

Harmony Elementary School



2022-2023

Parent/Student Handbook

Marla Callahan, Principal

Stephen Hunter, Assistant Principal

Kayla Adams, Counselor

Chelli Youngblood, Academic Coach

Pickens County Schools



“Graduation and Life Preparation for All”

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Jasper, GA 30143

Phone: 706-253-1700

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Superintendent of Schools

Mr. Tony Young

Pickens County Schools Website

www.pickenscountyschools.org

Pickens County Schools System Transportation

Transportation Department

Chris Wallace

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Harmony Elementary School

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

Twitter: @HarmonyEagles

Harmony Elementary School Leadership Team

Marla Callahan – Principal

Stephen Hunter – Assistant Principal

Chelli Youngblood – Academic Coach

Kayla Adams – School Counselor

Kim Lunn - RTI Interventionist

April Floyd – Kindergarten Representative

Leslie Ruff – First Grade Representative

Andrea Brooks – Second Grade Representative

Shari Barber – Third Grade Representative

Courtney Segers – Fourth Grade Representative

Caladie Duncan – Special Education Representative

Krissy Elrod – Gifted Representative

Clara Pantazopoulos – CAMP Representative

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**

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PRINCIPAL'S MESSAGE

Welcome to the 2021 - 2022 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. We want to encourage you to visit HES and for you to feel welcome throughout your visits with us. We are excited for the opportunity to work with you and your child. 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 where we are Harmony Strong!

Marla Callahan
Principal

AFTER SCHOOL PROGRAM

HES offers an after-school program which provides supervision for students from 3:45 p.m. until 6:00 p.m. each school day. The program is open to children enrolled in HES in grades K-4. To take advantage of the program, parents must complete the required 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 prepaid 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 3:50. 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-ups 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 will enter through the gym doors located at the breezeway. 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 for 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 3:45 p.m.

ARRIVAL

Parents may **not** drop off students before 7:55 a.m. unless they are participating in the before school program, which begins at 7:30 a.m. 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. After 7:55 a.m. school personnel will be waiting for your child and will secure your child's care from the vehicle. The school doors open at 7:30 a.m. for the Before School Program. No staff members are available to ensure your child's safety before 7:30 a.m. Breakfast will be available in the cafeteria beginning at 7:30 a.m. All students will be dismissed to the classrooms at 7:55 a.m.

ATTENDANCE

Children can arrive at school between 7:30 a.m. and 8:30 a.m. At 8:30 a.m. the academic day begins and students not in the building are counted tardy. For the purpose of determining daily attendance, any child **leaving school BEFORE 12:00 p.m. or arriving at school AFTER 12:00 p.m. will be marked absent** for the entire day.

Tardy: Homeroom instruction starts at 8:30 a.m. Students arriving at 8:30 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 12:00 p.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 2:45 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 3:00 p.m.**

AWARDS/HONORS

Awards will be given out at the end of each semester 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 for siblings.

BEFORE-SCHOOL PROGRAM

The HES before-school program will be from 7:30 a.m. until 7:55 a.m. each day. The program is free of charge, but parents/guardians must park in the visitor lot or under the awning and sign their student in at the gymnasium. This is a drop-in program so parents may drop students off between the times listed above.

DISCIPLINE

Please see the Pickens County Student-Parent Handbook and Code of Conduct.

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 8:00 a.m. to 3:30 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 he/she 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 school.

Medication Guidelines:

Please see the Pickens County Student-Parent Handbook and Code of Conduct.

CLUBS

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

Music Makers	Students learn about signing, dance, and instruments.	C. Pantazopoulos	4 th	Mondays after school
Broadcast Team	Students provide other students, faculty, and staff with information related to what is happening in the school.	J. Morgan	4 th	TBA
Safety Patrol	Students help keep the school safe and orderly by monitoring halls, cafeteria, gym, and playground during morning and afternoon duty.	S. Hunter K. Hughes	4 th	Once a semester

CODE OF CONDUCT

Student Parent Handbook and Code of Conduct for Students 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 central registration-706-253-1770- 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 3:30 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 tag.** If the car rider tag is not available, then the designee must show a photo ID and be on the students pick-up list. No students are dismissed from the gym doors if the designee is not on the students pick-up list. Parents must go to the office or remain in the car line to pick up students.

Any parent wishing to enter the school building before 3:30 p.m. for any purpose, including student pickup, must obtain a visitor’s pass. No student will be released before 3:30 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 **3:50 p.m.**, 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. Transportation changes will be delivered to the teacher’s classroom. **Calls made after 2:45 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 Student Parent Handbook and Code of Conduct for Students.

DRESS CODE

Please refer to the Student Parent Handbook and Code of Conduct for Students for specific dress code guidelines. Chaperones for field trips are asked to follow these same procedures.

EARLY INTERVENTION PROGRAM (EIP)

EIP is a state funded program which is available to eligible kindergarten through fourth 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 Student Parent Handbook and Code of Conduct for Students.

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. Visitors **MUST** be listed on the student’s Infinite Campus account and have proper ID before entry into the building.

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. Due to contractual obligations with the Pickens County School District and Coca-Cola, only Coca-Cola products may be served or distributed at the school.

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-- **WSB Channel 2, WSB 98.5, FYN, Pickens Progress, Social Media, WYYZ 1490 AM, and Know Pickens.** 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.

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 per school 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.** Parents supervising/chaperoning children other than their own must be an approved volunteer through our personnel department.

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 Pickens County School's website - Click on the

parent tab at the top. 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.

- 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.

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 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 a supplemental 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.

- School Nutrition staff will inform students that their meal balance is low or delinquent as they come through the serving line to purchase extras. All students will receive their first meal at no cost.
- Students may not charge supplemental sales (extras).

Pickens County School Food Service offers payments online 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. Payments may be made by using your checking account, debit card or credit card. You can also view your child's activity online. However, to pay on-line there will be a transaction fee of 4.75% of the on-line payment.

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.

Students must have money in their lunch account to purchase extras.

PRICES:

LUNCH PRICES

- Student Lunch No Cost
- Teachers \$3.60

BREAKFAST PRICES

- Student Breakfast No Cost
- Teachers \$2.00

Breakfast is served from 7:30 – 8:30 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.

Lunch 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 lunch.**

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 are standards-based and will be numeric, on progress reports and report cards, with the exception of Kindergarten, Art, Music, Physical Education, Media and first and second grade: Science, and Social Studies

Mid Semester Progress Reports: Progress Reports are sent home at the mid semester of each grading period as a communication tool for students and parents.

Report Cards: Report cards are issued each semester. Parent/teacher conferences are encouraged at any time but are especially important for parents of students earning failing grades.

If you have a question concerning your child's grades, please contact your child's teacher to schedule a conference.

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 8:00 a.m. until 3:15 p.m. each day. Students in Kindergarten and 1st grade may check-out one book at a time. Students in 2nd, 3rd and 4th grade may check-out up to two books at a time. Students who have an overdue book may not check-out another book until the overdue book is returned. Books may be checked out for three weeks and be renewed or returned at any time. 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.

SCHOOL COORDINATOR

Title IX Coordinator for HES—Stephen Hunter—706-253-1840, ext. 156

PARENT PORTAL

Parents of students in grades 1–4 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. You can email: parentportal@pickenscountyschools.org

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 writing or emailing 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 calls 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. If you are interested in joining our PTO or have questions, you may contact the front office at 706-253-1840 or email the PTO at harmonyestpto@gmail.com

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 a 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 - 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, Marie Wetherbee.

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.

Safety drills will be conducted each month. These drills allow students to practice fire, severe weather, 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.

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	Pickens Progress	Know Pickens
WSB Channel 2	WSB 98.5 FM	Fetch Your News (FYN)
BOE Info Line 706-253-1710	Social Media	

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

SCHOOL ADVISORY COUNCILS (SAC)

This council is made 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. All parents are encouraged and welcomed to attend. SAC meeting dates will be posted on the school's website or at the front office.

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 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.**

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 Student Parent Handbook and Code of Conduct for Students.

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– 4 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.

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, trading cards, 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, cards, 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 7:55 (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.

- 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 afternoon, 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 8:30 a.m. Students who are not in the building by this time are considered tardy. If you arrive at 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 8:30 except for the main entrance.

- **Afternoon Pick-up—Dismissal Begins at 3:30 p.m.**

- It is important that students be picked up no later than 3:50 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 the 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 **2:45 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. Visitors are not allowed to park in the spots marked for handicapped without display of the appropriate tags.

#HarmonyStrong