

**Pike County Primary School
STUDENT HANDBOOK
2016-2017**



“Sailing for Success”

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<http://www.pike.k12.ga.us/PRIMARYSCHOOL>

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 JourneY ...“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. We wish to teach our students the necessary tools needed to be successful 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. Teachers will give special emphasis to honesty, respect, and courtesy. Obedience to 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.

EXPECTATIONS OF STUDENTS

1. Students are expected to conduct themselves in such a way as to reflect only credit to themselves, their parents, and to Pike County Schools.
2. Students should report directly to the appropriate area upon arrival and remain there unless directed elsewhere by school personnel.
3. Students are expected to move quietly through the halls.
4. Students are expected to participate in physical education classes unless a written excuse from the parent/guardian or other confirmation is received.
5. Students are expected to respect others and school property.
6. Students should not bring large sums of money or other valuables to school as the school cannot be responsible for their loss.
7. Students should not bring toys, electronic devices (such as, but not limited to, cell phones, ipods, tablets, etc.). Pets, or other personal items that are disruptive to school.
8. Students are expected to 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 - 2:25 p.m.

1st & 2nd Grade Dismissal- 2:35p.m

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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. To further the understanding of this process, the following code of conduct provides definition and clarity of expectations.

IN THE CLASSROOM THE STUDENTS WILL:

1. Be recognized before speaking.
2. Remain in their desks 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.
8. Refrain from having toys, chewing gum or eating candy at school unless special permission is given.

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. Speak in low conversational tones.
4. Remain seated with good posture until dismissed.
5. Help keep lunchroom neat and clean.

IN THE HALL, STUDENTS WILL:

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

DURING ASSEMBLIES, STUDENTS WILL:

1. Walk to their seats quietly and quickly with their teacher.
2. Listen attentively.
3. Show proper respect and appreciation for the person providing the program.
4. Refrain from any talking during the program.

STUDENT ATTENDANCE

Primary School attendance is a prerequisite for student achievement. All students are expected to attend school daily, to be on time, and to 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. Curbside Service will not be on available until 7:45 a.m. daily. Please do not drop off students prior to 7:30 a.m. because there is nobody on duty to watch them. Students must be fever free (100 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.

Students who arrive before 11:30 a.m. will be counted as present for the day, 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.

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. The excuse should be given to the attendance clerk for entry into the computer. **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 and then 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 secure a tardy slip from the attendance clerk before attending class. Habitual tardiness and/or unexcused tardies (5 or more) can accumulate and may prevent the awarding of a perfect attendance certificate at the end of the school year. **Therefore, 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 into school. If you wish your child to have breakfast at school, they must arrive in time to finish eating and be in 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.

STUDENTS CHECKING IN TARDY AND CHECKING OUT EARLY

5th Tardy or Early check outs- Parent called

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(s) conference at the school 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 for the sake of all of our children. 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 snacks or other items to the teacher or student, please leave it with the front office and have the office staff transfer items to the classroom. Again, no one is allowed in the school building without a Visitor's Pass. In addition, no one is allowed on the recess field or playground to pick up your child. Every child must be called out of class and checked out through the front office. You may not pick up your child from the playground or have any other person come to the playground without administrative approval.

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, you may not have another student join you and your child while eating.

In the interest of our student's 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 (psattendance@pike.k12.ga.us) or fax (770-567-1636) the changes they 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. A parent may not remove their child from the bus after buses have been loaded.

FIELD TRIPS

In order to attend Field Trips you 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. No student may ride with their parent(s) to or from a field trip without prior approval from the school Principal.

CONFERENCES

Georgia Law prohibits interruption of instructional time during the school day. It is extremely important that classroom activities not be interrupted. Parents should not interrupt instructional time by talking with the teacher while he/she has students in the room for which they are responsible. 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. Your child's teacher will send notes home to inform parents on how to sign up for these conferences. Parents may also request a conference by contacting the teacher directly. In addition, the monthly newsletter will include information in regards to the upcoming student conferences.

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 our 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 2:25 p.m. and 1st and 2nd grades at 2:35 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 2:45 p.m. pickup. All students should be picked up by 3:00 p.m. Any child left after 3:00 p.m. will wait for parents to sign them out in the office.

Absolutely no one may pick up a child in the car riders' line without a car riders' tag placed in the car window. If someone other than a parent or guardian is to pick up a student, a written notification must be sent to the school office, and the student must be signed out in the office. All parents without a car riders' tag must park and sign out the student in the office. **Please understand these procedures are for the safety of ALL of our children.**

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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.**

BUS INFORMATION

For detailed information please refer to County Code of Conduct for School Bus and Bus Stop Conduct with Student Responsibilities on School Buses.

STUDENTS RIDING BUSES TO WHICH THEY ARE NOT ASSIGNED

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: AGE REQUIREMENTS

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:

Pre-K through the 3rd grade: (9 yrs. & Younger)

A Parent / Guardian, or a Parent / Guardian 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.

STUDENT DISCIPLINE CONSEQUENCES

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

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.

SEARCHES

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

STUDENT DRESS CODE

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

Please note: Tennis shoes are needed each day a student has Physical Education class.

The following 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. Writing on another's clothing at any time

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

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GIFTS

Pike Primary prohibits all floral 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 ever increasing social pressure and disappointment felt by those students not receiving gifts at school.

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.

Students who are sick should not be in school. 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 100 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.

HEAD LICE

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.

CAFETERIA POLICIES

For detailed information about Cafeteria Policies please refer to County Code of Conduct.

TEXTBOOKS/LIBRARY BOOKS

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.

CURRICULUM

The Common Core curriculum, 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 in school is recorded on a Standards Based Report Card using the following key:

E= exceeds the standard

M= meets the standard

P= progressing toward the standard

ND= not yet demonstrating the standard

GIFTED/CHALLENGE SERVICES

Gifted/Challenge education services are offered to students who demonstrate the potential for exceptional achievement. Additionally, special services are offered to students who may need speech therapy, have learning disabilities or behavioral disorders, or are mildly, moderately, or severely intellectually handicapped.

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 documents student behavior.

Weekly/monthly newsletters/parent letters keep parents informed about curriculum, provides information about the progress of their child, opportunities for parent involvement, and upcoming events in the school. 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).

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.

School Calendar

Kindergarten – 2nd grade

2016-2017

First Day of School

August 22

Labor Day

September 5

Fall Break

October 7-14

Thanksgiving Break

November 18-20

Christmas Holidays

December 19 - January 3

Students Return

January 4

MLK Holiday

January 16

Winter Break

February 17-24

Teacher Work Day

March 24

Spring Break

April 14-21

Last Day of School

May 26

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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.

One hour a week, one day a week, one day on a special project -your efforts make a difference for students.

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, classrooms, offices, field trips, team sports, and 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.

Our commitment to you

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

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. But, 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.

Discipline or behavior problems

As a school volunteer you may notice students disobeying school or 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 many 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.

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.

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 law - FERPA**

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

GEORGIA DEPARTMENT OF LAW



Samuel S. Olens
Attorney General

PRESS ADVISORY

Friday, June 1, 2012

New Child Abuse Reporting Rules to Go into Effect July 1

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

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

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

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



Pike County Schools

P.O. Box 386 16 Jackson Street 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**

Dear Parents and Guardians of Pike Primary Students,

There are many wonderful books in your child's school library media center and Pike County Primary students love to read! I hope you will choose for your child to participate in our library program and will agree to assist your child in taking responsibility for checked out materials.

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 550 Lexile or higher

By the end of 1st grade, student reads at a 350 Lexile or higher

By the end of Kindergarten, student reads at a 100 Lexile or higher

Lexile levels are marked on the spine of each of our books.

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 on the following page is on file in the media center.

Happy Reading!

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

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

**Pike County Primary School
Library Media Center Agreement**

Student Name _____ Homeroom _____

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

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

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 18, 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.**

Pike County Primary School
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

Student Name _____ Homeroom _____

Permission to Publish

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.

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 or newspapers-** Including but not limited to Shutterfly, Griffin Daily News, 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.