



BETHLEHEM ELEMENTARY SCHOOL

1000 Academic Parkway | Locust Grove, Georgia 30248
Phone: (770) 288-8571 | Fax: (770) 288-8577

Ms. SeTia Freeman
Principal

Mrs. Monique Greer
Assistant Principal

Mrs. Jessica Walker
Assistant Principal

July 24, 2024

Welcome Bobcat Families!

Whether you are new here or returning for another great year, we welcome you. We are excited to start a new school year where our students will THRIVE! Students THRIVE when they are trusted, happy, respected, interested, valued, and encouraged. As we start a new year, there are a few updates and reminders that we want to make families aware of. These processes are put in place to ensure your child has a successful school year, in an environment that is safe and free of interruptions to their learning.

Morning Arrival

- Morning drop-off begins at 7:00am.
- Breakfast will be served from 7:00am-7:30am.
- Bus Riders
 - Students that arrive on buses between 7:00am-7:20am will eat breakfast and then wait in the cafeteria/gym until 7:20am. Students that arrive after 7:20am will eat breakfast, then head directly to their classroom.
- Car Riders
 - Students may be dropped off in the front of the school, in the first lane closest to the building **only**. Do NOT use the lanes in the parking lot to drop your child off.
 - When dropping off, please pull up to the brick columns and a staff member will assist you.
 - Students that arrive between 7:00am-7:20am will have the option to eat breakfast in the cafeteria, or wait in the gym before being released to class.
 - Students arriving 7:20am-7:35am will be able to eat breakfast in the cafeteria or go straight to their classroom.
 - Students that arrive after 7:35am are considered tardy. Parents should park and walk their child in to sign them in after 7:35am. Breakfast ends daily at 7:30am.

Afternoon Dismissal

- Afternoon dismissal begins at 2:15pm.
- Bus Riders
 - You can obtain your child's bus number at Open House.
 - Due to the bus driver shortage, some buses will have two loads. This may result in your child getting home later than normal. Please see the transportation representative at Open House for more information.
 - Children under age eight (8) and under are required to have a parent/guardian meet them at their bus stop. If no one is there to receive the child, he/she will be brought back to the school and must be picked up at the school.

(continued on next page)



BETHLEHEM ELEMENTARY SCHOOL

1000 Academic Parkway | Locust Grove, Georgia 30248
Phone: (770) 288-8571 | Fax: (770) 288-8577

Ms. SeTia Freeman
Principal

Mrs. Monique Greer
Assistant Principal

Mrs. Jessica Walker
Assistant Principal

Afternoon Dismissal (continued)

- Car Riders
 - All students should be picked up no later than 2:35pm. If you arrive after 2:35pm, you will need to park and walk into the building with your car tag or your ID to get your child.
 - If you are picking your child up by car, you should have your car tag displayed in your front passenger side windshield when entering the car rider lane.
 - Students will only be loaded into cars once you reach the front entrance. We will be using two lanes in the afternoon. Eight cars will be loaded at a time. Two cars will pull up, side by side in each lane, to the red, purple, yellow and green brick columns so that students can be loaded. Staff will be outside to assist in this process.
 - You must drive through the car rider line to pick your student up. To ensure a safe and smooth process, we do NOT allow parents to park and walk up to get your child. If this does occur, you will be instructed to return to your car and drive to the rear of the car rider line in order to safely and securely pick up your child(ren). Parents are not permitted to wait in the lobby or on the sidewalk prior to or during dismissal. All parents must remain in their car, in the car rider lane while waiting.
 - Please be kind and patient with our staff in the car rider lane and keep in mind they are following the school process to ensure the safety of our students.
 - The car rider lane closes daily at 2:35 p.m.
- Walkers (from surrounding communities)
 - If you are not using a vehicle and prefer to walk your child home (in the surrounding communities), parents/guardians should wait on the sidewalk in the front of the building for their students to be released. Parents must have their walker tags in hand to get their child(ren). For safety purposes, parents are required to use the crosswalks and sidewalks at all times when walking away from the building.
- Early Dismissal
 - If you need to pick your child up early, you must come inside the building to check them out no later than 1:40pm.
 - You must show a picture ID to check a student out. This person must be on the approved check-out list provided by the enrolling parent/guardian in Infinite Campus. Please use the Parent Portal to make changes to this list as needed. Phone calls will not be accepted.
- Transportation Changes
 - For any transportation changes, a written and signed note by the enrolling parent must be sent to your student's homeroom teacher on or before the morning of the change. Emails, ClassDojo messages, and phone calls are not acceptable methods for transportation changes. The note must include the following information:
 - Student's first and last name
 - Date of transportation change
 - Description of the transportation change (car rider, bus rider, after school, etc.)
 - Homeroom teacher's name
 - Parent/Guardian name, signature, date, and phone number



BETHLEHEM ELEMENTARY SCHOOL

1000 Academic Parkway | Locust Grove, Georgia 30248
Phone: (770) 288-8571 | Fax: (770) 288-8577

Ms. SeTia Freeman
Principal

Mrs. Monique Greer
Assistant Principal

Mrs. Jessica Walker
Assistant Principal

Visitors and Volunteers

- Interruptions to the learning environment must be kept to a minimum, therefore we do not allow visitors to interrupt class time.
- Every visitor must present a valid picture ID and should have a specific purpose for coming into the building.
- Lunch Visits - We welcome parents/guardians to eat lunch with their child on Fridays. You can bring in outside food for your child, or they can eat the school lunch. We have special tables set up for lunch visits near the entrance.
- We welcome and love our volunteers! All volunteers (including field trip chaperones) must have a completed background check before they can volunteer. Please visit the front office to start this process.

Celebrations

- If you would like to provide treats for your child's birthday or other approved celebration, you may deliver them to the front office.
- Provided treats must meet the follow criteria:
 - Items must be commercially produced. No homemade treats can be provided to students.
 - You must provide enough for the entire class. Please contact your child's teacher for the number of students.
 - The treats will be provided to the class during lunchtime only.

Once again, welcome to a new school year where we will THRIVE! We are excited to see our returning Bobcats and eager to meet our new Bobcats. The front office is open Monday-Friday from 7:30am-4:00pm if you need additional assistance.

With respect from your 2024-2025 leadership team,

Ms. SeTia Freeman, *Principal*
Mrs. Monique Greer, *Assistant Principal*
Mrs. Jessica Walker, *Assistant Principal*

It's a Great Day to be a Bobcat!