

**PIKE COUNTY
ELEMENTARY SCHOOL
STUDENT HANDBOOK
2016-2017**

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

“CREATING SCHOOLS THAT STUDENTS LOVE.”

Dr. Melissa Smith
Principal

Mr. Jeff Tharpe
Assistant Principal

Mrs. Allison Peabody
Instructional Coach

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

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

WELCOME!

The faculty and staff of the Pike County Elementary School would like to welcome you! We look forward to another exciting and challenging school year. Every academic and extra-curricular program offered to you is meant to assist and lead you in reaching goals. We are here to help you reach these goals in any way possible. The following pages in this handbook explain what you will need to know to make Grades 3, 4, and 5 a success. Please take the time to review the information in this handbook with your parents. The opportunity to work with you as a team, as you prepare for your future, is an opportunity that is important to all of us.

VISION

To create schools that students love.

MISSION

Producing creative problem-solvers ready for college and career.

BELIEFS

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 responsibility of each student to display qualities of good citizenship. **Excellent conduct is expected** in the classroom, in the hallways, in the cafeteria, on the playground, on the bus yard, and while attending school functions. Pike County Elementary teachers want students to become good citizens. Every student, therefore, should expect teachers to remind them of the principles involved in maintaining good

conduct. Teachers will give special emphasis to **honesty, respect, and courtesy**. Also, characteristics desired and expected of all our students include: obedience of the law, appreciation for the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor.

GENERAL INFORMATION

- School Phone Number: **(770) 567-4444**
- School begins at 8:00 a.m. and ends at 2:45 p.m.
- **Students may not enter the building until 7:30 a.m. each morning. Do not drop off or leave students outside of building before 7:30 a.m. There will be no supervision until this time for any student.**
- **Parents are encouraged to schedule all doctor and dental appointments for students after school. Please limit early dismissal to circumstances involving a doctor's appointment or family emergency. Instruction is greatly interrupted by the front office when students are called out of class before 2:30 p.m. Students being picked up before 2:30 p.m. are missing valuable instructional time. As a result grades are often adversely affected. Chronic checkouts of a student may result in the student missing critical instruction which is imperative to complete assignments and state mandated tests.**
- If students need to leave school during school hours, parents must sign them out at the designated area in the main office.
- **Physical Education** is a required class; students will only be excused from P.E. with a written statement from a licensed physician.

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

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

CHECKING STUDENTS IN TARDY AND CHECKING OUT EARLY:

Students Grades Pre-K thru 5th:

5th tardy or check outs – Parent called

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

11th tardy or check outs – Referral to Social Worker

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

ATTENDANCE GUIDELINES

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

If a student is ill or must be absent from school, parents are requested to contact the school before 9:00 a.m. The phone number is **770-567-4444 option #1**. Tardiness is not accepted. A student is considered tardy after 8:00 a.m. One highly critical component of student success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. 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. Students with excused absences will be given make-up work. **All absences will be considered as unexcused until an excuse is turned in to the attendance clerk. Students absent from school cannot participate in after school activities.**

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

Students who arrive after 11:30 will be counted absent for the day.

Students who check out before 11:30 will be counted absent for the day.

BULLYING/CYBERBULLYING

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

BUS CONDUCT, RULES, and REGULATIONS

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

BUS REGULATIONS

Students have the privilege of using the transportation services of the Pike County School System. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, dangers exist. Foremost in our minds is the safety of each passenger.

Students may only ride the school bus to which they are assigned. If an emergency arises which makes it necessary for a student to ride a different bus, the parent must send a written request to the building principal who will obtain approval or disapproval from the director of transportation.

Students will not unload the bus for student check-out once they have loaded for bus dismissal.

CAR RIDERS: PROCEDURES FOR MORNING CAR RIDER DROP OFF

In order to ensure the safety of our car riders each morning, please adhere to the following guidelines:

1. Please do not park on the side of the road and allow students to walk across the driveway, road or grassy area to enter the building. Parents should drop students off on the Old Meansville Road side of the building at the morning drop off area.
2. Students should not be dropped off in the front of the building. This area should only be used for parent/visitor parking. This is not a safe place for students to be dropped off in the morning. Traffic will not be allowed to enter this front area to drop off students during the morning drop off time.
3. Please adhere to the following drop off time of no earlier than 7:30 a.m. This procedure will help with problems of safety and morning traffic.
4. Students dropped off after 8:00 a.m. are tardy to school and a parent/guardian should come inside the building to sign-in the student.

CAR RIDERS: PROCEDURES FOR AFTERNOON CAR RIDERS

In order to ensure the safety of car riders each afternoon, please adhere to the following guidelines:

1. Please do not park on the side of the road and walk across the driveway or grassy area to pick up your child. Parents should circle around to the rear of the building to the dismissal area on the west side. This may cause you to wait momentarily in a line of cars; however, the wait is usually very minimal.
2. In order to pick your child up at the dismissal area, parents will need to have a visible card issued by the school with your child's name clearly labeled. These cards are available in the office and students will not be allowed to enter a car without one bearing their name. Without this card parents will be required to sign their child out in the office area.
3. Please do not arrive on campus before the appropriate pick-up time, because bus riders will be dismissed before car riders. Traffic will not be allowed to enter at the back of the building until the buses have left the campus.
4. Please adhere to the following release time of 2:55 p.m. for all car riders. This procedure will help with the problems of afternoon traffic.

Students will not check-out from car rider area once car rider dismissal has begun.

CAFETERIA POLICIES

Breakfast and lunch will be served in the school cafeteria each day for a nominal fee, unless your child has been approved for the free/reduced lunch program. Payments are accepted daily, weekly, or monthly. Breakfast & lunch prices are to be determined. All money must be in an envelope, marked with the teacher's name, child's name, and the amount of money enclosed. Students are responsible for their own breakfast and/or lunch money. Please contact the cafeteria manager if some discretion or special circumstance is required in feeding your child.

FREE/REDUCED PRICE MEAL POLICY

The Pike County School System encourages all parents or guardians who need assistance to apply for the free and/or reduced price meals for their children through the School Nutrition Program. Each student will receive an informational form with an application

for this purpose at the beginning of the school year. Parents will be notified of their eligibility for free or reduced price meals from application information. Parents or guardians should remember that it is their responsibility to make sure that meals are provided for their children, either by payment or through free or reduced price application.

CALENDAR

A school calendar is located on the back cover of this agenda.

CHRONIC DISCIPLINARY PROBLEM STUDENT

Definition: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or administrator identifies a student as a chronic disciplinary problem student, the administrator will notify by first-class mail, or by telephone call to the student's parent or guardian of the disciplinary problem, invite such parent or guardian to attend a conference with the administrator or the teacher or both to devise a disciplinary and/or behavioral correction plan. (O.C.G.A. 20-2-765) This team, along with the students themselves, will work together to formulate a plan that addresses the needs of students having discipline problems at school.

CLASSWORK/HOMEWORK

It is the responsibility of the student to complete all classwork and homework assignments. Any missing work should be completed and returned to the teacher. If a student is absent, he/she will be allowed to turn in missing assignments for full credit. Students are encouraged to complete all assignments, as this will ensure that all students have a greater opportunity for success. The teacher should notify parents when failure to turn in work becomes a problem. A conference may be held with the teacher, parents, student, assistant principal and/or principal to address classwork/homework.

CODE OF STUDENT CONDUCT

It is necessary that teachers, parents, and students understand, accept, and support the discipline policies of our school. PCES believes in, encourages, and enforces strict, age-appropriate discipline policies for all students. This District Code of Conduct applies while on campus, while riding any Pike County school bus and while participating in field trips or other school sponsored activities. Misconduct will not be tolerated at PCES. Any student who chooses to violate any of the discipline policies listed herein is also choosing to disrupt the educational process for self or others, and should expect to be disciplined.

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

Discipline procedures are based on a progressive discipline process that may include, but are not limited to, the following considerations: the students' discipline history; the degree of premeditation, impulse, or self-defense; disability; the strength of evidence; the willingness to cooperate; the seriousness of the offense, and the age of the student.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint in order to discuss both sides of the situation.
2. If the situation is not resolved to your satisfaction, contact the principal.
3. If the situation remains unresolved, contact the superintendent.

CONFERENCES

The teachers periodically schedule parent/teacher conferences during the school year. Please make every effort to attend. **If you desire to meet with any teacher during the year, please call the office to set up a meeting.** Classroom teachers have a common planning period each day and can generally meet with parents during that time.

CURRICULUM

The curriculum emphasizes basic academic skills outlined by the Georgia Standards of Excellence issued by the state department of education in regards to reading, language arts, mathematics, science, social studies, health, art, keyboarding, music, and physical education.

Pike County Elementary School offers special services in speech therapy, guidance counseling, gifted education, learning disabilities, behavioral disorders, and mild, moderate and severe disabilities.

The approach to the curriculum is designed to develop the highest possible competence in basic academic skills for continued learning. Hopefully, a positive learning environment is established which fosters good study habits by which students are provided with an opportunity to practice teamwork and cooperation through small group and large group activities. Students are encouraged to maintain self-discipline, confidence, and a sense of pride by training their mind to engage in complex tasks. Individual achievement and competition are also encouraged in an effort to prepare students for citizenship and personal responsibility.

DISCIPLINE: AFTER SCHOOL DETENTION

An after-school detention period will be held on Tuesdays and Thursdays each week and require students to report to a designated location at PCES. A minimum of one (1) day

notice will be given. During this detention period, students will be assigned meaningful work or shall complete homework. Students assigned to after school detention as a consequence of misbehavior will be required to stay after school until 3:30 p.m. and should be picked up by a parent or guardian listed on the demographics form. Please present your ID at pick up for a safe dismissal of detention. Misbehavior during after school detention may result in the student being assigned to in-school suspension.

DISCIPLINE: IN-SCHOOL SUSPENSION

An in-School Suspension program (ISS) involving students in grades 3 through 5 is operated at Pike County Primary School during the school day at the school facility. Students who ride the bus to school will unload at the Primary School in the morning for ISS and load for home at the Primary school from ISS. Students that are car riders should be transported to ISS at the Primary School as needed each day. In some instances, students placed in ISS during the school day, may be transported to the Primary School by the Administration and/or designee. This will be the ultimate decision of the principal to transport the student to the Primary School.

Students are isolated and given class assignments from their teachers to complete during ISS time. Students receive credit for work completed in ISS. Work not completed in ISS will become homework and must be completed and returned to the appropriate teacher. ISS is held in a very strict environment. If a student chooses not to behave and/or not to do the assigned work in this environment, he/she may then be suspended from school and will serve his/her ISS time upon returning to school. A student who is in ISS or suspended will not be allowed to participate in or attend any school activity during that specified time period or to be on any school system property after school hours. **ISS time must be made up.**

DISCIPLINE: SUSPENSION

Continuous misbehavior (repeated conduct code violations) and/or any misconduct of a severe nature will result in the student being suspended off campus. Suspended students may not attend any school system functions or be on any school system property during their suspension time, nor may they represent the school in any extracurricular activities.

DISCIPLINE: EXPULSION

Expulsion is a disciplinary action taken by the local board of education that prohibits a student from attending classes and any school activities for the remainder of the school year or up to 12 months at the discretion of the Superintendent.

DISTRIBUTION OF MATERIALS

Individuals or organizations wishing to distribute materials must see the principal for copies of the policies and regulations.

DRESS CODE

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

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

GIRLS: (Grades 3-5) Shorts of no more than 3” above the knee are considered reasonable length. Short skirts, halter-tops, tank tops, tube tops, spaghetti straps, strapless attire, and sundresses should not be worn at school. Shirts that are over sized or of excessive length, may result in directing the student to tuck the shirt tail into pants, shorts, skirts, or skirts. Hats and bandanas should not be worn in the building. Shoes must be worn at school (flip-flops and sandals can be dangerous in the event of an emergency and are not recommended for physical education classes, please do not wear these types of shoes at school). Shoes with roller skates built into the sole of the shoe or Heely’s should not be worn. Girls must wear outer garments that are not of a “see-thru” nature as well as the proper undergarments. Parts of the body customarily covered must be clothed.

BOYS: (Grades 3-5) Shorts of no more than 3” above the knee are considered reasonable length. Shirts that are over sized or of excessive length, may result in directing the student to tuck the shirt tail into pants or shorts. Tank tops, mesh shirts, and sleeveless shirts are not to be worn without an undershirt with sleeves. Hats and bandanas should not be worn in the building. Shoes must be worn at school (flip-flops and sandals can be dangerous in the event of an emergency and are not recommended for physical education classes, please do not wear these types of shoes at school). Shoes with roller skates built into the sole of the shoe or Heely’s should not be worn. Outer garments of a “see-thru” nature are not to be worn. Parts of the body customarily covered must be clothed.

DRUGS: Drug Paraphernalia: Alcohol and Tobacco
For detailed information, please refer to the County Code of Conduct.

EXTRA-CURRICULAR CLUBS

At PCES we have five different clubs which are offered to our students. If you prefer that your child not participate in any club beyond the regular school day you may choose the “opt out” option at the beginning of the school year.

4-H chapter is embedded into the science/health curriculum. However; there are opportunities for 5th grade students to participate in 4-H beyond the regular school day. Pike County 4-H is a unit of Cooperative Extension at the University of Georgia (a partner with public education). The 4-H mission is to assist youth in acquiring knowledge, developing life skills, informing attitudes that will help them become self-directing, productive, and contributing citizens. 4-H provides events, classes, activities, and forums to enhance positive youth development. A full listing of local events can be obtained at the Pike County Extension Office by calling 770-567-2010.

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

Art Club is conducted before and after school for 5th grade students at PCES. The purpose of the Art Club is to offer students an extended opportunity to enhance their artistic ability as well as extend their appreciation for art. The Art Club may present art shows for PTO programs and for special events throughout the year.

Technology Club is conducted before and after school for 5th grade students at PCES. The purpose of the Keyboarding Club is to offer students an extended opportunity to enhance their computer/multimedia skills. The Keyboarding Club may assist with PTO programs and school wide initiatives.

Acting Club is conducted before and after school for all students at PCES. The purpose of the Theatrical Club is to offer students an extended opportunity to enhance their awareness of theatre and the arts. The Theatrical club may have presentations throughout the year and assist with other school wide initiatives.

Good News Club is conducted after school for all students at PCES. This club is led by Harp's Crossing Baptist Church at Hollonville. The purpose is to offer a Christian program for 5-to-12-year-old children featuring Bible lessons, songs, memory verses, and games. It is the leading ministry of Child Evangelism Fellowship (CEF), which creates the curriculum, translates it into different languages for use around the world, and trains instructors to teach it.

The “opt out” form will be distributed to each student at the beginning of the school year. Please return the “opt out” forms only if you are choosing the “opt out” option for your student.

FIRE DRILLS

Fire Drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken. If the fire alarm rings when students are in the hallways, they should leave by the nearest exit. If a student pulls the fire alarm, law enforcement will be notified.

FOOD AND BEVERAGES AT SCHOOL

There is pride at Pike County Elementary School. Everyone must work together to keep our school attractive. No food or drink is allowed in the classroom unless authorized by the teacher.

GRADING SCALE

All teachers and the administration at PCES observe the following grade scale:

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

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent home approximately every four and a half weeks. Report cards will be distributed each nine weeks.

HEAD LICE

Periodically it may be necessary for your child to be subject to a head lice examination by the school nurse. In the event that your child is suspected of having head lice, your child will be immediately sent home from school. In order to return to school, a parent or guardian must accompany their child to school and allow the school nurse to re-examine the student to verify an absence of nits.

IEP: APPLICABILITY AND EFFECT ON INDIVIDUAL EDUCATION PROGRAMS

In accordance with O.C.G.A. 20-2-741, the provisions of student codes of conduct shall apply to students in kindergarten through grade 12. Nothing in the applicability of this code of conduct shall infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

MEDICATION: ADMINISTERING MEDICATION TO STUDENTS

The school will only administer over-the-counter medication, such as Tylenol, if it is brought to the nurse in the original container and adheres to the same rules that apply to other prescription medications. If a student is required to take prescription medication

during school hours and the parent cannot be at school to administer those medications only the school nurse, or the nurse's designee, will administer the medication in compliance with the following regulations:

1. Written orders (the required form is available in all school offices) from a licensed physician must be on file in the school stating:
 - Student name.
 - Name of drug.
 - Required dosage.
 - Purpose of the medication.
 - Time of day medication is to be given.
 - Anticipated number of days it will need to be given.
 - Possible side effects.
2. The medication must be brought to school *by a parent or guardian* in the *original container appropriately labeled by the pharmacy or physician*.
3. An individual record will be kept of such prescription medication administered by school personnel.

**Unless these requirements can be met, medications will not be administered at school.

** Any medication sent to school in the possession of a student could be considered a violation of the controlled substance policy. Please bring any medication to the school and personally transfer it to the nurse.

RECOGNITION AND HONORS

Near the conclusion of the school year those students who demonstrate exemplary behavioral and academic achievement will be recognized at a special awards ceremony. In order to be recognized at this honorary celebration, students will be required to meet or exceed one or more of the following criteria:

Honor Roll: End of Year "A" average in all academic areas, music, P.E., keyboarding and art.

Merit Roll: End of Year "A"/"B" average in all academic areas, music, P.E., keyboarding and art.

Academic Recognition: End of Year "A" average in a particular academic area. Students already receiving Honor Roll or Merit Roll Awards are not eligible to receive Academic Recognition.

Citizenship Award: recognition of one male and one female student in each class displaying outstanding characteristics of citizenship throughout the school year. Students receiving citizenship awards must have received a Student of the Month Award during the current school year.

Most Improved Award: recognition of one student in each class who has demonstrated recognizable gains in academics or self-responsibility.

Perfect Attendance Award: student must be present at school each day of the school year. Please see attendance guidelines.

Allison Renee Smith Award- Grade 3 ONLY and Eva Marie Hammond Award – ONLY Grade 5 students – Nominees must excel in all areas of state standardized testing, have a yearly academic average of 90% or higher and demonstrate citizenship and good behavior. All areas are compiled to obtain a final score. The top three nominees will be recognized at the awards ceremony.

****Students who do not meet any of the above criteria should not expect to be individually recognized at the awards program.**

TELEPHONE

Students in grades 3-5 are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Phone calls will be permitted in the event of an emergency and only at the discretion of the principal or office staff if the principal is unavailable. **Student cell phones are prohibited at school.**

TEXTBOOKS

Textbooks issued are the property of Pike County Elementary School. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use. Lost, stolen, or damaged books must be paid for prior to another book being issued.

VALUABLES AT SCHOOL

Students, not the school, are responsible for their personal property. Be smart and take care of any valuable items by leaving them at home.

VISITORS

At PCES visitors are always welcome. However, all visitors (parents, volunteers, substitutes, community members, etc.) entering the building for any reason **must** first report to the office to make their purpose known and to receive a visitor's pass before going anywhere else in the building. Visitor's passes should be worn in plain view. Visitors will be directed to the area of the visit and are reminded that they should not just **"roam"** around the building. This is to protect the safety and well being of all of our students and teachers. Social visits are prohibited during instructional time to ensure that classes are not disrupted. Parents and other visitors should not go to classrooms during the school day to try to speak with a student or a teacher. Parents should not interrupt instructional time by trying to talk with a teacher while there are students in the room for whom he/she is responsible. Teachers will gladly schedule a conference before school, during their planning time, or after school. If it is necessary to speak with a student or teacher directly, the office staff will make the arrangements. In emergency situations, students may be reached quicker if visitors report directly to the office so a staff member can locate the student and call him/her to the office using the intercom.

WEAPONS AND RELATED OBJECTS

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

ASBESTOS

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

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

Federal Education Program Coordinators

Gender Equity and Title IX Coordinator PO Box 819 Zebulon, GA 30295 (770) 567 8770	James Stanford
Pupil Services Director	Greg Green
Director of Teaching & Learning	Jenny Allison
Special Education Coordinator	Jessica McEntrye
Teaching & Learning Coordinator	Dawn Lanca-Potter
School Food Service Director	Brian Davison
Transportation Director	Doyle Simpson

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

ACKNOWLEDGEMENT #1
Student Code of Conduct

Current Georgia Law (O.C.G.A. 20-2-751.5) requires that when local boards of education are distributing student handbooks containing the student code of conduct, they shall also include a form for parents/guardians to sign acknowledging receipt of the code, and that the local school shall request that the form be signed and returned to the school:

When distributing a student code of conduct, a local school shall include a form on which the student’s parent or guardian may acknowledge his or her receipt of the code, and the local school shall request that the form be signed and returned to the school.

In compliance with this law, please read and sign the following acknowledgement and return this form to the school within five days.

We have received and read the PCES Student Handbook and have discussed the information with each other. We understand the Board Policies and School Rules stated in the PCES Student Handbook, and we agree to abide these policies and rules as stated therein.

Student’s Signature _____

Date _____

Parent’ Signature _____

Date _____

ACKNOWLEDGEMENT #2
Extra-Curricular Clubs Information

Current Georgia Law (O.C.G.A. 20-2-705) requires that local boards of education notify parents or legal guardians regarding clubs and organizations at the school. They shall also include a form for parents/guardians to sign acknowledging receipt of the clubs and organizations and that the local school board shall request that the form be signed and returned to the school.

When distributing the club and organizations information, a local school shall include a form on which the student’s parent or guardian may acknowledge his or her receipt of the code, and the local school shall request that the form be signed and returned to the school.

In compliance with this law, please read and sign the following acknowledgement and return this form to the school within five days.

We have received and read the Extra-Curricular Clubs section in the PCES Student Handbook, and have discussed the information with each other. We understand the Board Policies and “Opt-Out” option stated in the PCES Student Handbook, and we agree to abide by these policies and “Opt-Out” option as stated there in.

Student’s Signature _____

Date _____

Parent’s Signature _____

Date _____

DISCLAIMER

During the course of every school year there are many opportunities for students to have pictures and/or information about themselves published (in newspapers, newsletters, yearbook, chorus or PTO programs, for example) for the purpose of recognition for awards, honors, and/or achievements (honor roll, merit roll, student of the month, contests winners, etc.) they may have received. Also, a Griffin Daily News photographer for Camera-on-the-Go sometimes comes to the school system to capture candid shots of students for publication in the newspaper. The Pike County Journal-Reporter occasionally comes into the school to ask students a question and to take their pictures for publication in the “Here’s What Pike Says...” section of the newspaper. On rare occasions, a television news crew may be on campus and may photograph and/or interview students to show on television that evening. Under the Family Education Rights and Privacy Act (FERPA), parents have a right to deny the publication of such information about their children. Please sign below indicating your preference about the publication of your child’s picture or information:

I _____, parent/guardian of _____
Parent’s/Guardian’s Name Student’s Name

Do give _____

Do not give _____

my approval for the publication of my child’s picture and other information as described above.

Parent’s/Guardian’s Signature _____ Date _____

Failure to return this form will be taken as an affirmative answer.

PLEASE READ THE INFORMATION ON THE NEXT PAGE AND PERFORM THE TASKS AS SPECIFIED.

GEORGIA DEPARTMENT OF LAW



Samuel S. Olens
Attorney General

PRESS ADVISORY

Friday, June 1, 2012

New Child Abuse Reporting Rules to Go into Effect July 1

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

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

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

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



Pike County Schools

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

SCHOOL VOLUNTEER APPLICATION

(Confidential-Please Print)

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

Return the completed application to the appropriate school office

Date _____

Name _____
(Last) (First) (MI)

Social Security Number _____ Date of Birth _____

Phone _____ Email _____

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

In Case of Emergency contact:

(Name) (Relationship to you) (Phone)

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

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

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

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

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

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

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

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

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

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

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

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

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

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

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

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

(Volunteer Signature)

(Date)

VOLUNTEER, PLEASE PRINT NAME HERE _____