

PATE'S CREEK ELEMENTARY SCHOOL

Arthur Blevins
Principal



SeTia Freeman
Assistant Principal

Dear Pate's Creek Elementary Families,

It is with great pleasure that we welcome you to another exceptional year at Pate's Creek Elementary! We are super excited to have our students returning to the building as we are "Preparing a Community of Exceptional Students Through Perseverance!" The 2022 **Meet-and-Greet** (formerly known as Open House) will be held Monday, August 1, 2022 from 4:00 p.m. - 7:00 p.m. The Meet-and-Greet will be different from the previous years, as it will be divided into two sessions. The first session will be for grades Pre-K - 2nd from 4:00 p.m. - 5:30 p.m. and grades 3rd - 5th from 5:30 p.m. - 7:00 p.m.

In order to create a productive educational environment, there are several important policy reminders that need your attention:

- **Arrival time to school is no earlier than 7:10 a.m.** Students may not be dropped off at school before 7:10 a.m. because there are no staff members available to monitor their safety. Parents may drop students off along the sidewalk in the front of the school. There can be no drop-offs in the bus lane. The bus lane is reserved for our school buses and daycare vans. If you are dropping off in the bus lane parking lot, please be sure that a faculty member is there prior to allowing your child to cross over the bus lane. Students arriving at school at 7:10 a.m. or after may proceed to the cafeteria until 7:20 a.m. and then be dismissed to their classroom.

Morning Drop-Off:

- Drop off time in the morning begins at 7:10 a.m.
- All students must be dropped off at the sidewalk in the lane closest to the building. *Students may not be dropped off in the left lane or far lane from the building.*
- When dropping off, pull up all the way to the sign that the faculty member is holding. We ask that you pull forward as far as possible in the drop off lane so that more students may be dropped off at one time. If you help us with this procedure, our car rider line will move faster and more efficiently. At 7:34 a.m. cars that have not reached the brick column with the purple squares will be considered tardy. This will allow students time to arrive and be seated in their classroom. As a reminder, the faculty and staff members working in the car rider line are following school and county procedures. Please show kindness and respect as they continue to support the best interest and safety of our students.
- We also ask that you do not block the handicap parking spaces. These spaces are reserved for persons with qualified needs ONLY.
- If you plan to walk your child(ren) into the building, please park in an appropriate space and use the crosswalk to escort your child(ren) into the building. Students will not be allowed to cross the car rider lane anywhere outside of the white painted crosswalk.
- Students may enter the building at both sets of front doors.
- Watch for the designated staff members to inform you when to stop or proceed in your vehicle.
- **Breakfast will be served at 7:10 a.m. and end at 7:30 a.m.** If you would like your child(ren) to eat breakfast at school, they must be in the cafeteria by 7:30 a.m.

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- **Your child is considered tardy if he/she is not in class by 7:35 a.m.** At 7:34 a.m. cars that have not reached the brick column with the purple squares will be considered tardy. If you are dropping your child(ren) off at school after 7:34 a.m., a parent/adult must come into the office with the child(ren) and sign them in to school. Therefore, you will need to park in a parking space and escort your child to the office. The front entrance doors are closed each morning at 7:34 a.m. Students may not run down the halls to get to class. This could create a safety concern. Please give your child time to walk to class before 7:34 a.m. This will allow students time to arrive and be seated in their classroom. As a reminder, the faculty and staff members working in the car rider line are following school and county procedures.
- **Creating responsible, mature, well-rounded students is important.** We appreciate your help by encouraging your child(ren) to walk to class each and every day without parental assistance. Our halls are lined with professionals who will monitor and assist all children as needed. We know the first week will be an exception to this rule, so please begin to prepare your child for independently walking themselves to class beginning the second week of school.
- **Interruptions to the learning environment must be kept to a minimum.** We have an open door policy, and we welcome all parents, family members, and community stakeholders to our school. This does not mean that visitors may appear in hallways or classrooms during instructional time without scheduling a meeting or observation. Visitors must have a specific purpose to be in the building and are required to present picture identification, sign in, and receive a visitor pass before traveling anywhere in the building. If visitors eat lunch with a student, they are asked to not follow the student back to the classroom (or visit other students' classrooms) unless they have prearranged an appointment/activity with the teacher. Remember, teachers have duties and responsibilities beginning each morning at 7:15 a.m. and continuing until all students are dismissed. They have limited opportunities to speak with parents during the school day. We appreciate your anticipated cooperation with these procedures as they support our students' academic progress, safety, and security.
- **Visitors must always show a picture ID when entering the building.** Picture IDs will also be checked when a student is being signed out for the day. For the safety of our students, no one will be allowed to check out or eat with a student unless they are on the student's information card, or the school receives written permission from an enrolling parent or guardian. When visitors come to eat lunch with a student, we ask that they only sit with and speak to the student they are visiting on our stage in the cafeteria. (See GA Law below)

Per Georgia Law, O.C.G.A. 20-2-1180, Subsection C, "Upon entering any elementary or secondary school building between the official starting time and the official dismissal time, any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his or her presence at the school." *Therefore, for the safety and well-being of our students, faculty, and staff, ALL visitors must report to the school office, show ID, register through the computerized visitor program at the front counter, and retrieve a visitor's pass prior to entering any hallway.*

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classroom, or other area of the school grounds. Parents will be permitted to visit classrooms when a conference with the teacher or an observation in the classroom has been pre-arranged or when approval has been given by an administrator. This policy will be strictly enforced to protect our students and the learning environment. After the visit has concluded, visitors should sign out in the office. This allows the school administration to track visitors in the event of an emergency situation.

All visitors must be approved through the office.

- **Transportation Changes:** Per the Henry County Schools Student and Parent Handbook, “Students may not make changes in the way they usually go home unless they have a note signed and dated by the enrolling parent. Parents should give specific dates and instructions to explain any change to the way their student should be transported home. The principal or assistant principal must approve the note.” Faxes with accompanying picture ID of the enrolling parent/guardian will be accepted. **Emails, ClassDojo messages, and phone calls are not acceptable methods for transportation changes. If you have an emergency and are unable to come to the school to write a note, you must speak to an administrator in order to decide on a plan of action.**

For any transportation changes, a note must be sent to your student’s homeroom teacher on the morning of the change. The note must contain the following information:

- Student’s First and Last Name
 - Dates of transportation changes
 - Description of the Transportation Change (Car Rider, Bus Rider, After School, Daycare)
 - Homeroom Teacher’s Name
 - **Enrolling Parent’s/Guardian’s Signature** with Date and daytime phone number
- **Lunch is a short time for students and even shorter for teachers.** Due to disruptions, the number of office staff members, and time limitations in the office; we will no longer gather lunches in the front office and hold them for students to pick up. We will also no longer be able to deliver lunches to classrooms for daily drop offs. If you are bringing a lunch for your child, you will need to sign in, receive a visitor pass, walk to the cafeteria, and give the lunch items to your child. Breakfast and lunch prices are listed below:
 - Students Meals: Breakfast \$1.25 and Lunch \$2.50 (reduced prices - breakfast \$0.30 and lunch \$0.40)
 - Adults Meals: Breakfast \$2.25 and Lunch \$3.50
 - **The Henry County Schools policy for birthday celebrations** (food items, balloons, toys, multiple family members coming to eat lunch, etc.) **is that they do not take place at school, including during lunch.** The HCS Student Handbook states, “The school faculty and staff are happy to recognize student birthdays. However, because learning time is very important, no birthday parties may be held during the school day for students or teachers.” Please do not plan a celebration for your child at school on their birthday. Invitations or other reminders should not be sent to school for disseminating. The teacher or your child will not be permitted to do so. Additionally, as we deal with increased concerns over food allergies, we feel it is necessary to protect this growing population of students and prohibit parents/students from passing out food and/or treats (pizza, drinks, cupcakes, cookies, donuts, etc.)

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at school during lunch. Thus, **parents may only bring food for their own child.** Please keep in mind that we do sell ice cream that meets the national nutrition standards, which offers special options to students with food allergies. You are welcome to purchase a class set of ice cream passes so that your child can share a treat with their classmates on their birthday.

- **The school day ends at 2:10 p.m.** Dismissal can be a hectic time. Therefore, if you need to check out your child(ren) prior to our regular dismissal you will need to do so before 1:45 p.m. as this is when we begin our school wide procedures for ensuring that every student is in the correct location for dismissal. After 1:45 p.m., we will be unable to accommodate your request to check out your child/children. Parents can pick up car riders in the front car rider pick up line. Please have your car rider vehicle tag with you. **We are asking all parents to remain in cars to receive children and not come to the crosswalk to get them.** Those who come to the crosswalk will be directed to their cars. If you forget your car rider vehicle tag, you will need to park and go into the office with your picture ID. Parents should never drive through the bus lane nor pick up their child in the bus lane.

- **Car Rider Procedures**

Please refrain from cell phone use during drop off and pick-up times! There should be no smoking on the school campus.

Afternoon Pick-Up:

- ✓ Students must be picked up in a vehicle in the car rider lane closest to the front doors. The car rider line will begin at approximately 2:15 p.m. daily.
 - ✓ Car tags need to be visible in cars, and students need to display their car tags.
 - ✓ Children *must* be picked up **no later than 2:35 p.m. daily.**
- ✓ **NO CHECKOUTS after 1:45 p.m.** Checking students out after 1:45 p.m. is very difficult, and it can create security concerns for our students. At 2:10 p.m., teachers are preparing students for dismissal. Students are writing homework assignments, coming back from specials, cleaning up their work areas, etc. Students should be checked out before 1:45 p.m., and the person checking the student out must be listed on the student information card and prepared to show a picture I.D.
- ✓ Parents should listen carefully for the color of the column to which they should pull up to in order to pick up their children.
- ✓ **Parents will not be allowed to walk up to the school to pick up their child(ren) from the car rider area. 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, on the sidewalk, or by the flagpole prior to or during dismissal.**
- ✓ Parents should never walk to the bus lanes during bus dismissal. If you need your child, you must report to the office. A bus duty personnel member will be radioed to retrieve your child from the bus.

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- **Volunteering at school.** Please call your child(ren)'s teacher or the school office to ask about volunteering. **Volunteers must complete a background check (every 3 years) and sign the current Henry County Schools Student and Parent Handbook acknowledgment form as well as the Mandated Reporter Form. This includes chaperoning field trips.**

The aforementioned procedures are in place to create a safe, secure, and orderly learning environment for our students, faculty, and staff. Your cooperation in adhering to these procedures will be greatly appreciated. Please refer to the current Henry County Schools Student and Parent Handbook for other important information pertaining to this school year. You may also contact an administrator as needed.

We look forward to having you and your child as a part of the Pate's Creek Elementary family for the upcoming school year. At any time, if you have any praises, suggestions, questions, or concerns please do not hesitate to contact us.

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