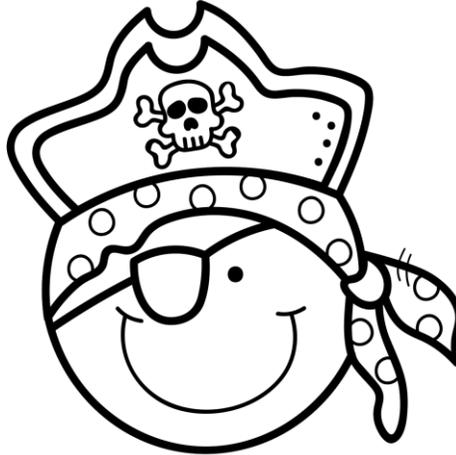


Pike County Primary School STUDENT HANDBOOK 2021-2022



“Sailing for Success”

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Principal

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

Pike County Primary School

VISION:

To create schools that students love.

MISSION:

Producing creative problem-solvers ready for college and career.

Student Motto:

Students at
Pike Primary are
Responsible
Independent
Motivated
Achievers
Ready for

Life's Journe**Y** ...“Sailing for Success”

WE BELIEVE:

- Given appropriate instruction, time, and resources, all children can demonstrate high levels of critical thinking, creativity, communication, and collaboration.
- The instructional climate must intentionally promote the development of students’ personal responsibility (soft skills, executive functioning, and metacognition) in a caring and supportive environment.
- Standardized test scores are but one measure of a student’s educational progress; more important is what students can do with the knowledge and skills they acquire.
- Today’s students are digital natives, so technology must be ubiquitous in our schools.
- All students deserve a rigorous learning environment.

CITIZENSHIP

It is the vision of Pike County Primary School that all students become good citizens. Students should expect staff members to model and remind them of good conduct principles. It is each student’s responsibility to display qualities of good citizenship. Excellent conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, on the bus, on field trips, when leaving school grounds, and while attending school functions. Obedience to the law, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and of the necessity for honest labor are characteristics desired and expected of all of our students.

Students are expected to:

1. Conduct themselves in such a way as to reflect only credit to themselves, their parents, and to Pike County Schools.
2. Report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
3. Move quietly through the halls.
4. Participate in physical education classes unless a written excuse from the parent/guardian or other confirmation is received.
5. Respect others and school property.
6. Refrain from bringing large sums of money or other valuables to school as the school cannot be responsible for their loss.
7. Refrain from bringing toys, electronic devices (such as, but not limited to, cell phones, ipods, tablets, Apple watches, etc.), pets, or other personal items that are disruptive to school.
8. Abide by all student rules and policies of both Pike County Primary School and the Pike County Board of Education.

SCHOOL DAY

8:15 a.m. School Begins

Kindergarten Dismissal - 2:15 p.m.

1st & 2nd Grade Dismissal- 2:30 p.m

2021-2022 School Calendar

First Day of School	August 10
Labor Day	September 6
Early Release Day	October 7
Fall Break	October 8-15
Thanksgiving Break	November 19-26
Christmas Holidays	December 20 - January 5
Students Return	January 6
MLK Holiday	January 17
Early Release Day	February 17
Winter Break	February 18-25
Spring Break	April 4-8
Last Day of School	May 27

Notice

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

AGE APPROPRIATE CODE OF CONDUCT

Discipline at Pike County Primary School is an educational process tempered with love and the knowledge that each child is an individual. The school staff is committed to using positive interventions whenever possible to help direct our students toward always doing their personal best. In realizing the importance of age appropriate best practices, it is important that students be given parameters which foster individual growth and creativity in a safe and nurturing environment. Therefore, it is necessary that administrators, teachers, students, and parents understand, accept, and support the discipline policies of our school.

IN THE CLASSROOM THE STUDENTS WILL:

1. Be recognized before speaking.
2. Remain in their work area during instruction unless otherwise given special permission/directions.
3. Work quietly with a group or by themselves, as the teacher requests.
4. Bring necessary materials to class and respect the property of others.
5. Assume individual responsibility for personal and school property.
6. Concentrate on class activities.
7. Stay in the room until permission is given to leave.

IN THE RESTROOM, STUDENTS WILL:

1. Practice safety rules.
2. Keep the restroom clean.
3. Be quiet and orderly.
4. Use facilities properly.

IN THE LUNCHROOM, STUDENTS WILL:

1. Enter and leave quietly and in single file.
2. Practice courtesy and good manners while eating.
3. Remain seated and speak in low conversational tones.
4. Help keep lunchroom neat and clean.

IN THE HALL, STUDENTS WILL:

1. Walk at all times in single file lines.
2. Keep to the right in the halls.
3. Respect all school property and help keep it attractive.

ON THE PLAYGROUND STUDENTS WILL:

1. Practice safety rules.
2. Use the equipment properly.
3. Practice courtesy and good manners while playing.
4. Refrain from using threatening, intimidating, or inappropriate language while playing.

STUDENT DISCIPLINE

Bullying

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

Threats and Intimidation

Pike County Primary School will: investigate, discipline, contact parents, and refer any threats made by one student to another to the principal. This includes all threats of violence. **For detailed information please refer to the Code of Conduct for Bullying.**

Inappropriate Items

Inappropriate items such as electronics (Including but not limited to: cell phones, tablets, ipads, ipods, gaming systems, Apple watches, etc.) that are brought to school will be confiscated and turned in to the principal. These items will only be released to a parent or guardian.

STUDENT DISCIPLINE CONSEQUENCES

Time-Out Outside of Classroom

The student is removed from regular classes for less than ½ of the school day. Class assignments are sent to the student by the student's teacher. This may include a loss of specials classes.

In-School Suspension

The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the student's teacher. Students are excluded from all school sponsored activities until completion of the assigned dates. A student may not be assigned In-School Suspension on more than four occasions in a semester.

For detailed information, please refer to County Code of Conduct for Progressive Discipline Procedures.

STUDENT ATTENDANCE

School attendance is a prerequisite for student achievement. All students are expected to attend school daily, be on time, and remain until dismissal. A student is considered absent if he or she does not attend classes for at least one half of the official school day. ***Students who arrive before 11:30 a.m. will be counted present for the day, and students who arrive after 11:30 a.m. will be counted absent. Students who check out before 11:30 a.m. will be counted absent for the day.***

Curbside Service will not be available until 7:45 a.m. daily. Please do not drop off students prior to 7:30 a.m. because there are no adults on duty to watch them. Students must be fever free (99.7 degrees or more) and vomit free 24 hours **without medication** before returning to school. During flu season the health department may require that fever be less than 99 degrees for 24 hours without medication.

Pike County Primary School realizes that there are times when your child will need to be absent. When it is necessary for a student to be absent from school, the student should bring a written excuse within three (3) days of returning, explaining the reason for the absence. The excuse should be dated, list the days that were missed, and have the signature of the parent or physician. **A Parent Note for an absence will be considered excused if the absence meets the requirements outlined in the Code of Conduct of the Pike County School System.** Also, some absences for extenuating circumstances may be excused in advance by the Principal. Each student is allowed 5 parent excuses per semester. Any other excuses must be doctor's excuses for the absence to be considered excused. Documentation of any additional absences must meet the Pike County School excused absentee policy as referenced in the Student Code of Conduct. All absences will be considered as unexcused until an excuse is turned in to the attendance clerk.

Many important announcements and beginning of the day routines are completed at the start of the school day. Students who are tardy must be walked into the school by a parent and secure a tardy slip from the attendance clerk before attending class. **All students need to be in their classroom by 8:15 a.m. Any student arriving after 8:15 a.m. will be considered tardy. If your child arrives after 8:15 a.m., someone must come inside to sign the student in. If you wish for your child to have breakfast at school, he or she must arrive by 8:00 to have time to finish eating and begin class by 8:15 a.m.**

Parents are asked to refrain from picking children up before regular dismissal time. Each check-out will be recorded and is equivalent to a tardy. Leaving early deprives students of valuable instructional time and may be detrimental to the student's grade for the afternoon classes.

Student Tardies and Early Check-Outs

5th Tardy or Early check-outs- Call to parent

10th Tardy or Early check-outs- Letter to Parent(s) from Principal & Pupil Services

11th Tardy or Early check-outs- Referral to Pupil Services

15th Tardy or Early check-outs- Referral to Department of Juvenile Justice. Parent conference with Pupil Services, Counselor, and an Administrator.

SCHOOL/OFFICE PROCEDURES

To ensure the safety of all of our students at PCPS, no person other than identified school staff should be in the school building without a Visitor's Pass. In addition, please refrain from bringing pets into the building. Animals used for educational purposes must be approved in advance by the principal. **Any individual visiting the school for any reason MUST report first to the main office.** If it should be necessary to speak with a student or teacher directly, the office will make the proper arrangements. It is preferable for appointments to be made in advance to visit the classroom, with a teacher, or with an administrator. Instructional time is very sacred to our teachers and administrators. Please adhere to our policies for the safety of all children in our primary school building.

In order to pick up your child, you must talk with our office receptionist who will have you sign your child out, and then she will call your child to the front office. If you need to get an item to the teacher or student, please leave it at the front desk. In addition, no one is allowed on the recess field or playground to pick up a student. Every child must be called out of class and checked out through the front office.

CAFETERIA PROCEDURES

Ice cream is \$1 and will be available each day during lunch. Ice cream must be paid for each morning before teachers turn in their lunch counts. Teachers can only accept exact change and can only take money for one day at a time. Ice cream cannot be bought during lunches or throughout the day.

Students who bring a lunch from home should also bring any utensils or napkins needed for the lunch. Please do not send carbonated sodas to school unless requested by your child's teacher. No carbonated sodas should be brought in student lunches.

Parents and guardians, you are invited to eat lunch with your child. If you are coming to have breakfast or lunch with your child, you must secure a visitor's pass at the front desk window. We have a designated VIP area for you to enjoy a meal with your own child. For safety reasons, you may not have another student join you and your child while eating. You may not photograph or video any student other than your own child. A visitor's pass for lunch does not grant you access to visit classrooms unannounced. Please go directly to the cafeteria for lunch and return immediately to the office once lunch has concluded. Any parent who does not adhere to our procedures will be asked to leave and will not be allowed to visit for breakfast or lunch in the future.

CONFERENCES

Georgia Law prohibits interruption of instructional time during the school day. Parents should not interrupt instructional time by conferencing with the teacher while there are students present. Conferences are to be scheduled in advance during a teacher's planning time or after school hours. If one has an advanced scheduled appointment, please stop at the office to secure a Visitor's Pass and let the receptionist know that you have an appointment. Parent/Teacher Conferences will be scheduled at least twice throughout the school year. Parents may also request a conference by contacting the teacher directly.

FIELD TRIPS

In order to make field trips fun, safe, and educational experiences for the students at Pike County Primary School, we have outlined a list of guidelines. We ask that all parents who attend field trips adhere to these requests.

- Parents may walk around with their child's class and observe. They may NOT supervise a group of students or take students to the restroom. Only parents who are on the approved volunteer list may be called upon to assist with supervision.
- Parents may eat lunch with their child and their child only. This is a school privilege that is also extended to field trips.
- No student may leave his or her class or group at any time. While your child is on a field trip, he or she is the responsibility of the teacher. Please do not take your child away from the group.
- No student may ride with his or her parent(s) to or from a field trip.
- Parents may not ride the bus but are welcomed to follow the buses.
- Students may not be checked out of school on a field trip or leave the field trip with their parents.
- Field trips are special events for PCPS students. Please make other arrangements for older or younger siblings so that you may enjoy this special time with your child.

In order to attend Field Trips as a chaperone, parents must be on the approved volunteer list. All parents must get prior approval from the classroom teacher before attending field trips (Some places do not have space for additional persons). All students must have a signed note of approval and be transported to and from the field trip via school transportation.

STUDENT DRESS CODE

Students should be clean and neat both in dress and in person. If an administrator declares a student's attire to be unfit for school according to school board policy, the parent or caregiver will be contacted to provide proper school apparel for the student.

The following are examples of **UNACCEPTABLE** attire/behavior for K-2 girls and boys:

1. Hats or other headgear (unless it is a designated day)
2. Cleats
3. Midriff tops and/or see-through garments (No midriff skin exposed)
4. Clothing with inappropriate writing or pictures (obscene, vulgar, or suggestive words or pictures)
5. Jeans or any clothing garment with holes that expose any part of the body or the underwear
6. Sun dresses or halter tops (unless covered with a sweater)
7. Leggings without a long top
8. Shoes with rollers built into the sole of the shoe
9. Painted hair or hairstyle if it is a distraction in the classroom
10. Book bags which have wheels on them
11. Exposed bras or bralettes

To consider: If your child wears flip flops or sandals, send an extra pair. These often break, and a parent must be called to bring another pair.

FOOD, GIFTS, AND INVITATIONS

Food and Drinks

Students are permitted to bring a bottle of water to class each day. No drinks other than water are permitted in the classroom. Please make sure the water bottle is leak-proof and easy to close. These should not be placed in bookbags as they may leak on library books and agendas. Students will be required to pay for library books that are damaged due to water.

Students must bring their own snack and may not share with others. This is to ensure the safety of all students.

Birthday Parties and Invitations

In order to protect instructional time, birthday parties are not to be held in classrooms. Invitations to birthday parties are not to be given out at school. The distribution of invitations often results in disciplinary problems and a loss of instructional time.

Parents and guardians may bring cupcakes or other treats to be given out in the cafeteria at lunch as long as the items are unopened and in store-bought containers with nutritional content labels. (Note: for the protection of students with allergies, no homemade items are permitted.) All items brought for parties must also be store-bought with nutritional labels.

Deliveries

Pike Primary prohibits all floral, balloon, and gift deliveries to students (WITH EXCEPTION OF ANY SCHOOL SYSTEM RELATED FUNDRAISER). Reasons for this include increased manpower and energy diverted from education, potential for lost, stolen, or broken items, safety concerns on the school bus, and social pressure and disappointment felt by those students not receiving gifts at school. The delivery of balloons, large gifts, or flowers from one student to another is also prohibited.

TRANSPORTATION PROCEDURES

Car Riders

Morning car riders need to arrive no earlier than 7:30 a.m. We will have staff members available after 7:30 a.m. to monitor children. Our staff members will try to assist the children as they get out of the car; however, opening car doors is a courtesy we may not always be able to provide due to staff availability. Our utmost concern is safety which includes doing our best to make the traffic flow as smoothly as possible. One suggestion we offer to assist with the traffic flow is that you get your hugs and kisses before pulling to the front of the building. Another is that you may park your car in designated areas and walk your child to the sidewalk or to the building.

Afternoon car riders will be dismissed as follows: Kindergarten at 2:15 p.m. and 1st and 2nd grades at 2:30 p.m. The lines will be separate so we may load our Kindergarteners first. The kindergarten line is on the right and the 1st and 2nd grade line is on the left. If you have a kindergartener and another grade level child, please get in the left lane for the 2:30 p.m. pickup. All students should be picked up by 2:55 p.m. Any child left after 2:55 p.m. will wait for parents to sign them out in the office.

Absolutely no one may pick up a child in the car rider line without a car rider tag placed in the car window. The priority of car rider dismissal is to load cars in the car rider lines as quickly and safely as possible to keep traffic flow as smooth as possible. Anyone who does not have a car rider tag will need to park in the lower parking lot and meet the attendant at the top of the stairs. The attendant will view the license of the person picking up the child and check PowerSchool to ensure that the person is on the approved check-out list. Then, the child will be called and escorted to the stairs. At no time will any parent or guardian be allowed in the lobby once dismissal procedures have begun at 2:00.

Carline Requirements

- Car rider tags should be visible at all times.
- Children must be loaded and unloaded from cars on the passenger side only.
- Parents should not be on cell phones in the car rider line.
- Cars must yield to the crossing guards, paying close attention to the crosswalk.

Please understand these procedures are for the safety of ALL of our children.

Bus Information

Students may only ride the school bus to which they are assigned. If any emergency arises which makes it necessary for a student to ride a different bus, the parent must send a written request to the building principal who will obtain approval or disapproval from the Director of Transportation. Parents should also send a note to the principal if a student is to get off the bus at a place other than his/her home or usual bus stop.

Afternoon Student Delivery

In cooperation with the Department of Family and Children Services, it is the practice of Pike County School System to ensure that parents are at home before dropping off students, specifically Primary and Elementary age, hence the following criteria has been set-up:

A Parent / Guardian, or designee, must be present or visible at the bus stop or residence to receive students in grades Pre-K through 3rd. If an adult is not present and visible, the student will be transported back to the school for the parent or guardian to pick up.

The Pike County School District understands that events may occur outside of the parent's control that results in the student being returned to school. The parent shall make every reasonable attempt to communicate with the school in a timely manner. Repeated failure to receive your student as outlined above will result in the loss of bus riding privileges. If your child is returned to school a total of 3 times, one month of transportation privileges will be lost. On the 5th offense transportation privileges will be lost for the remainder of the school year.

In the interest of our students' safety and well-being, we will not accept transportation changes via telephone/voicemail. Any transportation changes should be submitted in writing bearing the signature of the student's parent/guardian and phone number for verification. If you email (wilsons@pike.k12.ga.us) or fax (770-567-1636) the changes must be in writing bearing the signature of the parent/guardian, a copy of driver's license or state issued ID and a phone number. Due to time constraints, no transportation change requests will be accepted after 1:30 p.m. There will be no exceptions. A parent may not remove a child from the bus or daycare van line.

For detailed information please refer to County Code of Conduct for School Bus and Bus Stop Conduct.

MEDICAL CARE

Medication to be given at school must be accompanied by a completed medical form (available in the nurse's clinic). Emergency telephone numbers should be kept on file and up to date at the school office. Parents should notify the nurse if these numbers should change at any time during the year. The nurse should be contacted and informed of any special medical care that is required for a student.

If parents suspect a child is ill in the morning, the child should be kept at home. Good judgment needs to be exercised in these matters. If a student is found to have a temperature of 99.7 degrees or higher while at school, the parents will be contacted and asked to take the child home to prevent the possible spread of infections to other students and staff members.

All medication will be administered by a school official including over-the-counter medications such as Tylenol, Pepto Bismol, cough drops, etc. No student shall distribute any over-the-counter medication or any substance under the pretense that it is a controlled substance. Use of a drug authorized by a medical prescription from a registered pharmacist or licensed medical doctor shall not be considered a violation of the rule provided it is used by the person named on the prescription. All medicines (prescription and over-the-counter) are to be brought to the school by the parent or guardian in the original containers. Any medication given by a school official MUST have the parent's written permission along with complete

instructions, dosage, time, and amount. Students found to be infected with head lice or nits at school will be sent home by the school nurse or by one of the administrators. Parents are expected to treat the child's hair with an appropriate solution and to remove the head lice and/or nits.

Parents must bring their child in to be checked by the school nurse to make a determination or present a statement from a physician or local health department stating that the child is free of lice and nits before the child will be permitted to return to school. Two weeks after a child's return to school, the nurse will do a routine free examination to ensure that the student continues to be free of lice and/or nits.

MEDIA CENTER

Textbooks

Any books issued are the property of Pike County Primary School. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use.

Library Books

Students may check out library books if the Media Center Agreement has been signed and returned to school. Students are responsible for the cost of replacing lost or damaged books.

Accelerated Reader

First and second graders will take the I-Ready reading assessment three times this year. This computerized reading assessment will calculate the Lexile reading range for each student. He or she will need to read books on this Lexile level. Books are arranged in the media center by Lexile Levels. Your child will learn how to find a book on the correct level. He or she will have the opportunity to take AR comprehension tests on the computer and earn points. As your child shows proficiency at each Lexile level, his or her teacher will increase the Lexile level.

Kindergartners will also take the I-Ready reading assessment three times this year. It is possible for kindergarten students to participate in AR beginning in the second semester. Kindergarten students who score above benchmark on the I-Ready reading assessment and meet the criteria listed below will be allowed to begin taking AR tests.

Kindergarten AR criteria:

- Demonstrate the ability to read in the Level D Guided Reading text.
- Master 50 High Frequency Words in isolation as well as in a text.

CURRICULUM

The Georgia Standards of Excellence, which our system has aligned vertically k-12, emphasizes academics in phonics, reading, writing, language arts and mathematics along with the integration of science, social studies, health, critical thinking skills, music, art, physical education, and character education.

Our approach to the curriculum is designed to develop the highest possible competence in basic academic skills to ensure continued learning. A climate which fosters good study habits in a quiet, orderly classroom is desirable. Independent study is encouraged, but students are also given an opportunity to learn teamwork and cooperation through both small and large-group activities. Students are encouraged to maintain self-discipline which fosters confidence and a sense of pride in their accomplishments. Individual achievement as well as teamwork is nurtured in preparing students for citizenship responsibilities.

Grading:

Academic performance for first and second grades is recorded on a Traditional Report Card using the following key:

A= 90-100

B= 80-89

C= 70-79

F= 69 and below

Academic performance for kindergartners is recorded on the Georgia Kindergarten Inventory of Developing Skills (GKIDS) assessment.

AWARDS AND RECOGNITIONS

We want to celebrate the accomplishments of our students in a special way. Each month, one student from each class will be chosen as "Student of the Month" and will be recognized at school.

In an effort to make our yearly awards programs meaningful for students and easier for parents and families to attend, we will be having them in the evening at the Pike County auditorium during the latter part of May. Students will have the opportunity to earn awards based on academic excellence and student of the month. P.E., art, music, and technology teachers will also choose one boy and one girl from each class to recognize. Your child has multiple opportunities to excel and be honored. Awards programs are by invitation only. If your child earns an award, you will receive an invitation to the ceremony in advance so that you can make plans to attend.

PARENT/COMMUNITY INVOLVEMENT POLICY

Statement of Purpose:

The involvement of parents and community members is crucial for student success. Ongoing efforts will be made to obtain input from parents and community members to gain their involvements.

Parent Communication:

Parent and teacher communication is maintained in several different ways. On a daily basis, class folders/agendas are sent between the home and school. The folders include space for parents and teachers to communicate on a daily basis, provide information regarding daily activities, and document student behavior.

Parent letters and newsletters and digital communication systems keep parents informed about curriculum, provide information about the progress of their child, share opportunities for parent involvement, and post upcoming events in the school. Please join the digital communication system used by your child's teacher, as this is the easiest way to receive up-to-date information. In addition, notes and phone calls are used to keep the lines of communication open between home and school. Valuable information regarding activities, school policies and procedures is posted on our school website (www.pike.k12.ga.us) and the school Facebook page (www.facebook.com/futurepirates).

Parents are encouraged to attend conferences during the year. Specific learning activities for the home are provided to parents to assist in promoting and strengthening targeted skills. The parent teacher/conferences are vital in providing parents information about their child's progress.

Pike County Schools Volunteer Handbook

Welcome!

Volunteers play an important and valuable role at Pike County Schools. Students, teachers, staff, parents and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded. This handbook is directed to all volunteers, parents/families, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level -in short, to anyone wishing to devote a portion of her or his time to our students and school community. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.

You are appreciated!

Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools help in many different ways: tutor, help in classrooms and offices, attend field trips, support team sports, and assist with special projects. We shudder to think what a single day without volunteers in our schools would be like! On behalf of the teachers, staff, and students, -*"Thank you, we can't do it without your help."*

You're part of a team!

Be a professional. As a school volunteer, you are a role model for students. Behave toward students and school staff in a respectful manner that sets an example of professionalism and good citizenship.

Who is doing the teaching?

If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach. If you are spending more time making copies or prepping for activities than is satisfying to you, then talk with the teacher about other ways you can help as well.

Language

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say. Keep in mind that what is a harmless slang term to you may be offensive to another adult or student.

Communicate

As a school volunteer, it is crucial that the lines of communication stay open and clear. Remember the saying "no question is a dumb question"? Believe it! If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone for direction.

Commitment

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, coach, or whoever is supervising your work as a volunteer know when your schedule changes or if you can't make it when you are expected. We recommend you check our school calendar, so you know when school is not in session.

What to wear

Wearing appropriate, practical, and comfortable clothing when you volunteer is one more way you can be a role model. If you have a question, feel free to ask about the school's dress code or to talk with the supervising teacher, athletic director or a classroom teacher.

Efficiency

We respect your time commitment and will make every effort to utilize your time efficiently. If you have any questions or suggestions to help us, please share them.

Volunteer Hours

School volunteers help in schools during regular school hours, namely the same hours that the school office is open. If volunteering after school, the school office must be accessible or school personnel must be present who have access to it. It is essential that there is access to the first aid kit, a phone, and emergency contact information.

Student Privacy

While volunteering, please refrain from photographing or videoing students unless asked to do so by the teacher. It is our expectation that volunteers will protect the privacy of students while serving as a volunteer.

Sign-in Procedure and Security

Volunteers are required to be on the approved volunteer list. To become a school volunteer you must submit application which includes a background check and attend orientation. When volunteering at the school, you must: enter the front door, submit to an I.D. check, sign in, and secure an ID badge which must be visible while you are volunteering. Signing in each time you volunteer also allows school personnel to locate you immediately in case of an emergency. For everyone's safety, it's important to know who you are and why you are at school.

Discipline or Behavior Problems

As a school volunteer you may notice students disobeying or breaking classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. **Never take corrective measures into your own hands.** There are many ways in which schools are alike; but because schools must fulfill educational needs of students from diverse backgrounds, each school has a personality or culture of its own. Volunteers should be informed about the school's general disciplinary procedures to avoid any misunderstanding.

Screening

For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide a picture I.D. All prospective volunteers will be subject to a background check and the Pike County School System, in its discretion and without a statement of reasons, may require a complete background check on any volunteer at any time. In programs where a volunteer is an overnight chaperone or has less supervised time with a student (s) fingerprinting checks are required. Pike County Schools will cover the costs for background and fingerprinting checks.

Supervision

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

Communication

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

Student / Volunteer relationships

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

Interests and talents

We want to make the best match we can between volunteer opportunities and your interests and talents. Let the athletic director or supervising teacher know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

To be a volunteer, you must:

- 1. Fill out form and return it to school.**
- 2. Attend orientation, please contact our Counselor at 770-567-8443, ext. 5008 for information.**
- 3. Attend training for "Mandated Reporter", usually done with orientation.**
- 4. Adhere to child confidentiality laws.**

***If you wish to be a volunteer at Pike County Primary School,
Please fill out pages 11-12 (front and back),
tear them out, and return them to the school.***



Pike County Schools

P.O. Box 386 16 Jackson Street 770-567-8489 FAX 770-567-8349

SCHOOL VOLUNTEER APPLICATION

(Confidential-Please Print)

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

Return the completed application to the appropriate school office

Date _____

Name _____
(Last) (First) (MI)

Social Security Number _____ **Date of Birth** _____

Phone _____ **Email** _____

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

In Case of Emergency contact: _____
(Name) (Relationship to you) (Phone)

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

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

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

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

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

Been convicted, pled guilty, pled nolo contendere or arrested for a criminal offense, other than a minor traffic violation? **YES**____ **NO**____

Arrested for a drug or sexual related offense or act of violence? **YES**____ **NO**____

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

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

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

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

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

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

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

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

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

(Volunteer Signature)

(Date)

VOLUNTEER, PLEASE PRINT NAME HERE_____

*****APPLICATIONS ARE ACCEPTED AT SCHOOL LOCATIONS ONLY*****

If interested in being a volunteer, please fill out, tear out, and return to your child's teacher or the main office.



Pike County Primary School

**7218 Highway 19 South
Zebulon, Georgia 30295
Phone (770) 567-8443**

Principal
April Teal-Phagan
Assistant Principal
Eve Booker
Instructional Coach
Mandy Cloy
Counselor
Betsy Burford

Dear Parents and Guardians of Pike Primary Students,

There are many wonderful books in our media center, and it is our hope that you will choose for your child to participate in our library program.

In an effort to inform you about your child's Lexile levels and help you determine if your child is reading on grade level, please see our benchmark goals for students below:

*By the end of 2nd grade, student reads at a 525 Lexile or higher
By the end of 1st grade, student reads at a 300 Lexile or higher*

The following information shows how many books per grade each student is allowed to check out during the school year:

*Second Graders may check out 2 books and may take home.
First Graders may check out 1-2 books and may take home.
Kindergartners may check out 1 book and may or may not take home.*

Students may return and check out books as often as they like, but books kept for a period longer than two weeks must be renewed. Although there are no fines for overdue books, students will only be allowed to check out new books for each one returned. If a child loses or damages a book, it is your responsibility to pay for the book at the book's original price. If a book is damaged, but can be used again, a fee will be set for the damages.

Before we begin checking out books to students, we need to know that you do want your child to participate in the school library media program. No child will be allowed to check out a book, unless this agreement is on file in the media center.

**Pike County Primary School
Media Center Agreement
2020-2021**

Student Name _____ Teacher _____

____ Yes, I do want my child to participate in the Pike County Primary School Media Center program. I will assist my child in taking responsibility for checked out materials by assuming costs due to loss or damage.

___ No, I do not want my child to participate in the Pike County Primary School Library Program.

Parent/Guardian's Name (PLEASE PRINT)

Signature of Parent or Guardian

Date

Please fill out, tear out, and return to your child's teacher or the Media Center.

Authorization to Give Medication at School

Please review page 6 of the Student handbook for our policy on Medical Care.

- If medication can be given at home or after school hours, please do so.
- All medication must be brought to the school/clinic by the parent and not sent with the student.
- Any medication given at school must be accompanied by a medical form on page 18.
- Emergency Numbers for parents are essential and should be updated with the school regularly.
- It is the responsibility of the parent/guardian to inform the school of any changes.
- New medications, new doses, etc... cannot be given unless there is an updated form and a newly labeled container.
- Sick students should not be at school.
- If a child has a fever, they must be sent home and be fever-free (without fever reducing medication) for 24 hours before returning to school.
- If your child vomits, they must be sent home and be vomit-free for 24 hours before returning to school.
- Your school nurse may administer medication with proper documentation.
- Medication given at school can be prescription or over-the-counter.
- Prescription medication must be in the original container.
- Over-The-Counter medication such as Tylenol, Pepto Bismol, cough drops, etc... may be stored until needed.
- All medications should be picked up on or before the last day of school.
- Unused medication will be disposed of unless picked up within a week after medication is discontinued.

Should you choose to allow our nurse to administer medication to your child while at school, please fill out the form on page 16, tear it out, and bring it to the school nurse along with the medication in the original container.

We prefer one medication per page.

If more pages are needed, they will be provided by the school nurse.

If needed, please fill out, tear out, and return to the nurse along with medication in the original container.

PARENT/GUARDIAN AUTHORIZATION TO GIVE MEDICATION AT SCHOOL

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

Student's Name: _____

Teacher: _____ **Grade:** _____

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

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

Name of Medication: _____

Dose: _____ Route (by mouth, topical, etc): _____

Time(s) to be given: _____ Stop Medication on: _____

Condition/Illness Requiring Medication: _____

Possible Side Effects, if any: _____

Physician's Name: _____ Physician's Phone: _____

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

Parent/ Legal Guardian signature

Date

Home Phone _____ Work Phone _____ Cell Phone _____

To be completed by School Health Clinic Personnel only:

Date Received: _____ Name of Medication: _____ #Doses _____

**Pike County Primary School
7218 Highway 19 South
Zebulon, Georgia 30295
Phone (770) 567-8443**

Permission to Publish

Student Name: _____ Teacher: _____

Throughout the year, Pike County Primary School Students participate in activities, events, or projects where they may be photographed. This includes but is not limited to special events, field trips, class projects, and recognition for accomplishments. We would like your permission to use these pictures. Your child’s photo and name could appear on our website, in class displays, in the newspaper, in the yearbook, and possibly, in password protected class Shutterfly web albums. Please complete this form to grant/deny permission for your child.

If your child is recognized for “Extraordinary Behavior” or “Student of the Month” and you have not given us permission to publish on social media, your child will not be included in the picture. If you want your child to be recognized, you must give permission to do so.

I give my permission for photographs of my child to appear in the following:
(Please initial Yes or No for each):

_____ **Yes** _____ **No** **In-School Displays-** Including but not limited to bulletin boards, class-made books, or student multimedia projects

_____ **Yes** _____ **No** **Other School Publications-** Including but not limited to student publications, school newsletter, yearbook, or event DVD’s.

_____ **Yes** _____ **No** **Outside Web Sites, Social Media, or Newspapers-** Including but not limited to Shutterfly, Griffin Daily News, Facebook, Instagram, and Pike County Journal/Reporter.

Parent/Guardian’s Name (PLEASE PRINT): _____

Parent/Guardian’s Signature: _____

Date: _____

Please fill out, tear out, and return to your child’s teacher.