due to safety issues, no student can be taken directly from the bus when buses are being loaded at the school.** If car riders are not picked up by **3:00**, they will be sent to the After School Program at a cost of \$9.00 per day.

Students will follow "going home" instructions as given by parents or guardians. Any changes made in these plans are to be made in writing or via a phone call to the office. These calls will be forwarded to the teacher's voice mail. **Calls made after 1:00 p.m. will not be honored. Staff members will not honor a child's verbal change to establish "going home" plans without verification from a parent or guardian.** NO changes in bus transportation will be permitted in Pickens County Schools. Refer to the Pickens County Student Code of Conduct.

DRESS CODE

Since school is an educational environment it is necessary to provide as few distractions as possible for the students. Appropriate dress and appearance for school includes shoes, clothing, jewelry, accessories, etc., which do not draw attention to the student. Please refer to the Pickens County Student Code of Conduct for specific dress code guidelines. Chaperones for field trips, lunch visitors and room volunteers are asked to follow these same procedures.

DRILLS

Safety drills will be conducted each month. These drills allow students to practice fire, tornado and lockdown drill procedures.

Parents or guardians are required to provide the school with any changes in address, phone numbers, and/or emergency contact information. It is essential that our office staff be able to reach you should an emergency occur.

“Fire Drills” will be held each month. Students will be instructed in fire drill procedures prior to the first drill:

1. At the sound of the fire alarm signal, all instruction will cease and students/staff will exit the building to assigned areas on campus. The assigned areas are posted on the emergency evacuation map located in each classroom.
2. Teachers and staff members will care for and monitor the students during the drill. At the sound of a re-entry signal, teachers and staff members will lead the students back into the building and instruction will resume.
3. Parents will be notified if an actual fire emergency exists.

“Lockdown Drills” will be conducted several times throughout the year. Students will be instructed in the lockdown procedures prior to the first drill.

“Tornado Drills” will be conducted throughout the year, as recommended by the Civil Defense procedures. Instructions for the tornado drill will be provided prior to the first drill.

Severe Weather Procedures – During the school year, if it is necessary to either dismiss or cancel school due to severe weather, the following radio and television stations will inform parents and students:

WYYZ 1490 AM	ETC Channel 3	WLJA 93.5 FM
WSB Channel 2	WSB 98.5 FM	
BOE Information Line 706-253-1710		

Parents will also receive a phone call from our school system’s communication system informing them if school is to be cancelled.

EARLY INTERVENTION PROGRAM (EIP)

EIP is a state funded program which is available to eligible kindergarten through fifth grade students. This program focuses on skills that are necessary for academic success.

ELECTRONIC MEDIA DEVICES

Student use of an electronic communication device is prohibited while on school campus. Students may have a device turned off inside their backpack during school hours. If these items are used during school hours, they will be confiscated and a parent will be required to pick up the item from the office. Other consequences may be assigned as outlined in the Pickens County Student Code of Conduct.

ELEMENTARY AND SECONDARY EDUCATION ACT

*****See the Pickens County School Student Code of Conduct for more details.**

EVENTS/PARTIES/BIRTHDAYS

Students are permitted to participate in two celebrations during the school year, Winter Holiday and End of the Year. Teachers may wish to have seasonal snacks to supplement a unit of study. Parents will be contacted for assistance. During on campus events, **parents are not permitted to park in the bus or fire zones**. Parents will not be allowed in the classroom until time for the celebration.

Student birthdays will be recognized during announcements. Classrooms will not celebrate student birthdays or any other holidays not specified above. Flowers/balloons/gifts may **not** be delivered to school for any occasion.

EMERGENCY NOTIFICATION TO PARENTS

Parents or guardians are required to provide the school in writing with any changes in address, phone numbers, email address, and emergency contact information. An automated phone system will be used periodically during the year for dismissal due to inclement weather, announcements, schedule changes, or school-wide emergencies. **It is imperative that the phone numbers given are correct and updated as numbers change. Be sure these updated numbers and correct email address are given to both the teacher and the front office.**

Early Dismissal, School Cancellation or Delayed Opening: During the school year, if it is necessary to either dismiss school early, delay the start of school or not have school because of severe weather, you may listen to local radio or television stations--ETC Channel 3, WLJA 93.5, WSB Channel 2 and WSB 98.5. Furthermore, the PCSD website will post the information at www.pickens.k12.ga.us. If weather becomes severe during the school day and school is to be dismissed early, an announcement will be made to that effect. Parents are asked to allow their child to ride the Pickens County school bus or daycare bus if such an event occurs. We will not be able to call individual parents if school is dismissed early.

FERPA DIRECTORY INFORMATION NOTICE

*****See the Pickens County School Student Code of Conduct for more details.**

FERPA EDUCATION RECORDS NOTICE

*****See the Pickens County School Student Code of Conduct for more details.**

FIELD TRIPS

Field trips are curriculum based and have an academic focus. Students who participate must have a permission slip signed and returned to school. All classes will be allowed one field trip this year. The cost will be divided among the students in the class; however, field trips in each grade level must have 95% of the paid participation rate **or the field trip may be subject to cancellation.** Field trips are considered an extension to the instructional day and no student will be denied the opportunity to participate in a field trip due to the inability to pay. However, students may be unable to participate in any school related activities due to discipline. Siblings may not attend field trips. **Parents attending field trips will not be allowed to ride the school bus.**

FLEXIBLE LEARNING PROGRAM

*****See the Pickens County School Student Code of Conduct for more details.**

FOOD SERVICE PROGRAM

The school cafeteria provides nutritious meals each day. Menus will be published in the Pickens County Progress and may be obtained on the school's website. Menus can be emailed to you monthly, so sign-up on the School Nutrition Section of the Pickens County Schools website. Please encourage your child to eat the school lunch.

Cafeteria Expectations: Good table manners and respect for others in the cafeteria are expected at all times.

- Trays are to be returned to the proper area one at a time.
- No canned or bottled carbonated drinks are permitted in the cafeteria.
- Opened containers of drink may not be taken from the lunchroom.
- Cafeteria monitors should be respected and their directions followed.

Food Allergies: Please contact the school nurse and the cafeteria manager if your child has a food allergy. A written statement from a medical professional **must** be submitted to the school nurse and the lunchroom manager for food substitutions to be considered. This statement should be submitted at the beginning of each school year or as soon as the condition develops.

Free and Reduced Lunch Forms: Applications for Free or Reduced priced meals are sent home during the first week of school and as requested anytime during the year. These forms are available on the School Nutrition Section of the Pickens website and in the school office at any time. If a student qualified for free or reduced meals last year, a NEW application must be submitted and approved within the first 30 days of each school year to continue to qualify for services. **You only need to fill out one form per family.** This information is kept confidential.

Payments: We operate a computerized system for meal payments. Each student is issued an ID number to enter in purchasing a meal. Please send your student's meal payments in an envelope with the following information written on the outside: student name, ID, date, teacher, grade and total amount enclosed. Please separate snack, ice cream, ASP, picture money, field trip money, etc., from lunch money. **All monies** contained in the envelope will be credited to the meal account. Meals may be purchased weekly, monthly, or longer. This amount is entered into the student's account and withdrawn for food purchase. The parent is responsible for keeping money in the student's lunch account. Checks should be made out to Harmony Elementary School Cafeteria. Change will not be returned for cash or checks. All money received by the School Nutrition Program will be entered into your child's account. Parents are encouraged to pay by the week or month. When money is used up, meals will be charged. **A maximum of \$10.00 in meal charges will be allowed.** Charge letters will be sent home on a regular basis. All charges must be paid in full by the end of each grading period before the report card can be released.

- Students may charge up to \$10.00
- Adults (district employees) may charge for up to 1 month, with the stipulation that charge balances are paid on or before the 5th of the following month.
- Visitors may not charge.
- Charges will not be allowed during the last two weeks of school.
- School Nutrition staff will inform students that their meal balance is low or delinquent as they come through the serving line.
- Student meal account notices for all students with a delinquent meal balance will be generated weekly and sent to households via students, telephone calls or emails.
- Students who owe for charges are not allowed to purchase supplemental sale items.
- Students may not charge supplemental sales.
- When a child exceeds the charge limit, a phone call will be made to the household by school nutrition staff. If a successful resolution has not been reached, a referral will be made to the principal or his/her designee who will contact the parent.
- Elementary students will continue to be served a complete reimbursable meal while the school nutrition staff works to collect delinquent debt that exceeds the charge limit.
- Middle and High School students that exceed the charge limit will not be allowed to charge additional meals until the delinquent funds are paid. These students will be offered a replacement meal of milk and either a cheese sandwich or peanut butter sandwich. It is the goal of the SNP to eliminate unpaid charges at the end of each academic year, however unpaid meal charges will be carried over at the end of the school year as a delinquent debt and SNP will continue collection efforts into the next school year.
- SNP may seek reimbursement for excessive funds owed through all legal means.

Pickens County School Food Service offers payments on line for parents. Your portal to convenient, secure, meal account management is **www.mypaymentsplus.com**. It is easy to apply funds to your

child's account, check the account balance and schedule future meal account prepayments. It is easy to apply funds to your child's account, check the account balance and schedule future meal account prepayments. Payments may be made by using your checking account, debit card or credit card. You can also view your child's activity online. Parents who do not wish for their child to purchase extra food items should return the form in the first day packet and return it to the teacher. For free, parents/guardians may view balances and purchases made for student's meals on-line at www.mypaymentsplus.com. Parents may deposit funds directly into their child's meal account using credit, debit or check. However, to pay on-line there will be a transaction fee of 4.75% of the on-line payment.

PRICES:

LUNCH PRICES

- Student Lunch \$2.00
- Reduced price (if eligible) \$0.40
- Teachers \$3.25
- Visitors \$3.75

BREAKFAST PRICES

- Student Breakfast \$1.25
- Reduced price (if eligible) \$0.30
- Visitors \$1.75

Breakfast is served from 7:05-7:40 each morning. Students who are going to eat breakfast must go to the lunchroom immediately after arriving at school.

If you have any questions, please feel free to contact the cafeteria manager or assistant manager at 706-253-1847.

Lunches from home: Students may elect to bring a packed lunch from home. Milk may be purchased in the school cafeteria. It is encouraged that the lunches be nutritious and in **containers easily opened by your child. NO glass containers are allowed in the cafeteria.** Be sure that your child's name is clearly printed on his/her lunchbox or sack. **No microwave will be available to students & no carbonated beverages may be sent to school for lunches.**

Visitation: Parents are welcomed to have lunch with their child(ren). Try to let the teacher know so s/he can inform the cafeteria staff of additional lunches to prepare if you plan to eat a lunchroom meal. Your child looks forward to this special time of parents meeting their friends and friends meeting their parents. Please be sure to check in at the front office before going to the cafeteria to receive a visitor's pass and adhere to the following:

- 1) Lunchroom guests should sit at designated parent/visitor tables with only their child(ren)
- 2) Guests should refrain from giving out any types of foods or snacks to children in the lunchroom other than their own

At the conclusion of your lunch visit, please separate from the class in order for the students to return to their room and resume their studies. **If someone other than a parent is coming to have lunch with a student, the parent/guardian should write a note giving permission for that person to have lunch with the child.**

FRAUD AND WASTE POLICY

This policy is located at the following website: <http://www.lexisnexis.com/hottopics/gacode/>

GIFTED PROGRAM

Services will be provided to students who qualify upon special testing for this program. Students may be recommended for testing by test score indicators, teachers, administrators, or parents.

GIFTS

Gifts, flowers and balloons for individual students will not be accepted for delivery at school. The transportation department also does not allow such items on the bus.

GRADING

All grades will be numeric, on progress reports and report cards, with the exception of Kindergarten, Art, Music, Physical Education, and first and second grade: Science, and Social Studies

- Students **earn** the grades that are issued. The grades are not given.
- Daily work must be completed and turned in on time. Work not completed within a reasonable amount of time will be averaged in as a zero.
- Refer to the Pickens Code of Conduct for further details.
- Grading Policy for Computers, Art, Music, PE
 - P: Pass
 - F: Fail
- Grading Policy for Kindergarten: GKIDS
- Grading Policy for grades 1-5:
 - A: 90-100
 - B: 80-89
 - C: 70-79
 - F: Below 70

Progress Reports: Progress Reports are sent home at the midpoint (4 ½ weeks) of each grading period as a communication tool for students and parents. Dates: 8/31/17, 11/10/17, 2/9/18 and 4/20/18
Dates are subject to change due to weather occurrences.

Report Cards: Report cards are issued each nine (9) week period. Parent/teacher conferences are encouraged at any time but are especially important for parents of students earning failing grades. 10/13/17, 1/12/18, 3/23/18, and 5/25/18

Dates are subject to change due to weather occurrences.

If you have a question concerning your child's grades, please make an appointment.

GRIEVANCE POLICY

This policy is located on the county website.

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GAE&Sch=4128&S=4128&RevNo=1.11&C=G&Z=P>

HOSPITAL HOMEBOUND SERVICES

*****See the Pickens County School Student Code of Conduct for more details.**

ICE CREAM

Ice cream can be purchased for \$.50 on Fridays. Payments must be made on the day the student is purchasing ice cream and change for large bills will not be available. Students are limited to one ice cream per day.

INSURANCE

Accident insurance is available to students. Information will be sent home with your child at the beginning of each school year.

INVITATIONS

Written invitations to social events outside of school should be mailed. The school cannot distribute invitations nor provide student information.

LOST AND FOUND

Items found around the campus are placed in Lost and Found and sent to various community centers at the end of each month. Valuables such as watches, eyeglasses, money, etc., will be held in the office. Please assist with this by putting your child's name on clothing, lunchboxes, and supplies.

MEDIA CENTER

The media center is open for students from 7:45 a.m. until 2:30 p.m. each day. Students in K–1st grade may check out one book at a time. Students in grades 2 – 5 may check out two books at a time. Books may be checked out for three weeks and be renewed or returned at any time. Students who have an overdue book may not check out another book until the overdue book is returned. While no late fees are charged, students who lose books will be required to reimburse the school for payment of purchasing a new book for reissuing.

NON-DISCRIMINATION POLICY

*****See the Pickens County School Student Code of Conduct for more details**

School Coordinator

- Title IX Coordinator for HES—Destini Shope—706-253-1840

PARENT PORTAL

Parents of students in grades 1–5 may access the parent portal website to view their child's attendance, grades, and missing assignments for their classes. Parents must register through the Infinite Campus website to obtain a password to view the secure information for their child.

PARENT RESOURCE CENTER

A Parent Resource Center is maintained by the Pickens County Library in partnership with Pickens County Schools Title I Program to provide parents information on a wide variety of subjects supporting student success. Harmony's parent resource center is located beside the media center and gives parents access to materials on a variety of topics concerning child development and child rearing issues and are designed to aid parents in becoming full partners in the education of their child(ren).

PARENT RIGHTS FEDERAL PROGRAM

*****See the Pickens County School Student Code of Conduct for more details.**

PARENT PARKING

Parent parking is on the side of the building. The front drive is only for buses, staff, and handicapped parking.

PARENT/TEACHER CONFERENCES

Communication is encouraged between school and home. Parent conferences may be arranged by calling the school office 706-253-1840, or by writing or contacting the teacher directly. Teachers can usually email or speak with parents during their planning, before, and/or after school. **Teachers will not be available to conduct parent/teacher conferences nor accept call during instructional time.**

PARENT TEACHER ORGANIZATION (PTO)

HES has a very active and supportive parent/teacher group. Activities are planned and many opportunities await your participation. All parents and school staff members are invited to become members and be actively involved in the PTO sponsored activities. Many of the great projects that we are able to do and resources that enhance the quality of education at HES would not be possible without our PTO. Executive board members for 2017-2018 are:

- Co-Presidents: Jennifer Denson and Sherry Holder
- Co-Secretaries: Miranda Young and Tiffany Watson
- Co-Treasurers: April Mooney and Leslie Allen

Contact the PTO at harmonypto@yahoo.com. PTO information may be found on the PTO website at <http://harmony.elementary.my-pta.org>.

PAYMENTS

Since all accounts are separate, when money is sent, please specify the purpose. Please note that change cannot be given nor can one check be divided for multiple purposes (for example, lunch and pictures).

PHYSICAL EDUCATION

All students will have physical education class each week. **Students who cannot participate in physical education should bring a note from their parent or doctor.** Students who need to be excused on a long-term basis MUST bring a note from their doctor. Students should dress appropriately for active participation. Only shoes which offer support and reduce the chance of injury will be allowed on the gym floor. **Tennis shoes are preferred.** Shoes with slippery soles (dress shoes or boots), heels, or sandals will not be allowed. Students can change shoes for PE if dress shoes are worn to school.

PICTURES

Individual student pictures will be taken two times each year in the fall and spring. The fall pictures are used in the yearbook. Class pictures will also be made in the spring. There will be optional Holiday Pictures in November. Prepayment for individual pictures and Holiday Pictures is required, and payment is required for class pictures. All questions regarding school pictures should be directed to the bookkeeper.

PLACEMENT & PROMOTION

Grade placement is determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Placement decisions for third and fifth grade may also be determined by the Georgia mandated assessment results, but not as sole indicator. Students entering Pickens County Schools from private or home study schools may be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Placement of kindergarten students will be done according to state and county guidelines.

Conferences are held in late spring to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Parent input is valuable, but the final responsibility for the decision rests with school officials.

RESPONSE TO INTERVENTION (RTI)

*****See the Pickens County School Student Code of Conduct for more details.**

SAFETY

All school visitors are required to enter the school at the front entrance and register in the main office. Students are not permitted to bring visitors to school. No one is allowed to enter any classroom without a visitor's pass. For the safety of all students, all exterior doors will be locked during school hours. Parents/guardians/designees are encouraged to volunteer.

SCHOOL ADVISORY COUNCILS (SAC)

This council is comprised of teachers, parents, community members and a school administrator. This council is charged with assisting the development and monitoring of the School Improvement Plan as well as providing input to all the academic and non-academic programs of the school. The council meets four times a year at 4:00. All parents are encouraged and welcomed to attend. SAC meeting dates are: 9/13/17; 11/8/17; 2/7/18; 4/18/18; 5/16/18 (if needed)

SCHOOL IMPROVEMENT PLAN (SIP)

A school improvement plan is a road map that sets out the plan for students to improve student achievement. Copies of Harmony's SIP are available at the school upon request and also located on the Pickens County

website at www.pickens.k12.ga.us or on the Harmony Elementary website at <http://harmonyele.pickens.k12.ga.us>.

SNACKS

Parents may provide a healthy snack for his/her child. **No carbonated beverages may be sent to school for snacks.**

SPECIAL EDUCATION

*****See the Pickens County School Student Code of Conduct for more details.**

SPECIAL EDUCATION RECORDS

*****See the Pickens County School Student Code of Conduct for more details.**

SECTION 504

*****See the Pickens County School Student Code of Conduct for more details.**

STUDENT DIRECTORY INFORMATION

*****See the Pickens County School Student Code of Conduct for more details.**

STUDENT INSURANCE

Student accident insurance is available for purchase at the beginning of each school year. Two plans are available: school coverage only and 24 hour coverage.

TELEPHONES/PHONE CALLS

Students may not use the phone except in an emergency. Permission **MUST** be granted by the classroom teacher to do so. Students will not be allowed to call for forgotten homework, after school arrangements, books, papers, etc. Office personnel will not interrupt your child's class for you to speak to your child. We will be glad to give any message to your child or his/her teacher. **Students are not permitted to have cell phones during regular school hours.** Please refer to the **Pickens County Student Code of Conduct.**

We must have all current contact telephone numbers on the registration form so that we can contact you in case of an emergency. If you do not have a telephone, please list the number of a close friend, relative, or neighbor. Please notify the teacher and the school office of any change in home or work telephone numbers as soon as these occur.

TESTING

Students are periodically tested during the school year on standardized and criterion tests. Students in grades 3– 5 will take the Georgia Milestones Assessment System (GMAS) in the spring of each year. During all testing sessions, it is important students be in attendance each day of testing unless they are ill. Questions regarding tested material or test results should be directed to your child's teacher, school counselor, or any of the administrators.

TEXTBOOKS

The Pickens County Board of Education furnishes textbooks and library books to students. The care of these books is the responsibility of each student. The student will be expected to pay for any damages to school property such as lost or damaged textbooks.

TITLE I FUNDING NOTIFICATION

*****See the Pickens County School Student Code of Conduct for more details.**

TOBACCO POLICY

The Pickens County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school faculties. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning environment, free from unwanted smoke for the students, employees, and visitors to the school campus. Finally, the Board recognizes that it has legal authority and obligation pursuant to the Georgia Smoke Free Air Act of 2005 (O.C.G.A. 31-2a-1 et seq.) the federal Pro-Children Act (Title X of Public Law 103-227), and the Georgia Youth Access law (GA. Code ANN. 16-12-171 2204) state and federal law. Tobacco Use Prohibited No student, staff member or school visitor is permitted to use any tobacco product, including cigarettes, at any time, including non-school hours 24 hours per day, 7 days per week while: In any building, facility, or vehicle owned, leased, rented or chartered by the Pickens County School System; On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the Pickens County School System; or At any school-sponsored or school-related event on-campus or off-campus. Volunteers and visitors on school property will be reminded of this policy in a tactful and courteous manner and will be asked to adhere to this policy. Any employee who violates or permits a student to use tobacco products will be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination.

TOYS

Students **may not** bring toys to school without prior approval of the teacher. This includes, but is not limited to, footballs, dolls, toy cars, electronic devices or games, etc. These items will be taken to the office where a parent will be asked to pick it up.

If a child is staying in the After School Program they may bring toys from home, but these must be kept in the backpack at all times during school hours. Failure to follow these guidelines will result in the items being taken to the office for parents to pick up.

The school is not responsible for lost, stolen or damaged toys, electronic devices, games or cell phones.

TRANSPORTATION

Buses: Riding the school bus is a privilege. This privilege can be taken away at any time for disruptive or unsatisfactory behavior. The administration will give drivers their full support. Students must report to the bus stop on time (at least five minutes prior to pick up) and get on/off the bus at the same stop each day. Changes in bus stops are only approved by the Transportation Department of the Pickens County Board of Education (706-253-1727).

Car Rider Procedures:

- **Morning Drop-Off—Doors Open at 7:05 (per the school clock)**
- Students should exit the car from **the passenger side only**. Once you have safely stopped your car, you may direct **your child to open the car door**. The staff on the sidewalk is there to monitor children on the sidewalk and assist if necessary, but **children should open and close the car door on his/her own**.
- If your child is unable to exit from the passenger side of the car or open/close the car door on their own, you may pull into the parking area near the car drop-off zone and assist your child. You may then escort your child to a staff member in that area, and they will assist your child in crossing safely to the building.
- Students **should not** be dropped off in the parking lot and allowed to walk across the drive without assistance.
- If you need to come into the building with your child, please park your car and walk to the main entrance of the school. You must obtain a visitor's pass to be in the building. Teachers are generally unavailable to meet once students begin arriving to school but we will be happy to help you in scheduling a conference.

- Please watch the staff members on the sidewalk as they will direct you in pulling forward. It is important that you pull **all the way to the end of the sidewalk** to help our line move quickly. In the afternoons, we will use orange cones to hold each lane of traffic until all students are safely loaded. Please wait to be dismissed. We will not move cars while students are loading; please be patient.
- Class begins promptly at 7:45 a.m. Students who are not in the building by this time are considered tardy. If you arrive to the drop-off area and there is no adult present, please escort your child to the front office to sign-in. All doors are locked at 7:45 except for the main entrance.
- **Afternoon Pick-up—Dismissal Begins at 2:45**
- Please have your orange sign with student name on the right hand side of windshield.
- K-2 students will load in the right-hand lane; 3-5 students will load in the left-hand lane. Older students will load with the youngest sibling.
- It is important that students be picked up no later than 3:00 each day. Students not picked up by this time will be placed in our **Afterschool Program at a cost of \$9.00 per child, payable at time of pick-up.**
- Once on campus and in the car rider line, all cell phone use is discouraged.
- The morning car rider line is a continuous flow line and students should exit their vehicles quickly wherever their vehicle gets stopped in the line.
- Vehicles are not allowed to pass and should proceed in a very slow and cautious manner remembering that pedestrians have the right of way at all times.
- Adults should stay in the vehicle.

Changes: If your child is to be transported in a way other than he/she is normally transported, he/she must have a note from home stating the changes. Transportation changes must be made by 1:00 p.m. If a request is made for a student to stay in ASP after 10:00 a.m., the student will be considered a drop-in and the fee for the day will be \$9.00.

VISITORS

Visitors are required to come in through the front doors of the building and stop by the school office to sign in and obtain a Visitor's Pass. To minimize disruptions, volunteers should not bring preschool age children when visiting or volunteering in a classroom. Visitors are not allowed to park in the spots marked for handicapped without display of the appropriate tags.

VOLUNTEERS

Volunteers are welcome at HES! Volunteers will be contacted based on need or set up to come at a regularly scheduled time. The recorded (signed in) volunteer hours are used to secure Title I funds provided by the federal government to support student academic achievement. All volunteers/visitors must attend the training and are required to have a background checks prior to the beginning of each school year. This training will be offered at the beginning of the school year. Volunteers are used in many ways to supplement and enrich the school programs. They assist in the media center and classrooms. They may work with small groups of students and teach mini-lessons as guest speakers. Volunteers are very valuable to us at HES. If you are interested in being a volunteer, please contact the homeroom teacher, school office, or one of the PTO officers. To minimize disruptions, volunteers should not bring preschool age children when visiting or volunteering in a classroom.

GO EAGLES!