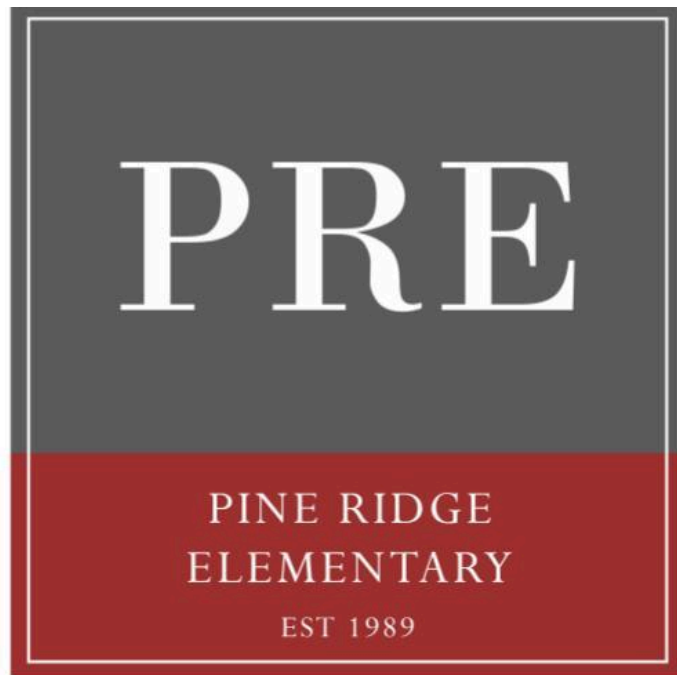


**Pine Ridge Elementary
Parent and Student Handbook
2024-2025**



Pine Ridge Elementary School
15750 GA Highway 315
Ellerslie, GA 31807
706-568-6578
706-562-9576 fax

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Web Site: www.harris.k12.ga.us

Student/Parent Handbook

2024/2025

**Donna Crooks, Principal
Brantley Sawyer, Assistant Principal
Sean Myers, Counselor**

Harris County Schools Mission Statement

Ensuring an excellent education for every child in Harris County

Harris County Schools Vision Statement

One community committed to the well-being and preparation of every student for life-long success in a global society

We Believe:

- *Safety is a priority.*
- *Education is a shared responsibility.*
- *Inclusive environments develop the whole child.*
- *Compassionate and nurturing relationships are vital to success.*
- *Workforce development empowers individual success in a global society.*



One Team, One Dream

This handbook is reviewed yearly by a committee of teachers and parents. Its contents have been reviewed and approved by the Harris County Board of Education. The Harris County School System does not discriminate on the basis of sex, race, color, creed, religion, national origin, handicap or age in its programs, activities or employment practices and policies.

The handbook states procedures and policies adhered to for the safety and effective management of operations at Pine Ridge. This handbook is in addition to the policies and procedures you must be aware of in the Student Behavior Code and Attendance Protocol. Any changes and/or additions to these procedures and policies will be communicated through newsletters and the school webpage.

Reading the Pine Ridge handbook to become familiar with our policies and procedures is greatly appreciated. Should you have questions or concerns, contact your child's teacher or call the office. Reading the handbook at the beginning of school is encouraged to avoid any misunderstandings and to be aware of your part in supporting a safe and orderly learning environment for your child.

AFTER SCHOOL ENRICHMENT PROGRAM

Pine Ridge Elementary offers an After School Enrichment Program from 2:30 to 6:00. This program offers parents a childcare option for the afternoon. The program employs a certified teacher to direct and plan activities and paraprofessionals to carry out the daily routine. Children are provided a snack, outside activity time, homework time, and an arts/craft session. At the time of this publication, rates are \$75.00 per week for one child, \$100.00 per week for 2 children, and \$125.00 per week for 3 or more children. There is a fee of \$25.00 daily for drop-ins. (Drop-in is no more than 1 day per week. Two or more days in any week is calculated as a full week.) There is a yearly \$20.00 registration fee; all fees are subject to increase at the beginning of each school year based on Board of Education approval. Any students who have outstanding debts from the previous year will not be allowed to enroll in the program. More information is available through the school office. If a student does not attend school, he/she cannot attend ASEP. A copy of the ASEP Parent Handbook is available on the Pine Ridge website.

AFTERNOON DISMISSAL PROCEDURE FOR PARENT PICK-UP

Pine Ridge utilizes a Car Rider Pro system for afternoon dismissal for parent pick-up. This system requires a unique hang tag to identify each child. Hang tags are to be displayed when in the car rider line. All cars that do not have a Car Rider Pro hang tag will be re-routed to a separate line for student pickup. With the proper Car Rider Pro tag your child's name is displayed on the screen inside the building prompting him/her to exit holding areas to the loading zone. To avoid a delay during dismissal, please secure an adequate number of tags for those who pick up your child from school. Additional tags may be purchased for \$5.00 (at the time of this printing) either with a check or through myschoolbucks.com. Parents drive through the car rider line beginning in the front of the school. Cones will be placed to indicate the beginning of the parent pick up line, to keep the front parking lot from being blocked. After the buses leave campus, the car rider pick up line will be directed around to the bus ramp loading zone. This will help to get more cars off of Highway 315. The cars also must follow in this line as directed so the Car Rider Pro system can read the hang tag. Parents should not walk up to the school to pick up children during dismissal. This is for safety reasons as well as ensuring a steady flow of cars through the line. Our goal is to dismiss students safely and as promptly as possible. If you are later than 3:00 p.m. picking up your child, he/she will be placed in the After School Enrichment Program for proper supervision. At the time of this printing, the cost is \$25.00 for one day with a yearly \$20.00 registration fee per family. This fee is subject to change at the beginning of the school year based on Board of Education approval.

Afternoon dismissal begins at 2:30 pm, with the latest checkout time being 2:00 pm. It is understood that there are days when children must leave school early, however; please plan appointments ahead so students are not checked out early. Instruction continues until the end of the day. Students will only be called to check out when they have been signed out by a parent/guardian. Please do not call ahead to have a student leave the classroom before you arrive, as this is a safety issue.

Please do not check your child out early to avoid waiting in the car rider line. This interferes with instruction and the transition to dismissal and is an unexcused checkout. This dismissal process is orderly and moves at a steady pace.

Parents must send written notice when a child will use different transportation home or is scheduled to go to a different destination at the end of the day. A child will not be allowed to stay after school for special activities without written permission from the parents. To ensure your transportation changes can be honored, please call prior to 2:00 pm. Do not rely on email, Class DoJo or remind notices to change transportation, as it is often not read until after dismissal.

ATTENDANCE POLICY

Absences from school are defined as excused or unexcused by the Harris County Board of Education Student Behavior Code and Attendance Protocol Booklet. This handbook serves as an addendum to the booklet. The attendance policy may also be accessed online at the Board of Education website and Policy JBD. The student attendance protocol is written as required by the State of Georgia 20-2-690.2 in an attempt to improve student attendance through the utilization of targeted strategies and interventions for reduction of unexcused absences and truancy.

A student will be counted tardy if he/she arrives in class after 8:00 am. Students arriving after this time are to be accompanied by a parent to sign the child in on the computer in the office. The student will be given a late slip for admission to class. In order for a student to be counted present if he/she arrives late, the student must be present for one-half of the instructional day (8:00–11:30; 11:30 –2:30). Students who have a combination of 5 or more tardies and/or early check outs in one grading period will not be eligible to receive a perfect attendance award during that nine week period. If a child is absent from school, he/she will not be allowed to participate in extracurricular activities on that day.

There will be two morning bells. The first bell will ring at 7:55 am. The second bell will be the tardy bell and will ring at 8:00 am. It is best for your child to be at school on time for him/her to be in class by 7:55 am. Students who are tardy miss instructional time, which impacts academic success. The morning routine is important to starting the school day in a positive way. After 5 unexcused tardies, the teacher will contact the parents/guardians to discuss the importance of students arriving at school on time. After 10 unexcused tardies, the parent will receive a letter from the principal or his/her designee.

All absences will initially be entered as unexcused. If the parents send a note explaining the absence, within 3 school days of returning to school, it will be changed to excused should the reason meet the protocol set in the Harris County attendance protocol booklet. Harris County Schools will accept no more than 5 parent written excuses per student per school year. After the 5th parent written excuse, schools will require an Authorized Excused Note (AEN). After 3, 5, 7, & 10 absences, the parents/guardians will receive a letter. After seven & ten absences, the parent may be contacted by the school counselor to offer and/or provide an academic or a social service intervention.

The requirements by the Harris County Board of Education for K-8 students is one hundred and sixty-five days per year. Students in K-8 shall be retained in the student's present grade if the student is absent for sixteen or more of the 180 school days. Data indicates that missing more than five days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school. Parents are reminded to monitor their child's attendance on Parent Portal. For more specifics, please refer to the Harris County Attendance Protocol booklet.

Please note that attendance notification letters are sent home in accordance with the policies set forth by the Harris County School Board. Letters are meant to communicate your child's attendance record and to offer assistance.

If a student becomes ill at school, the teacher will allow the student to report to the clinic and contact parents as needed. Parents must come into the office and sign the student out before a student will be dismissed from the clinic or classroom.

When a child is absent from school, he/she will be given the opportunity to make up work missed. The child will have three days to turn in work missed during an absence in order to receive a grade.

BOARD OF EDUCATION

The Harris County Board of Education has work sessions on the first Thursday night of each month at 6:00 pm in the auditorium at the central office in Hamilton, Georgia. The regular meeting of the Board of Education is the second Thursday night of each month at 6:30 pm in the same location.

BOOKBAGS

Students may bring individual backpacks or book bags that can be carried. For safety reasons, we ask that students not bring suitcase-type backpacks with wheels. They create a safety hazard in crowded hallways. Students with physical disabilities are the exception.

BULLYING/CYBERBULLYING

The Harris County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

CALENDAR

The system calendar can be viewed on the Harris County Board of Education website.

CLASSROOM PARTIES / CELEBRATIONS

The Georgia Department of Education requires a specific amount of time each day to be used for instructional purposes. As much as we would like to have the time to celebrate each child's birthday with a party, the time needed for instruction will not allow this. If you would like to recognize your child's birthday at school, we ask that you limit this to a small individual treat (for example, small cupcakes, brownies, donuts, treat bags) that can be easily served during class snack time. You should be notified if there is someone in your child's class with a nut allergy, which may limit the type of snack offered to students. Items that may be at school for special occasions must be small enough to be placed in a book bag. Please do not send large items such as balloons that will not fit in a book bag.

COMMONLY USED EDUCATIONAL TERMS

EIP- Early Intervention Program

GSE - Georgia Standards of Excellence

GKIDS - Georgia Kindergarten Inventory of Developing Skills

IEP- Individual Education Plan

MTSS - Multi-Tiered System of Support

SST- Student Support Team

RTI- Response to Intervention

CCRPI - College & Career Readiness Performance Index

STEAM - Science, Technology, Engineering, Arts and Math

SpED - Special Education Department

COMMUNICATION DEVICES

Students may not use any kind of communication devices at school, to include smart watches. This includes any electronic communication devices. Exceptions may be made for health or other circumstances by the principal.

COMMUNITY RESOURCES

If a family member of a student has a hobby, skill, interest, or vocation that he/she would like to share, please let us know. Such individuals are often used for special lessons or events connected to STEAM and Career Day.

CONFERENCES

Teachers are available for conferences upon request. Every effort will be made to accommodate you. You may wish to schedule a phone conference, virtual conference or meet in person. Communication over email regarding issues considered sensitive, serious in nature, confidential, etc. are strongly discouraged. These types of issues will be discussed in person. Please be advised that the classroom teacher will be unavailable to conference with parents during instructional time or during the time he/she is supervising students. A separate conference time can be scheduled with the teacher to discuss questions or concerns. Parent conferences may be requested either by calling the school at (706) 568-6578 or by contacting the teacher directly. Conferences may be scheduled after school (3:00-3:30) or during teacher planning times. The best conference time will be scheduled with the teacher.

COUNSELOR

There are four types of referrals to see the counselor: administrative, teacher, parent, and student. Students may be referred for individual and/or small group counseling. Possible reasons for referrals to the counselor may include tardiness, absenteeism, school/academic adjustments, suspensions, home difficulties, peer relations, health services, etc.

The counselor is scheduled at least one day a month to conduct group guidance activities with every class dealing with career education, peer relations, study and test-taking skills, and other topics from which all students benefit. If you would like to refer your child to the school counselor, please contact the school at (706) 568-6578.

CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their natural parents unless we have, on file, a copy of a court order granting exclusive custody to one parent or the other. It is the parent's responsibility to provide the school office with a complete, certified copy of the appropriate legal documents. Copies of legal documents are treated in a confidential manner. Non-custodial parents have the right to review the child's records and to receive copies of report cards and other academic information.

DISCIPLINE

The foundation for the Pine Ridge Elementary discipline plan is based on the belief that allows children to grow through their mistakes and to learn from the consequences of their choices. This is a progressive plan for discipline, which may include a recovery process, involving parents, sending students to the counselor, and developing a behavior plan through the Multi-Tiered System of Support (MTSS). The primary goal for all Pine Ridge students is to have instruction without disruptions. All students must follow the discipline code of the Harris County Board of Education. The Student Behavior Code is distributed to students at the beginning of the school year and also may be accessed online on the Harris County Board of Education website. Familiarize yourself with the Harris County Student Behavior Code. This process affords students the opportunity to learn the consequences of their choices. Please inform your child's teacher if you have any questions or concerns with the behavior code.

DISTRACTIONS TO THE EDUCATIONAL PROCESS

Students should not bring the following items to school:

- Toys of any kind
- Knives or any items that may be used as a weapon
- Firecrackers or poppers
- Sunglasses
- CD players, radios, or electronic games
- Laser pointers or any item that causes disruption of class
- Trading cards
- Electronic devices to include cell phones and smart watches
- Sports/Equipment bags

The teacher or principal may take up any item that may cause disruption of the educational process. Items will be returned to the parent of the child upon request by parent or at the end of the year. Special circumstances regarding electronic devices should be communicated to the principal.

DRESS CODE

Students are expected to be well groomed when coming to school. Any form of dress that causes a distraction in the classroom is not allowed. Hairstyles and hair color that cause a distraction are strongly discouraged as this too causes a disruption to instruction.

Students should observe the following guidelines:

- The back, shoulders and mid-section of the body are to be covered at all times. Halter tops or shirts with spaghetti straps are not to be worn at school.
- Pants must cover undergarments.
- Shorts/skirts/dresses/jumpers must be at a modest and appropriate length (longer than fingertips)

when arms are extended straight down) with or without leggings. Leggings cannot be worn to make up for skirts that are too short.

- Leggings or shorts should be worn with dresses as this is most appropriate in the elementary school setting.
- Leggings or jeggings worn as pants must be modest, appropriate; not see-through. The top worn with leggings must cover the hips and be at least fingertip length.
- Appropriate school shoes (sneakers, etc.) are highly encouraged for all students, as they are safer for the playground, physical education, and movement in hallways and classrooms. Cleats and shoes with roller skate wheels are not to be worn at school.
- Any clothing that encourages or advertises alcohol, tobacco, violence, drugs, gang related, nudity or obscene/vulgar language must not be worn at school.
- Sunglasses are not allowed unless otherwise specified.
- Hats are not allowed unless otherwise specified.

When a student is not dressed appropriately (according to the judgment of the principal) the parents will be contacted to bring the student a change of clothes. Students who are inappropriately dressed will not be allowed in class.

DROP OFF/PICK UP

Foot traffic is prohibited during morning arrival and afternoon dismissal to provide orderly, efficient, and safe procedures. Students are to be dropped off each morning beginning at the circular drive in the front of the building only after 7:30 am. Cars will be routed around to the bus ramp for drop off, assisted by staff members. Staff members are on duty each morning beginning from 7:30 am until 7:55 am to supervise and assist students. Students arriving after this time are to be accompanied by a parent to sign the child in at the front office. If students plan to eat breakfast at school, they should arrive before 7:45 am and will report directly to the cafeteria; otherwise students will report directly to class.

All car riders should begin in the line at the front of the school, the cars will be directed around to the side of the building on the bus ramp for students to exit cars and enter the building at the bus ramp door. Staff members are assigned to this area to ensure students enter the building safely.

Each afternoon, car riders are supervised and dismissed from holding areas by staff members. All students are seated inside the building and are notified when parents arrive. Students are walked to the car by staff members. Cars arriving on campus for student pick up will enter the car rider line through the front parking lot. The line of traffic will be directed in multiple lanes, leading around to the bus ramp loading zones. Cones will be placed to indicate the beginning of the parent pick up line, to keep the front parking lot from being blocked. The front lot will not serve as a parking area during afternoon dismissal, as cars will be staged in multiple lanes of traffic moving in one direction.

If there are individuals who are not allowed to pick up a student at school, a letter should be written to the school, the teacher, and the principal listing those individuals. Any legal documentation regarding individuals who are restrained from interacting with a child should be on record.

If a student is to be checked out early, this should occur prior to 2:00 pm. After this time, all students will remain in class to receive instruction until time for dismissal.

EXPECTATIONS OF PARENTS

- Thoroughly read the Parent/Student Handbook, the Student Behavior Code and the Attendance Protocol, and HCSD Chromebook Policy
- Return the assurance forms for each document with your signature to the school.
- Support procedures put in place to ensure a safe and orderly school that creates an environment conducive to learning.
- Help your child arrive at school on time each day and to be prepared for the day.
- Check over and help with homework. Read with your child each night.
- When you have a problem or concern, please contact the teacher and set up an appointment for a conference. We would encourage you to contact your child's teacher first to express your concerns before going to the office.
- If your child requires medication that needs to be taken at school, it must be taken to the front office of the school, by the parent.
- If your child is out of school due to an illness please inform your child's teacher in writing upon your child's return to school or within 3 days of the absence. After this point, absences are marked as unexcused. Your child's attendance record is available for your view in Infinite Campus.

EMERGENCY RESPONSE TEAM AND AED

Harris County Schools now have a policy and procedures designed to provide trained responders to deliver early defibrillation to victims of sudden cardiac arrest. This policy is intended to greatly increase the chance of survival of sudden cardiac arrest prior to the arrival of the local EMS. It does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event. This policy will identify the Program Coordinator/Harris County Public Schools Nurse Leader, EMS liaison and Site Coordinator/School Nurse. AED storage sites, use and training requirements are included as well as roles and responsibilities of all AED providers. The Harris County Public Schools will meet all Department of Public Health requirements for AED implementation.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

- 1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records. Educational records maintained for your child are:

| <u>Type of Record(s)</u> | <u>Location(s)</u> | <u>Contact Person(s)</u> |
|------------------------------------|--------------------|----------------------------|
| Special Education (Back-up File) | HC Board Office | Special Education Director |
| Special Education Due Process File | HC Schools | School Building Principal |
| Cumulative File | School | School Building Principal |
| Regular Education File | School | School Building Principal |

- 2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3) Consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that the Act authorizes disclosure without consent;
- 4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64, concerning the alleged failures by the Harris County Board of Education to comply with the requirements of the Act or the regulations promulgated hereunder; and

- 5) Obtain a copy of the policy, which the Board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the central office of the Board of Education at P.O. Box 388, Hamilton, Georgia 31811 or on-line. (www.harris.k12.ga.us)

FIELD TRIPS

Field trips are planned to enrich classroom instruction. Field trip opportunities are available only for students enrolled in our system. Students who transfer to another system may not return for participation in previously scheduled field trips. The Harris County School System will provide transportation. Due to the cost involved in taking a field trip, it may be necessary to request contributions to help defray expenses.

Students should ride to the field trip destination and to/from each location planned during the trip on the bus. Once the trip is completed, parents may sign out their own child for transportation home. Only children who are enrolled in Pine Ridge Elementary are eligible for bus transportation. Parents who are asked to chaperone field trips are present to help supervise the children. Preschool children or other siblings shall not be brought on field trips. This is a time for parents to spend time with your school age child. Parents will be expected to follow the same regulations as school personnel while on such field trips and set good examples. These regulations include: appropriate dress, no tobacco or alcohol use of any kind, and no use of profanity. Chaperones will be randomly selected by the teacher and will be determined by the number of students participating and space available. Written permission is required by parents/guardians in order for a child to attend any field trip. Toys, tape/CD players, radios, electronic games or other disruptive items are not allowed. School personnel will not be responsible for the safety of these items.

Students who display chronic behavior problems may not be allowed to attend field trips unless accompanied by a parent.

FIT GEORGIA

As a part of your child's P.E. program, Pine Ridge Elementary takes part in the Fit Georgia physical fitness assessment. All students in grades 1-4 participate in this assessment. The areas of health related fitness include: cardiovascular endurance, muscular strength and endurance, flexibility and body composition. The assessment does not compare your child to anyone else, nor does it measure skill or athletic performance. Rather, it compares your child to health standards that have been established by researchers as the level of fitness all students should reach in order to attain health benefits.

Please plan on using the student report as a tool to come up with ways to support your child in leading a healthy and active lifestyle. A few ways to support your elementary child include:

- Stress the importance of fitness has on feeling good!
- Give your child equipment that encourages physical activity.
- Help your child identify a time and place for daily physical activity.
- Spend less time watching T.V. and playing video games.
- Be a role model for your child.
- Teach your child games you enjoyed playing as a child.
- Praise and encourage your child to be active.
- Involve your child in after school or recreation programs within your community.

FOOD ALLERGIES

Harris County Schools have procedures in place to identify and serve students with diagnosed food allergies. Upon completion of the Harris County physician's form, by a physician, the form should be returned to the school. The school nurse will then contact parents to develop a special dietary needs action plan. Harris County Schools will provide dietary alternatives as needed. If your child has a severe food allergy a physician's form is required to ensure necessary precautions are taken at school.

504 PLAN

Section 504 refers to a part of the Rehabilitation Act of 1973. The primary purpose of the Rehabilitation Act of 1973 is to ensure that persons with disabilities are not discriminated against.

Section 504 states,

“No otherwise qualified individual with a disability in the United States ...shall, solely by reason of his or her disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

This law requires that every public school in the United States identify, evaluate, and provide appropriate services to disabled individuals as defined by Section 504. In addition, procedural safeguards must be provided to the parents/guardians of identified students. The Office of Civil Rights and/or US Department of Education is responsible for enforcing Section 504.

A student with a disability should be considered for eligibility under Section 504 if he/she:

- has a physical or mental impairment which substantially limits one or more major life activities
- has a record of such an impairment; or
- is regarded as having such an impairment.

School 504 Coordinator: Mr. Sean Myers - Pine Ridge Counselor - 706-568-6578

District 504 Coordinator for Students: Mr. Phillip Johnson - Director of Special Education - 706-628-4206

FUNDRAISERS

Pine Ridge Elementary generally conducts school picture sales during the year. The PTA may organize other fundraisers. In order to ensure safety, students are not to sell items door-to-door. Parents are encouraged to support the school by selling a part of all fundraising items. The funds will contribute to the purchase of instructional materials for students, including computer software, manipulatives, etc. No private individual shall raise money for his/her own profit.

GIFTED PROGRAM

The Harris County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12.

A gifted student is one who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and /or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The Harris County Board of Education provides a differentiated curriculum for gifted students that consist of courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Elementary gifted students are provided differentiated instruction. Georgia Standards of Excellence are addressed through student tasks and activities that are specifically designed to meet the needs and academic level of each gifted learner.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Students who score at specified levels established by the Harris County Board of Education on a norm-referenced test shall be automatically referred for determination of eligibility for gifted services (IDDD.1).

The Georgia Board of Education has set two (2) standards of eligibility (GA SBOE Rule 160-4-2-.38).

- A student may qualify by meeting mental ability (composite) and achievement criteria.
- A student may also qualify by meeting three (3) of the four (4) criteria: mental ability (component), achievement, creativity and motivation.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Harris County Schools used to establish eligibility shall be applicable for two (2) calendar years.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by Harris County Schools. A student transferring from a Georgia public school system to Harris County Schools shall meet the criteria for continuation of gifted services established by the Harris County Board of Education. Gifted eligibility established in another state shall not be recognized by Harris County Schools.

Students must meet specific criteria established by the Board of Education to continue to receive gifted services. By not meeting the continuation criteria, students may be placed on probation and removed from the program.

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians must also provide written consent before students determined to be eligible for gifted education services can receive these services.

GRADING

All Harris County Schools use the following grading scale for grades 1-4:

(In the third and fourth grades, grades are weighted as follows: 60% class work, 30% testing, and 10% homework.)

A- 90 –100

B- 80-89

C- 70-79

F- Below 70 indicates failing grade

Kindergarten:

GKIDS 2.0 - ELA, Math, and Social Emotional standards will be assessed using two to five performance levels for each element.

Beginning

Emerging

Developing

Demonstrating

Exceeding

Kindergarten students will receive a report card based on the Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0) and the curriculum of the Harris County School System. Report cards will be sent home at the end of the 9 week grading period and should be signed and returned.

Every 4 ½ weeks, a progress report will be sent home for students in 1st – 4th grades. The purpose is to inform parents of academic progress during the grading period. This allows time for remediation and parental support in improving grades before report cards are sent home. Parents should sign and return the progress report immediately so the teacher knows they have viewed the grades. Each week, the teacher will send home papers for parents to view, sign, and return. Signing does not indicate that parents approve of the grades, but rather, are aware of them. This helps parents remain knowledgeable and assures that communication with the home is taking place.

Students on the Honor Roll or Principal's List will be recognized at the end of the year during an honor's program. Students receiving perfect attendance awards will also be acknowledged during the program. Students earning an A in each subject area will be listed on the Principal's Honor Roll. Students earning A's and/or B's in each subject area will be listed on the A-B Honor Roll. In addition, cumulative end of the year awards will be given to students.

Grades for the 4th nine weeks will be posted early simply due to getting report cards and certificates ready for the year end awards. Instruction will continue throughout the remainder of the year, however, the opportunity to get grades will be stopped during the last two weeks of school. Parent signature acknowledging this handbook also indicates knowledge of this policy.

HANG TAGS

Hang tags are required for afternoon car rider students. These tags are read electronically by the Car Rider Pro System. If the tag is not present, the student will not be notified of pickup. This also helps staff members properly identify students to be placed in each car. While in the car rider line, hang tags should be displayed in vehicles. Each student will be issued one hang tag. Each car must have a hang tag and additional tags can be purchased for \$5.00. All cars that do not have a Car Rider Pro hang tag will be re-routed to a separate line for student pickup.

Hang tags will be used throughout the time your child is in Pine Ridge. So, please keep these each year. If you have a child that moves on to another school, please return the tag as it will need to be deprogrammed.

HOMEWORK

Estimated homework time for each grade is as follows:

Kindergarten- 10 minutes

First Grade- 15 minutes

Second Grade- 20 minutes

Third Grade- 30 minutes

Fourth Grade- 40 to 45 minutes

Homework is not assigned during the GA Milestones state testing window for 3rd and 4th graders.

HOSPITAL HOMEBOUND SERVICES

The Harris County School System offers Hospital Homebound Services for students who are too ill or injured to attend school. A student may qualify for regular or intermittent Hospital Homebound Services. Regular Hospital Homebound is where a student will be absent from school for at least 10 days or more consecutively. Intermittent Homebound is where a student has a chronic illness that may require frequent hospitalizations or will be absent throughout the school year because of a chronic illness. A licensed physician or psychologist must provide medical certification verifying the illness or injury. A student does not accumulate any absences while he or she is on Hospital Homebound status. You may contact your school counselor for an application. If you have questions, you may call the School Social Worker at 706-628-4206.

HOUSES

Pine Ridge has implemented a House System inspired by the Ron Clark House System. Character and community building are the main reasons to implement a House system. The goal is for students to become intrinsically motivated to meet behavioral expectations, take ownership of their actions, and to work hard to make growth.

School-wide community is built through support and interaction across grade groups/levels in support of behavioral and academic growth. Community is built through healthy competition, role modeling, establishing House traditions and mentorships. Every student feels a sense of belonging to a group outside of the classroom. Throughout the year each student's personal accomplishments are rewarded with points that collectively build over the year. Individual students earn points for behavior and academic success.

Students learn how to be team players, contribute their efforts toward a group and learn that those who work hard and have grit are often the ones rewarded.

Any adult in the building can award points; custodial staff, lunchroom staff, bus drivers, paraprofessionals, central office staff, office staff, and teachers. Students quickly learn that all eyes are always watching and that there are consistent expectations across the school building to include on the bus and in the lunchroom.

House Leaders from 4th grade collaborate together to plan house events. Each House will also have at least two teachers who serve as representatives; one from K-2 and one from 3-4. This core group of people will work together to build House spirit, plan events, build traditions, collaborate, etc.

INVITATIONS

Any type of invitations may be distributed at school if all students in the class are invited. If you prefer to invite a select few, those invitations will need to be distributed away from school. This will ensure unintended hurt feelings.

LOST AND FOUND

Lost and found items will be placed in a visible location for students to claim. All unclaimed items will be sent to local charities at the end of each nine weeks. Please be proactive and put names in jackets, sweaters, lunch boxes, etc.

LOST BOOK REGULATION

All students are provided textbooks for each class which the Board of Education has adopted. In the event a student loses a textbook, he/she must reimburse the system for the cost of the book. The student will not be issued another text until the price of the lost book is paid.

The student must pay for lost library books. The Media Specialist will issue the price of the book.

LUNCH AND BREAKFAST PROGRAM

(At the time of this printing)

Lunch- \$2.75 (regular) and \$.40 (reduced)

Breakfast - \$1.50 (regular) and \$.30 (reduced)

Extra Milk - \$.35

Prices are subject to change.

Students who pay for breakfast or lunch may pay daily, but all students are encouraged to pay weekly or monthly. Money is to be placed in a sealed envelope marked "lunch money" with the student and teacher names on the front. Lunch money can also be paid on EZ School Pay at <http://ezschoolpay.com>. Students on free or reduced meal plans, must reapply each school year. Charges are applied until the application is approved.

At the time of this printing, guests during lunchtime will not be allowed. This is simply due to the current enrollment, school safety, and we do not have the space for parents to feel welcome when visiting. We plan to offer 'Picnic with Parents' for each grade level throughout the year so please look for more information regarding dates.

MAKING UP ASSIGNMENTS

When a child is absent from school, he/she will be given the opportunity to make up work missed. The child will have 3 days to turn in work missed during an absence in order to receive a grade.

When a child is suspended from school, he/she will be given the opportunity to make up work missed. The parent of the student must come to the school between 3:00 and 3:30 to meet with the teacher and get assignments. Teachers will not be expected to gather assignments or meet with parents during the middle of the instructional day, thus interrupting learning time for the entire class. All completed work should be turned in on the student's first day back to school. The student will not be allowed on campus during a suspension.

MILITARY FAMILIES

A student whose parent is in military service and has been called to duty or is on leave from overseas deployment shall be granted excused absences up to a maximum of five school days per year to visit with the parent. These days may be taken prior to deployment or during the parent's leave. This comes under an additional category of excused absences.

MULTI-TIERED SYSTEM(S) OF SUPPORT

The Multi-Tiered System(s) of Support (MTSS) is a research-based method of instruction and assessment proven to increase student achievement. We apply the MTSS approach to help all children succeed. Evidence based lessons and strategies are in place for all students, and differentiation is provided based on student needs. Education teams work together to provide researched-based interventions for individual students as needed for their success. Student progress is monitored to determine instructional effectiveness of interventions. Teachers continue to monitor the progress of all students and provide effective strategies through the MTSS process. Visit the Pine Ridge website for more information regarding the MTSS process.

NEWSPAPER ARTICLES & ALL PUBLICATIONS

Pine Ridge frequently submits school articles and pictures to the local newspaper, the *Harris County Journal*. Please notify the school if you do not wish for pictures of your child to appear in the newspaper or any publications, such as internet websites and yearbooks.

PARENT CONCERNS/COMPLAINTS

The Harris County Board of Education realizes that there may be conditions in the school that need improvement. Students should have some means to effectively express their concerns, which will be considered and handled with fairness. Student complaints shall be resolved through an orderly process and at the lowest possible level. Listed below are the steps that will be taken in handling student complaints:

1. Any student and his/her parents should discuss a decision or situation that he/she considers unjust with the classroom teacher.
2. If the matter remains unresolved, the student, parent, or teacher may bring the matter to the principal for consideration.
3. If the matter remains unresolved, it may be brought to the Superintendent or designee for consideration.
4. Complaints that remain unresolved following the action of the Superintendent may be referred in writing to the Board of Education. The Board's decision, if it chooses to make one, shall be final.

Parents and students may contact teachers and the principal at Pine Ridge Elementary, 15750 GA Hwy 315, Ellerslie, GA 31807. The telephone number is (706) 568-6578. Appeals of decisions made at the school level should be made to the Superintendent of Schools, PO Box 388, Hamilton, GA 31811. The telephone number is (706) 628-4206. More detailed procedures for resolution of complaints may be found in the Harris County Board of Education policy JCE.

PARENT PORTAL/INFINITE CAMPUS

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores and other information about the students in the Harris County School District. Parents can obtain a Parent Portal Login through the office of Pine Ridge. This parent portal is used to see grades. This is also where On Line Registration (OLR) for residency verification is located that is to be completed each year. An app can be loaded on smartphones. School wide communication will be sent to parents primarily through email and telephone calls. It is very important to be sure parent email addresses and telephone numbers are updated in Infinite Campus/Parent Portal.

PARKING

When visiting the school, parents should not park in the bus parking zones. In the morning, parents should park in the parking lot in front of the school. Please note that if you park in the front parking lots you will be blocked due to cars lining up for dismissal between 1:30 – 3:00. When arriving for afternoon dismissal, there will be cones in the front drive to indicate the beginning of the car rider line.

PERSONAL INFORMATION

Any personal information such as phone number, address, etc. given to PTA will only be used for school purposes. There will be an opportunity for you to include contact information on the PTA Room Rep forms at the beginning of each year that will be shared with parents in the current class. Harris County schools use Infinite Campus frequently throughout the year to send calls and/or emails. This system is also used in the event of emergencies, so it is very important that we have correct phone numbers in your parent portal. Please let us know when your phone number and/or address changes.

PHYSICAL EDUCATION

Our goal at Pine Ridge is to ensure your child learns grade level appropriate skills necessary to physically develop into a healthy active child. In order to achieve these goals, students must participate in all activities that take place during P.E. class. Children who have a valid medical excuse from a doctor may be exempted from an activity until the condition has improved. Communicate medical concerns to the school nurse and classroom teacher that may impede your child's participation in P.E.

During P.E. class sportsmanship is a character trait that is stressed. Students must be dressed appropriately to participate in P.E. activities. A student who demonstrates poor sportsmanship during a game with any classmate will be removed from the activity. Students asked to sit out of class due to improper dress, lack of participation, or poor sportsmanship will lose points in class for that day. These infractions may cause a reduction in points from the student's final grade at the end of the grading period.

PLEDGE OF ALLEGIANCE

Every student is afforded an opportunity to say the Pledge of Allegiance daily as a class.

PROMOTION / RETENTION

In order to be promoted to the next grade, students in grades K-8 are required to achieve the following criteria. All students shall meet all attendance requirements as specified by Harris County Schools Policy. All students in grades 1-8 shall earn a yearly average of 70 or above to pass any subject area (ref., IHA). Two semester grades will be added together to obtain a yearly average. The requirement by the Harris County Board of Education for K-8 students is one hundred and sixty-five days per year. Students in K-8 shall be retained in the student's present grade if the student is absent for sixteen or more of the 180 school days. All requirements, including attendance, must be met for your child to be promoted to the next grade, otherwise; your child may be placed in the next grade with support. Refer to Harris County School Board Policy IEH and also Student Behavior Code and Attendance Protocol.

PTA

We encourage all parents to join the Pine Ridge PTA. Your help and support is invaluable and appreciated. At the beginning of the school year, you will have an opportunity to sign up. Please consider taking advantage of this opportunity to volunteer for PTA sponsored activities.

REGISTRATION REQUIREMENTS

New Students to Pine Ridge - Children entering Pine Ridge Elementary for the first time must provide the school with a copy of the child's birth certificate, a Hearing, Dental, and Vision screening form, updated immunization record, and social security number. Two proofs of residency are also required for registration. Parents who are transferring their child from another school must also sign a Release of Records form in order for school personnel to request records from the previous school.

Current Students of Pine Ridge - Children remaining in Pine Ridge for the next school year must update enrollment on-line through the parent portal. Beginning at the end of the current school year, all registered students are required to re-verify residency for the upcoming new year. Two proofs of residency are required. (Lease, Mortgage, Electric Bill, Water Bill, LandLine Phone, Car Tag Registration, Voter Registration) This process must be completed on-line. The residency verification schedule is determined each year by the county.

RIGHT TO KNOW NOTIFICATION

The Harris County Schools right to know professional qualifications for Teachers and Paraprofessionals can be found at the end of this handbook.

SAFETY PLAN

Safety is a top priority for Pine Ridge students and faculty. A School Resource Officer is on campus throughout the school day. Doors are locked at all times and all visitors are required to enter through the front door. Students are also instructed not to open doors for anyone. All visitors check in and receive a visitors badge to be placed at your shoulder area and visible before leaving the front office. Please know that if you do not have a visitor badge you will be asked to return to the office to get one. All visitors whether new or well known must wear this badge while on campus. Our students are taught to report any adult in the building who is seen without a badge. Students feel secure when adults are properly identified.

SCHOOL DAY

8:00 am – 2:30 pm

No students should arrive at school before 7:20 am, as staff members are not on duty to provide supervision. Breakfast for grades Pre-K through 4th is served from 7:20 am to 7:50 am. Breakfast will not be served after 7:50 am except in emergencies involving late buses. Students report to the cafeteria upon arrival if they intend to eat breakfast.

All car riders should begin in the drop off line at the front of the school, the cars will be directed around to the side of the building for students to exit cars and enter the building at the bus ramp door. Staff members are assigned to this area to ensure students enter the building safely.

Students who are not picked up by 3:00 pm will be sent to the After School Enrichment Program for proper supervision. At the time of this printing, the cost is \$25.00 per day with a \$20.00 registration fee. This fee is subject to change at the beginning of the school year based on Board of Education approval.

SICKNESS / ILLNESS / HEALTH / CLINIC

Medication at school: All medications, prescription and non-prescription, are to be brought directly to the school office or nurse by a parent/guardian and must be in the original bottle with current prescription. The exception is inhalers or EpiPens, which may be kept with the student as needed in the classroom and gym. The student will report to the clinic at the designated time to take the medicine.

Illness: Do not send your child to school with a fever (even after giving medicine). They may return to school once they have been fever / vomit free for 24 hours, unmedicated. Children who are not symptom free, without medication for 24 consecutive hours are considered to be contagious.

Required Documentation: Please complete the front and back of the Health History Form and return to school. If your child has any type of diagnosed illness, please complete the appropriate action plan form and return to the school. The nurse and cafeteria manager are required to have these forms on file. Also, bring any necessary medication to the clinic to register it with the nurse. This includes over the counter medication your child may need.

SILENT REFLECTION

In compliance with Georgia law, each teacher shall conduct a brief period of quiet reflection at the opening of every school day. The time will not exceed 60 seconds with the participation of all students. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. Teachers and administrators shall not suggest or imply that students should or should not use the moment for prayer, nor shall they deny to any student the right to use it for quiet prayer. Students and staff may not under any circumstances use the moment of quiet reflection to audibly pray, individually or in unison.

SNACKS

Low fat ice cream may be purchased for \$1.00 at lunchtime. (Prices are subject to change.) Send snack money, separately from lunch money marked with your child's name. This will be collected as directed by your child's teacher. Your child must eat his/her lunch before purchasing ice cream.

There are also additional snacks that may be purchased by students through the cafeteria. Students must first eat his/her lunch before purchasing an extra snack. Students must also have adequate funds in the school account. Funds can be added to student accounts through myschoolbucks.com.

SPECIAL EDUCATION PROGRAM

The Special Education Program (SEP) is designed to meet the needs of individual students with special needs. The SEP is also designed to meet the needs of academically advanced students (The Gifted Program). Referrals to special agencies concerning physical, academic, and emotional needs are made through the Multi-Tiered System of Support (MTSS). The MTSS team is a committee of educators who assist teachers by suggesting alternative strategies that may be used with students who are experiencing difficulties with behavior or academics. The services of this committee range from offering simple strategies to recommendations of students for testing through the Special Education Department.

STANDARDIZED TESTS

During the year, students will be taking standardized tests. Specific dates for testing will be communicated to parents as received. The following is a general local outline of tests to be given during the year:

- Georgia Kindergarten Inventory of Developing Skills (GKIDS)- given to Kindergarten students on an ongoing basis throughout the year
- GA Milestones Test - to be administered in the Spring for grades 3 & 4

STEAM

Pine Ridge is a STEAM Certified School. The vision of the STEAM (Science, Technology, Engineering, Arts & Math) program at Pine Ridge Elementary is to prepare our students to meet the challenges of the 21st Century by innovative thinking, problem solving, and immersing students in real world experiences. Your child will be involved with STEAM journals, lessons, projects and more. Look for information regarding STEAM night and Career Day where our faculty and staff, business partners and families come together for many fun learning activities.

STUDENT EXTRACURRICULAR ACTIVITIES

Such activities may include Chorus, Bible Club, STEAM Club and Garden Club. Students must be in attendance at school in order to attend extracurricular activities, in accordance with the HCSD attendance policy. Signed permission slips are required for each child to attend. For the Bible Club, the sponsor may not be a school employee, but must be a community person or parent. School employees may be at the meetings to help maintain order and represent the system as a chaperone-type person. Parents will receive communication if/when any extracurricular activities are planned.

STUDENT REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees toward a student shall do so utilizing the process listed below established by the Georgia Professional Standards Commission and implemented by the Harris County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities. Students are prohibited by Georgia law and Harris County Board of Education policy from falsifying, misrepresenting, or erroneously reporting incidents of alleged inappropriate behavior by school personnel and may be disciplined for doing so.

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by

telephone and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

STUDENTS WITH DISABILITIES

Any physical disability or injury should be communicated to the teacher and administration. Special assistance will be provided as needed.

TECHNOLOGY

The Harris County School District has implemented a 1:1 student computing program and will provide each student, in grades Kindergarten through 12th grade, with a Chromebook to use at school.

1. Please read the Harris County School District Chromebook Policy, Procedures, and Information Handbook located on the district webpage under the Information Technology section.
2. Once you have read and understand the Harris County School District Chromebook Policy, Procedures, and Information Handbook, please submit the Harris County School District Consent to Chromebook Handbook Agreement Form through your parent portal account. **Parents must complete this form for each student before a Chromebook can be issued to the student.** Failure to comply with the Chromebook policies and procedures could result in the loss of the privilege to use the Chromebook and could also result in disciplinary action.
3. Online Registration/Residency Verification must be completed for each student before a Chromebook will be issued.

TESTING SECURITY PLAN

District and School Test Security Plans may be accessed through the district website. If students or parents have questions or concerns regarding the security of testing, please contact the school testing coordinator.

TITLE II, PART D- ENHANCING EDUCATION THROUGH TECHNOLOGY

The primary goal of the Title II, Part D program is to improve student academic achievement through the effective use of technology in schools. Title II, Part D is designed to assist every student in crossing the digital divide by ensuring that all students are technologically literate by the end of eighth grade and to encourage the effective integration of technology through teacher training and curriculum development to establish successful, research-based instructional methods.

TITLE IX

Title IX is a federal law that protects students and employees from sex discrimination. Its regulations apply to all educational programs, preschool through graduate school, which receives federal aid. Any school system that receives federal money, services or property must comply with Title IX.

The Harris County School System does not discriminate on the basis of sex, race, color, creed, religion, national origin, handicap or age in its programs, activities or employment practices and policies.

TRANSPORTATION - BUS

Riding a school bus is a privilege. Students riding a school bus must follow the Student Behavior Code for bus conduct and are expected to follow all rules of conduct, which are given to them on the first day of school. Failure to follow bus rules may result in suspension from the bus. When bus transportation is requested, it could take up to five business days to get this approved.

UNSAFE SCHOOL CHOICE OPTION

Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

VACCINATIONS

The Georgia Department of Human Resources has made changes in the vaccine requirements. Students entering Kindergarten and 6th grade will be required to have additional Mumps and Varicella vaccinations. The Health Department will require any new Georgia student, Pre-K through 12th grade, to follow these new requirements as well. Please contact your healthcare provider to determine if your child needs the update.

VIDEO SURVEILLANCE

Having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, the Board of Education has authorized the use of video camera surveillance in its transportation vehicles and on school grounds. The use of video recordings from surveillance equipment shall be subject to other policies of the District including policies concerning the confidentiality of student and personnel records. Video surveillance shall only be used to promote the order, safety, and security of students, staff, and property.

VISITORS REPORTING TO SCHOOL

Parents are always welcome to visit the school. We do ask that all visitors sign in at the office. Parents planning to visit are asked to notify the teacher in advance. Please be advised that the classroom teacher will be unavailable to conference with parents during instructional time or during the time he/she is supervising students. A separate conference time can be scheduled with the teacher to discuss questions or concerns. Parent conferences may be requested by calling the school at (706) 568-6578. Conferences may be scheduled after school (3:00-3:30) or during teacher planning times. The best conference time will be scheduled with the teacher. Classroom visits and observation time is limited to 30 minutes. It is prohibited to use technology to record, transmit or post photographic images or video of a person or student on school grounds at any time.

VOLUNTEERS

Volunteers are welcome at Pine Ridge. Volunteers serve in many different capacities; working at the book fairs, preparing for PTA events, serving as STEAM partners, etc. Please consider taking advantage of the many opportunities to give of your time. The PTA offers many opportunities during the school year to volunteer your time to help.

WEBSITE

The Harris County School System, along with each school, has a website. Permission for pictures or work to be displayed on the Internet, School Webpage, Newspaper, & Yearbook has been included in registration/verification information through your parent portal account.

WELLNESS POLICY

The Harris County School System has a wellness policy in place to promote good health for students. In addition to physical activity, the system encourages healthy snack alternatives whenever planning a class party or function. When class parties are planned, there should be nutritious foods available in addition to sweet items like cupcakes, cookies, etc. For further details, the wellness policy can be accessed on-line through the Harris County Board of Education website

Please keep this handbook available for reference throughout the school year.

Policy information included in this handbook is based on Harris County Board Policy at the time this book was printed and is provided as information only. Official Board Policy is published on the District website at www.harris.k12.ga.us, and may be found by clicking on School Board at the top of the district web page, then School Board Home Page, then Policy. You may also click on the Search function at the top of the School Board Home Page and search policies by keyword.

Handbook Committee:

Stacy Allison, Nathan Chapman, Brittani Clary, Donna Crooks, Amy Croxton, Katie Greene, Crystal Hampton, Abbie Hudson, Brantley Sawyer, Kristen Young

All parents will need to sign an assurance form indicating you have read and will follow the policies and procedures set forth in this handbook. This assurance form will be found in Infinite Campus within your parent portal.

Harris County Board of Education

BOARD MEMBERS

Mr. Garnett E. Ray III, Chair
Mr. Steve F. Goodnow, Vice Chair
Mr. Shane Lipp
Mrs. Bridgett Oliver
Mr. Scott Greene
Mr. Harry Proctor
Dr. Monica Sparks

132 Barnes Mill Road
Hamilton, Georgia 31811
(706) 628-4206
Fax (706) 628-5609

SUPERINTENDENT
Dr. Justin Finney

ASSISTANT SUPERINTENDENTS
SUPPORT SERVICES
Ms. Shelia Baker

HUMAN RESOURCES
Mrs. Stacey Carlisle

BUSINESS SERVICES/TECHNOLOGY
Mr. Shawn Fisher

Harris County Schools

Creekside School
Principal: Mrs. Jennifer Sappington
(706) 596-1300
sappington-j@harris.k12.ga.us

Park Elementary School
Principal: Dr. Allyson Douthit
(706) 628-4997
douthit-a@harris.k12.ga.us

Pine Ridge Elementary School
Principal: Mrs. Donna Crooks
(706) 568-6578
crooks-d@harris.k12.ga.us

Mulberry Creek Elementary School
Principal: Mrs. Amy Allen
(706) 320-9397
allen-a@harris.k12.ga.us

New Mountain Hill Elementary School
Principal: Mrs. Jessica Burnett
(706) 323-1144
burnett-j@harris.k12.ga.us

Harris County High School
Principal: Mrs. Lindie Snyder
(706) 628-4278
snyder-l@harris.k12.ga.us

Harris County Carver Middle School
Principal: Mrs. Jennifer Taylor
(706) 628-4951
taylor-j@harris.k12.ga.us

Harris County Crossroads Educational Opportunity Center
Administrator: Mrs. Ariane Stecher
(706) 628-7452
stecher-a@harris.k12.ga.us

Harris County Schools: Right to Know Notification Right to Know Professional Qualifications for Teachers and Paraprofessionals

June 3, 2024

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114 – 95, enacted December 10, 2015, Harris County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. We are proud of the professional credentials of Harris County's teaching staff and are prepared to furnish to you upon request the professional qualifications of any of your child's teachers. The information you may obtain includes the following:

Whether the student's teacher...

- has met state qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction;
- is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of certification of the teacher.

Further, you may know the qualifications of any paraprofessional who provides services to your child.

To request any of the above information, please contact H. Tag Croxton, Director of Federal Programs, at croxton-t@harris.k12.ga.us or at (706) 628-4206, extension 1213. You may also contact your child's principal at the number or email; shown on the left. We hope that this year will be a productive one for your child.

Sincerely,



H. Tag Croxton, Director of Federal Programs

DIRECTORS

Dr. Dave Denate - Elementary Curriculum & Instruction

Jonathan R. Smith - Technology

Dee Miller - Transportation

Meghan Ceja - Finance

Dr. Donna Patterson - Secondary Curriculum & Instruction

Phillip H. Johnson - Special Education

H. Tag Croxton - Federal Programs

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ASSISTANT SUPERINTENDENTS
SUPPORT SERVICES
Ms. Shelia Baker

HUMAN RESOURCES
Mrs. Stacey Carlisle

BUSINESS SERVICES/TECHNOLOGY
Mr. Shawn Fisher

Escuelas del Condado de Harris

Creelcreek School
Director de la Escuela: Mrs. Jennifer Sappington
(706) 596-1300
sappington-j@harris.k12.ga.us

Park Elementary School
Director de la Escuela: Dr. Allyson Douthit
(706) 628-4997
douthit-a@harris.k12.ga.us

Pine Ridge Elementary School
Director de la Escuela: Mrs. Donna Crooks
(706) 568-6578
crooks-d@harris.k12.ga.us

Mulberry Creek Elementary School
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allen-a@harris.k12.ga.us

New Mountain Hill Elementary School
Director de la Escuela: Mrs. Jessica Burnett
(706) 323-1144
burnett-j@harris.k12.ga.us

Harris County High School
Director de la Escuela: Mrs. Lindie Snyder
(706) 628-4278
snyder-l@harris.k12.ga.us

Harris County Carver Middle School
Director de la Escuela: Mrs. Jennifer Taylor
(706) 628-4951
taylor-j@harris.k12.ga.us

Harris County Crossroads Educational Opportunity Center
Administradora: Mrs. Ariane Stecher
(706) 628-7452
stecher-a@harris.k12.ga.us

Escuelas del Condado de Harris: Notificación de derecho a saber Derecho a saber cualificaciones profesionales para maestros y paraprofesionales

3 de junio de 2024
Queridos padres,

En cumplimiento con los requisitos de la Ley de Educación Primaria y Secundaria de 1965, según enmendada por P.L. 114 - 95, promulgada el 10 de diciembre de 2015, el Distrito Escolar del Condado de Harris desea informarle que puede solicitar información sobre las calificaciones profesionales de los maestros y paraprofesionales de su hijo. Estamos orgullosos de las credenciales profesionales del personal docente del Condado de Harris y estamos preparados para proporcionarle, a pedido, las calificaciones profesionales de cualquier de los maestros de su hijo. La información que puede obtener incluye lo siguiente:

- Si el maestro del alumno ...
- Ha cumplido con los requisitos estatales y los criterios de licencia para el nivel de grado y las materias en las que el maestro brinda instrucción;
- Está enseñando bajo una emergencia u otro estado provisional minucioso en el que se han renunciado los criterios de calificación o licencia del Estado; y
- Enseña en el campo de la disciplina de certificación del profesor.

Además, puede conocer las calificaciones de cualquier paraprofesional que brinde servicios a su hijo.

Para solicitar cualquiera de la información anterior, comuníquese con H. Tag Croxton, Director de Programas Federales, a croxton-t@harris.k12.ga.us o al (706) 628-4206, extensión 1213. También puede comunicarse con su hijo director al número o correo electrónico; se muestra a la izquierda. Esperamos que este año sea productivo para su hijo.

Sinceramente,

H. Tag Croxton, Director de Programas Federales

DIRECTORS

Dr. Dave Dennis - Elementary Curriculum & Instruction
Jonathan R. Smith - Technology
Bee Miller - Transportation
Meghan Ceja - Finance

Dr. Donna Patterson - Secondary Curriculum & Instruction
Phillip H. Johnson - Special Education
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