



PCE CAMPUS PLAYBOOK

2025-2026

PATE'S CREEK
ELEMENTARY
1309 JODECO RD.
STOCKBRIDGE, GA 30281

TABLE OF CONTENTS



Letter from the Principal.....	2
School Information	3
Attendance Procedures.....	4
Cafeteria Procedures	6
Communication	9
Clinic Procedures	12
Learning & Teaching.....	14
Grading Systems	15
Student Recognition: Awards.....	17
Student Recognition: Positive Behavior Interventions & Support.....	18
School Operations: Safety & Arrival Procedures.....	20
School Operations: Dismissal Procedures	21
Special Events at PCE.....	22

LETTER FROM THE PRINCIPAL



Dear Panther Families,

Welcome to another fantastic year of teaching and learning at Pate's Creek Elementary! I am so grateful that you are a valuable part of our success. This playbook is a "go-to" guide for Pate's Creek Elementary and Henry County Schools' procedures. Please reference this playbook and the [HCS Student and Parent Handbook](#) for guidelines.

I am proud to be your principal, and I look forward to the great things we will accomplish together at PCE from 2025 to 2026! Please feel free to reach out if you have any questions or if we can assist you in any way.

Let's make this the best year ever!

In Partnership with You,

Mrs. Jennifer K. McCrary

SCHOOL INFORMATION



Principal: Jennifer McCrary

Assistant Principal: Toi McLaughlin

Mascot: Panthers PCE Colors: Blue, White, Gray & Gold

Our Cluster Schools:

Dutchtown Elementary	Dutchtown Middle School
Pate's Creek Elementary	Dutchtown High School
Red Oak Elementary	

PCE Vision:

The mission of Pate's Creek Elementary is to provide an exceptional learning community that empowers students to exceed expectations.

PCE Mission:

The Pate's Creek Elementary School learning community envisions a safe and secure environment where staff, parents, students, and other stakeholders work collaboratively to ensure:

- A culture of lifelong learners;
- An appreciation for diversity
- A worldview that promotes compassion and respect for others;
- A continual journey toward academic and personal growth;
- and A future of limitless possibilities.

PCE Core Beliefs

- Acceptance
- Professionalism
- Belonging
- Teamwork

ATTENDANCE (See also [HCS Student & Parent Handbook](#), page 12)



Absences

When your student is absent from school, you will need to provide your child's teacher with a handwritten note, copy of an obituary or special program, or a doctor's note stating the reason for his/her absence. **Excuses should be received within 3 days of the student's return to be considered for review.** Should the cause be noted in the HCS Student and Parent Handbook, your student's absence will be marked excused. After five unexcused absences, parents will receive an attendance letter or a call from our social worker or counselor. Possible interventions for unexcused absences, excessive excused absences, tardies, or excessive early checkouts may include but are not limited to the following: student/parent conferences, attendance contract, referral to a school social worker, or referral to the Department of Children and Family Services. Chronic absenteeism can impact Employee and School Choice application acceptance for the current and subsequent school years.

If a student is absent for one or two days, the teacher will give the make-up work when they return. Parents may request make-up work if the student is absent for more than two days. Please allow 24 hours for the teacher to gather the needed materials. Some assignments, such as assessments, will be given once the student returns to school. Vacations and family outings are unexcused absences. Please do not ask teachers to provide make-up work in advance for planned trips. The teacher will work with the student and family upon return.

Tardies, Late Check-Ins, and Early Checkouts

- For increased safety, all exterior doors remain locked, which means all students arriving on campus after 7:35 a.m. MUST be escorted by a parent or guardian for check-in. Late arrivals are categorized as excused check-ins only if the child has a previous appointment and provides a physician's note. The parent or guardian must provide a valid reason for the late arrival; otherwise, your child's record is marked tardy, unexcused. Please note, breakfast ends at 7:30 a.m., any student arriving after this time will not be able to get breakfast.
- Students will not be marked late or unexcused due to late bus arrivals. In the event a student is late due to late bus arrival, breakfast will be available to them.
- All checkouts should occur with a person authorized by the parent or guardian as either parent/guardian or emergency contacts, as noted in Infinite Campus. Everyone must have a photo ID to check out any student.
- The latest time to check out a student is 1:50pm. No check-outs will be granted after this time. After 1:50 p.m., the student will go home as previously assigned.
- If anyone other than a parent/guardian/emergency contact wishes to take a student from school, the child must bring a note, signed by the first household contact (parent/guardian), to the teacher in the morning stating who will be picking up the student. Please instruct the person you are authorizing to bring a photo ID. Email or Dojo will not be accepted.
- All students must be signed out in the office where they will meet the parent or other authorized

person.

- Please be prepared to show a picture ID when entering the school.
- If restrictions exist concerning individuals who may pick up your student, please notify the school in WRITING. Please keep your parent portal account updated with emergency contacts

Early Dismissal due to Emergencies

If there is an unscheduled school closure or early dismissal due to an unforeseen circumstance, such as inclement weather or a major emergency, families will be notified via Henry County Schools Messenger (telephone, text, and email) and the Henry County Schools website. Students will follow regular dismissal/transportation home procedures if school is dismissed early due to weather. To ensure you receive important information, update your contact information in the Parent Portal.

Change of Transportation

To request a change of transportation, you must provide a handwritten note that includes the child's full name and specific details (dates effective, student & teacher name, the new mode of transportation, etc.), signed by the enrolling parent, or complete a note in the front office. No change of transportation will be accepted over email or by a phone call.

CAFETERIA PROCEDURES



Meal Program

Families are encouraged to set up meal accounts for their children via [LINO Connect](#). We serve school meals that meet the U.S. Department of Agriculture's (USDA) nutrition requirements and standards for school meal patterns. Free and Reduced-Price Meal Applications are available electronically ([online](#)) using the Infinite Campus Parent Portal. You may also request a paper application from the school office at any time. Forms must be completed and **resubmitted each year** for approval and are available beginning in July for the next school year. Please be prepared to pay for your child's breakfast/lunch until your application is approved.

You may purchase school meals for students for \$1.50 for Breakfast and \$2.75 for Lunch. Adult meals may be purchased for \$2.50 for Breakfast and \$4.00 for Lunch. You can find monthly breakfast and lunch [menus](#) on the Henry County Schools website. Available menu items are subject to change based on current inventory and deliveries. If you have any questions or concerns regarding the school meals, please contact Denise Nobles (denise.nobles@henry.k12.ga.us), PCE Nutrition Manager.

Family Visitors for Lunch

We welcome you or a family member to have lunch with your student. Any lunch visitor must be on the emergency contact list in Infinite Campus and present a government-issued photo ID upon arrival. During lunch, you and your child will sit at designated family tables. (Students are not permitted to invite friends to join the lunch date; Siblings may join as long as it is their assigned lunchtime.) Please do not bring table decor (including flowers and balloons). You may bring outside lunch for your student. Once lunch has ended, visitors must check out and exit the building through the front office. Visitors are not permitted to visit with students seated at the class tables or escort students to class or the playground.



Cafeteria visits will begin on Monday, August 19th.

***Time frames are approximate. Please contact your student's teacher for specific lunch times.**

Grade Level	Lunch Visitor Time (approximate)
Pre-K/ Kindergarten	10:45-11:20
1st grade	10:35-11:15
2nd grade	11:20-11:55
3rd grade	11:00-11:35
4th grade	11:50-12:25
5th grade	12:00-12:35

Birthdays and Class Parties

The school faculty and staff are happy to recognize student birthdays. However, because learning time is critical, students or teachers may not hold birthday parties during the school day. Families should not bring homemade cookies, cakes, cupcakes etc. Also, please do not bring or send balloons or flowers to the school for students.

Parents may purchase ice cream from the school for the entire class (\$2 per student), send in goodie bags that do not contain food/candy or send in prepackaged cupcakes brought from a store. Email your child's teacher to make arrangements for purchasing ice cream or sending in goodie bags/store bought items. The teacher is not responsible for distributing birthday party invitations.

Collecting Money from Students and MySchoolBucks

PCE will not accept personal checks for payments. Cashiers checks, cash and MySchoolBucks are acceptable forms of payments. LINQ Connect is now being used to collect money for lunch payments while MySchoolBucks will still be used for other payments such as our afterschool enrichment programs and other items.



Ice Cream Procedures

Ice cream is available for purchase (\$2.00) on Mondays, Wednesdays, and Fridays. Students should place their ice cream orders with their homeroom teacher in the morning, and money turned in no later than 10 am. If a student purchases ice cream and checks out early, the ice cream will be available the next scheduled ice cream day.

We appreciate any volunteer available, with a current background check, to help pass out ice cream on these days.

COMMUNICATION



We value our relationships with our families in service of our students. Before speaking with an administrator, direct your questions or share your concerns with your child's teachers or an appropriate staff member.

Need more information about...	Speak with...	Contact Information
Attendance Issues, Change of Transportation (Records, Excuses, Absences, etc.), Background Check Form	Attendance Clerk	mayra.rodriguez@henry.k12.ga.us 770-389-8819
Enrollment, Parent Portal Access, Student Record Requests, Background Check Form	Shondrea Bailey Office Assistant	shondrea.bailey@henry.k12.ga.us 770-389-8819
Enrollment, Student Record Requests, Parent Portal Assistance	Clarissa Hague Student Data Clerk	clarissa.hague@henry.k12.ga.us 770-389-8819
MySchoolBucks, School Pictures, Fundraisers, Kona Ice, PapaJohns	Angie Pruitt Bookkeeper	angie.pruitt@henry.k12.ga.us 770-389-8819
Medication, Health Plans	Melissa Matthews Clinic Aide	melissa.matthews@henry.k12.ga.us 770-389-8819
School Yearbook	Heidi Miller 5th grade sponsor	hmiller@henry.k12.ga.us
School Events, Volunteering at Pate's Creek	PTO vice- president, Tiffany Tucker Counselor, DeeAnn Clarington	tiffany.tucker@henry.k12.ga.us deeann.clarington@henry.k12.ga.us
Student Concerns, Mentor Program, Career Day, Speak	Counselor, DeeAnn Clarington	deeann.clarington@henry.k12.ga.us

Up Be Safe Curriculum	MHWF, Letonia Shaw	letonia.shaw@henry.k12.ga.us 770-389-8819
Special Education (Eligibility, Referrals, Individualized Education Plan, Continuum of Services)	Ron Washington Student Support Facilitator	ron.washington@henry.k12.ga.us 770-389-8819
Grades, Assignments, Curriculum, Field Trips, Schedule, Class Parties	Homeroom, Specials, EIP, or ESE Teacher	Faculty Email List
504 Eligibility, Assessment Information, MTSS, School Safety	Toi McLaughlin Assistant Principal	toi.mclaughlin@henry.k12.ga.us 770-389-8819
Court Orders, School Operations, School Council, Community Use of Facilities Request, Staff Concerns, Attendance Contracts, Grading Systems, Retention Appeal, Title I	Jennifer McCracy Principal	jennifer.mccracy@henry.k12.ga.us 770-389-8819

Change of Address or Phone Number

For emergency purposes and to ensure you receive school communication in a timely manner, we must have updated information on each student. Please ensure all information is up to date in Infinite Campus, including any change of address, phone number, or email address. **THIS IS VERY IMPORTANT.** You may also update your student's information through the [parent portal](#).

Early Dismissal/Teacher-Family Conferences

Parents and guardians will have an opportunity to formally conference with their student's teacher in the first and second semester. However, you are welcome to schedule additional conferences as needed. Conferences can be held face to face or virtually.

Email/Class Dojo Communication

Teachers and staff will utilize Class Dojo and email to communicate school-level and classroom information and connect with families about their students. Please be sure to register for Class Dojo using the class information provided by the homeroom teacher and ensure that your email address(es) are correct in the Parent Portal. Teachers and staff are with students from 7:20-2:15 p.m. every day and cannot respond while actively teaching. They will respond to messages sent via email or Class Dojo within 24-48 hours or when they return to campus if out

on leave.

Classroom Observations

We are very proud of the engaging and rigorous instruction our teachers provide students daily, and we welcome you to observe learning at PCE in real time. Parents or guardians may submit a request to conduct an observation in their student's classroom at least 48 hours in advance using [this form](#). This form is also accessible on the school's web page under the information tab.

Protecting Instructional Time

To maintain an instructional focus and not interrupt the classroom, please be aware that if an item is dropped off for a student, the student will be called to collect the item during a non-instructional time.

Lost and Found

Lost and found items are located in the hallway by the cafeteria. A student may check for a lost item during the school day with the teacher's permission. Unclaimed lost and found items are donated to local organizations at the end of each semester.

CLINIC PROCEDURES



Clinic Aide

Clinic aides serve as care providers for students, and we are proud to have Ms. Melissa Matthews serve our students in the Clinic. She provides basic first aid and limited health services per Henry County Schools' policies and procedures. Clinic aides collaborate with parents/guardians, school administrators, cluster nurses, and school staff to address students' health needs within the limits of Henry County School's policies and procedures. Contact the school principal or the Student Services Department at 770- 957-3945 for more information.

Student Illness at School ([See also HCS Handbook, Page 16](#))

If a child becomes too ill to remain in class, we will contact the parent for pick-up. For the safety of all students and staff, please do not send your child to school if they are sick. If a student arrives at school sick, we will call the parent to pick up the child. Children should not return to school until they are free from vomiting, diarrhea, or fever, without medication, for at least 24 hours. Regarding fever, a child with a fever (oral temperature of 99.5 degrees or higher with other symptoms of illness present OR temperature of 100.4 degrees or higher, regardless of whether other symptoms are present) should stay home until there are 24 hours without having a fever (without the use of fever-reducing medicine in that 24 hours). Notify the principal if a student has a chronic disability or illness that could require special or emergency treatment.

- All medicine (both prescription and over-the-counter, this includes cough drops also) must be kept in the clinic and dispensed by the clinic aid or his/her designee.
- Contagious Illness: If a school receives a written report from a doctor/licensed healthcare provider which states a student has a "notifiable disease/condition," the school system will follow the infectious disease reporting protocol, including recommendations from the Henry County Health Department. The parent/guardian must provide a release to the school signed by a licensed healthcare provider indicating the date the student can return to school

Medications ([See HCS Student & Parent Handbook, page 17](#))

Policy JGCD: Medication and Regulation JGCD-R(1): Medication-Procedure When students must take medicine at school, by prescription or over-the-counter (OTC), parents must bring all medicine and related equipment to the principal or her designee and complete a Student Health and Medication Authorization Form. We cannot administer medication without written permission and instructions from the parent. Please do not send medicine to school by students. Prescription medicine must be in the original pharmaceutical container and have a current pharmacy label. Over-the-counter (OTC) medication must be in the original

pharmaceutical container. At school, only the age or weight-appropriate dosages, per the OTC label, will be administered unless directed otherwise in writing by a physician. Please make every effort to administer medication doses at home.

All prescriptions and over-the-counter medicine will be kept in the clinic unless authorized in writing by a physician and approved by the principal. Students are subject to disciplinary action, including but not limited to short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions (for over-the-counter medicines). For specific procedures concerning medicine, see Regulation JGCD-R(1): Medication- Procedure.

LEARNING & TEACHING



[\(See also HCS Student & Parent Handbook, page 21\)](#)

Instructional Materials

Textbooks, student learning devices (e.g., Chromebooks, iPads, and laptops), and other instructional materials are the property of Henry County Schools. They are loaned to students during the school year by their schools. Students are expected to handle these materials carefully and to keep them in good condition. We will not provide replacement textbooks until the school receives payment for any textbooks lost or damaged by students. When student learning devices and textbooks are assigned, students should keep the asset tag and barcode identification card affixed to the book and device. The device should remain in the protective case. We will not provide replacements until the school receives payment for any device lost or damaged by students. At PCE, HCS-issued devices will remain at school unless instructed by the student's homeroom teacher.

Media Center

Students may check out books from the media center as well as use other items in the media center. The media center is open during each school day. Students are responsible for items they borrow from the media center and will be required to pay for any items lost or damaged. Students will not be able to check out until lost books are found or paid for. Also, you must pay for lost or damaged items before being able to graduate. See Policy IFA: Instructional Materials and Content

Homework

Every child receives a world-class education at Pate's Creek Elementary. Homework is an extension of the school day and provides practice to better refine skills learned. Homework may be given Monday through Thursday to students and the teacher will identify due dates. If you notice your student is struggling with any learning tasks or projects or if you are unclear on the expectations of assignments, please notify the teacher.

Assessments

Throughout the year, we monitor student learning using various assessment methods. The information gained from assessments informs educational decisions for and with your student and measures progress toward achieving our priority student outcomes.

GRADING SYSTEMS

(See also HCS Student & Parent Handbook, page 22)



Teachers will update the Infinite Campus (IC) grade book with at least one grade per content area taught each week. All missing assignments will be documented in IC and count as a “0” until completed and turned in by your child. All teachers of students K-5 will use the following grading systems:

Description	Score Range	Letter Grade
Exemplary: Demonstrates broad in-depth skill/concept development that most often exceeds ‘grade level standards’	90-100	A
Proficient: Demonstrates skill/concept development that meets ‘grade level standards’	80-89	B
Approaching: Demonstrates skill/concept development that is beginning to meet ‘grade level standards’	74-79	C
Limited Progress: Demonstrates skill/concept below ‘grade level standards’	70-73	D
Insufficient Progress: Demonstrates skill/concept that is significantly below grade level standards’	Below 70	F

Learning Behaviors/Skills	
Participates in discussions and activities.	Scoring System
Uses resources appropriately.	
Demonstrates social awareness and works cooperatively with others.	Exemplary (EX): Demonstrates broad in-depth skill/concept development that most often exceeds ‘grade level standards’
Uses self-management skills to productively work independently.	Proficient: (PR) Demonstrates skill/concept development that meets ‘grade level standards’
Follows rules/routines/directions.	
Shows respect for others and resolves conflicts appropriately.	Approaching (AP): Demonstrates skill/concept development that is beginning to meet ‘grade level standards’
Completes class and homework assignments.	
Advocates for learning needs, interests, and goals.	Limited Progress (LP): Demonstrates skill/concept below ‘grade level standards’
Create work products with legible handwriting.	

For more information related to grading, including grade reporting, calculation, and communication, please reference Policy IHA: Grading Systems



[Parent Portal](#)

You can access your child's grades, including progress reports and report cards, in the Infinite Campus Parent Portal. Infinite Campus Parent Portal offers parents and guardians timely and secure access to their student's grades and attendance online. It also includes details on your student's discipline record and test history. The Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your student's education. Please contact the front office to learn how to obtain an authorization code. Parent Portal Guide Parent Portal Login

[Extracurricular and Academic Clubs](#)

Reading Bowl	Picture Book Bowl	Girls of Distinction	Yearbook Club
Cheerleaders	Chorus	Robotics	Gardening
Beta	Basketball	News Crew	Art Club
Writing club	Safety Patrol	Youth Ambassadors	

Some clubs may require auditions, a fee or have grade level requirements.

STUDENT RECOGNITION



At PCE, we desire to recognize and celebrate the outstanding achievements of our students during the school year. Please note that, in addition to the awards listed below, other achievements may be awarded at the principal's discretion when noteworthy student achievements occur. The Award Ceremony will be held at the end of the school year in May.

Award	Criteria for award
Principal's Honor Roll	Awarded to students who make all A's for each nine-week grading period in domain AND term averages.
Distinguished Honor Roll	Awarded to students who maintain all A's in the term averages for each subject each nine-week grading period. 5th Grade Only - All A's as end of year final grade
A/B Honor Roll	Awarded to students who maintain all A's and B's in the term averages for all subjects.
PANTHER Award	Awarded based on citizenship, responsibility, and behavior. The Panther Award recognizes students who exhibit citizenship in all facets of school.
Most Improved	Students with the greatest improvement in reading, math, and behavior over the school year. I.e. failing 1st term passing 2nd, behavior write ups 1st term none 2nd, and saw growth in map (3 students - 1 for Reading, 1 for Math, 1 for behavior)
Best Overall Science	The student who has the highest average in science
Best Overall Social Studies	The student who has the highest average in social studies
Phonics Master	The students who score 85% or higher on the ELM benchmarks assessments- middle and end. (K-2)

Amira Recognition	Students who have grown and are now on track within the Amira program.
Golden Paw Award (1st-5th Grades) Reading	Awarded to students who met projected growth goal AND grew 10 points or more on the MAP assessment or Unique Learning in the areas of Reading.
Golden Paw Award (1st-5th Grades) Math	Awarded to students who met projected growth goal AND grew 10 points or more on the MAP assessment or Unique Learning in the areas of Math
Specials Awards (Art, Music, STEM, PE, & Media)	Awarded to the top two students per class exhibiting the highest skill level per each special area.
Sight Word Award (PK-1)	K- 100 or more sight words 1- 250 sight words
Perfect Attendance	Zero (0) absences or tardies/check-outs for the months of August-May
Good Attendance	Zero (0) absences but can have no more than a combination of 5 tardies and/or check-outs during the months of August -May
Accelerated Reader	Student with the most AR points per grade level AND one overall school winner

*School clubs and academic teams will also present awards.

Student of the Month

At PCE, we hold dear our four core values: Acceptance, Professionalism, Belonging, and Teamwork. Students will work to embody these values in their everyday lives, and their efforts will be honored with recognition from their peers and teachers. Every month, classes will nominate one student who embodies one or more of these core values at PCE. We will recognize Students of the Month during a special ceremony on the following dates: 9/25, 10/30, 11/20, 12/18, 1/29, 2/26, 3/26, and 5/1. Students may invite up to two guests to the celebration (PCE siblings may attend with teacher permission).

Positive Behavior Interventions and Support

Positive Behavior Interventions, and Supports (PBIS) is a school-wide behavior system that

focuses on establishing a climate where appropriate behavior is the norm. Although we are not officially a PBIS-certified school, we implement similar systems and set school-wide expectations. Expectations for every campus area are taught, modeled, acknowledged, monitored, and retaught as necessary. At Pate's Creek Elementary, we are considerate, orderly, learners, and team players. The PRIDE Expectations in all school settings as evidenced in the school-wide behavioral matrix.

	 Classroom	 Hallway	 Cafeteria	 Restroom	 Playground	 Bus
P repared	Respect the classroom rules.	Respect other classrooms while walking in the hallway.	Respect the instructions of the cafeteria staff and monitors.	Respect each other's needs and privacy.	Show respect through your words and actions.	Respect the driver and the rules on the bus.
R espectful	Follow instructions the first time they are given.	Walk on the first white square, eyes forward, hands by your side, voice level ZERO.	Be respectful to the cafeteria staff and monitors.	Respect the restroom expectations. Keep it clean and neat.	Follow the playground safety rules.	Show respect to the driver and the rules on the bus.
I ntegrity	Maintain personal space. Use materials appropriately. Be a good listener.	Walk silently so others can continue learning.	Use the time to eat wisely. Be aware of your voice level.	Clean up after yourself.	Respect differences. Treat others the way you want to be treated.	Be safe! Be a good example. Be aware of your stop.
D etermined	Bring needed materials daily. Be an active participant. Arrive on time.	Do the right thing (ex., walk) even when no one is watching.	Clean up after yourself. Voice level ONE.	Use the restroom quickly and leave quietly.	Wait your turn. Be a good sport!	Keep track of all of your personal items.
E xcellence	Complete your work. Organize and participate.	Set a good Example. Voice level 0	Leave table/area clean. Speak at the appropriate voice level.	Go, Flush, Wash. Use time wisely.	Set a good example. Play by the outside rules.	Watch for traffic when entering and exiting. Listen for your stop.

PANTHER Celebrations

Teachers reward students with Class Dojo points and classroom incentives for exhibiting the PANTHER. Expectations in all areas of campus. Students must also follow the A,B,C,D guidelines A (Attendance), B (Behavior), C (Curriculum), D (DOJO points). Opportunities to earn Class Dojo points are presented each day as students exhibit positive learning behaviors, including the PCE Core Values. Celebrations are held at the end of each quarter to honor our students for making Pate's Creek a wonderful place to learn and play. To attend, each student must earn at least 85% of the total points possible for the quarter, have no missing work, and have fewer than 5 unexcused absences.

OPERATIONS



Safety

Our fourth Strategic Action addresses the safety and security of students, teachers, and visitors. For the safety of all students and staff, we must maintain tight security within the school, including visitors. Our School Resource Officer (SRO) works with us as we plan and implement safety drills. During the school year, we will practice fire, severe weather, evacuation drills, and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel if you are present during any of these drills or practices. Here are a few additional safety measures we are implementing to stay safe, and we encourage you to help us in that effort:

- We have a single point of entry. Everyone enters through the front door as all other exterior doors are locked and only allow exit.
- Designated staff members routinely check to ensure all exterior and interior doors are locked and secured throughout the day.
- All guests must present a government-issued photo ID, sign in, and wear a visitor's badge. Safety can take time when it is done right, and we appreciate your patience as we help you with the sign-in process.
 - Throughout the year, our students and staff participate in emergency drills so they know what to do in the event of a real crisis.
- Maintain updated signage and send timely school messaging and communications to ensure everyone is on the same page.
- We follow the clear bag policy for all large gatherings

Morning Arrival Procedures

Breakfast:

- Breakfast is available for purchase* each morning from 7:00-7:35 a.m. You can find [menus here](#).
- Students eating breakfast should report straight to the cafeteria to ensure they can purchase a meal, eat, and get to class on time. Students not eating breakfast will report to the gym. *Bus riders who arrive late to school will be given additional time to eat breakfast.

*See the Cafeteria section for information on free or reduced meal applications.

Bus Riders:

At 7:05 a.m. students arriving by bus will be directed to the cafeteria for breakfast, or wait with their classmates in the gym until dismissed to their homeroom at 7:20 a.m.

Car Riders:

Car rider drop-off will begin at 7:10 am. At PCE, we facilitate drop-off using one lane. Students will let themselves out between the stop sign and the end of the awning. The drop-off process is continuous, and parents should remain in the car. If a parent needs to assist their child, please park in a designated parking spot and escort your child into the building. Please do not park in a disabled person's parking space unless you have a Disability Parking Permit. (Spaces are monitored to ensure our families with disabilities have access.) Families who arrive after 7:35 need to park and escort their students into the front office.

Students should not be dropped off in the bus lane, always use the car rider lane.

Dismissal Procedures (PCE Dismissal Logistics)

- All students are issued a transportation tag on the first day of school. The tag, attached to the child's bookbag and indicates how the student is getting home
- Students are separated by mode of transportation per grade level and released in an orderly fashion for car, bus, daycare, and afterschool program.
- Staff members collect each child's transportation tag before loading the bus or daycare van to create a record of attendance for afternoon bus loads.

Car Dismissal

- Parents/Guardians will use both lanes of the car lane to wait for students to be released. The car number must be visible to all staff members.
- A staff member will put students into the car matching the car rider number.
- Staff members cross reference each child's car tag adhered to their bookbag with the car placard displayed in their guardian's car.
- Please remove your car rider tag from the mirror once your child is loaded.

After school Program

- Henry County Schools offers an after school program to assist families.
- Any student in the program must register, be accepted and pay for services.
- Our after school coordinator is Jasmin Leigh.

SPECIAL EVENTS AT PATE'S CREEK ELEMENTARY

Volunteering for Special Events

If a parent or guardian would like to volunteer for any of our special events there must be a background check completed, passed and on file at Pate's Creek Elementary.

All volunteers must also sign in at the front office before volunteering.

Book Fairs

Our Media Center provides a Scholastic Book Fair for our students and parents twice a year. Book Fairs are a great time to buy books for our young readers! Don't forget to ask your student's teachers for their favorite book selections. Books make great teacher gifts!

Family Spirit Nights

Family spirit nights are a great way to engage in fellowship with the staff, students, and families of Pate's Creek Elementary and support local businesses. Each business donates a portion of the sales back to Pate's Creek. We can purchase resources and enhance our school for your child. Look for more information on Family Spirit Nights in classroom newsletters and Class Dojo.

Veterans Day Program

Every November, we honor our local veterans for their service with a breakfast reception and program. Veteran's Day is one of our favorite events because we enjoy living history and connecting with our local heroes. If you or someone you know is a veteran that would like to attend, or if you would like to volunteer to assist with the event, please be on the lookout for communication in October regarding the Veteran's Day program.

Special Family Events

We love special events at Pate's Creek Elementary that invite our parents to the school. Traditions such as the Veterans' Day Parade, Grits with Grands, Winter Musical, Black History Program, Fall Festival and Field Days are all opportunities for our families to visit our school. Please look for information on special events on Class Dojo and in-class newsletters from your child's teacher.