



Student Parent Handbook

2025-2026

Arcado Elementary
School 5150 Arcado Road
Lilburn, Georgia 30047
Main Number (770) 925-2100
FAX Number (770) 931-7026
Website: arcado.org/home

Principal
Assistant Principals

Dr. Paula Thompson
Ms. Amy Cordova
Mrs. Rebecca Ruegsegger
Ms. Karon Stocks

The purpose of the Parent & Student Handbook is to provide Arcado families with school policies and procedures. Please keep this handy throughout the school year as a quick reference.

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GWINNETT COUNTY PUBLIC SCHOOLS

MISSION STATEMENT

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills and behavior for each student resulting in measured improvement against local, national, and world-class standards.

ARCADO ELEMENTARY SCHOOL

VISION STATEMENT

Arcado Elementary will Create a Positive learning and Inclusive Environment for All.

MISSION STATEMENT

The mission of Arcado Elementary School is to cultivate academic success in an inclusive environment that prioritizes the whole child and prepares students for lifelong leadership.

CORE SET OF BELIEFS

EMPATHY

AES will respond to the needs of our community with transparency and understanding by honoring and valuing our community's lived experiences.

EXCELLENCE

AES will provide a high-quality, rigorous instructional environment aligned to standards, QPTS and best practices, involving authentic learning experiences for all.

EQUITY

AES will expand student opportunities and provide access for students, staff, and families, empowering them to take academic risks while fostering a strong community.

EFFECTIVENESS

AES will be committed to meeting the needs of each child in a student-centered environment with highly qualified teachers who engage students at a high level.

School Hours	8:15 a.m. - 2:45 p.m.
Office Hours	7:30 a.m. - 4:00 p.m.

To optimize instructional time our bell system is as follows:

7:45 a.m. Student arrival begins*
 8:10 a.m. Morning Announcements
 8:15 a.m. Tardy Bell, Instructional Day begins
 2:45 p.m. Car Riders and Walkers Dismissed from classrooms
 2:50 p.m. Bus Call begins

*Students will not be allowed to enter the building before 7:45 a.m. Do not drop off students early and have them wait outside. This is for your child's safety.

ATTENDANCE

Arcado Procedures for reporting student absences

If your child is absent from school, when he/she returns to school you must send in a hand written note or send an email to the teacher stating the reason for the absence. If the absence meets criteria then the absence will be marked as excused. **See State Attendance Rule 160-5-1-.10 below.*

Gwinnett County Public Schools Attendance

Procedures Rationale

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. It teaches students responsibility and develops a work ethic.

Regular attendance in school helps develop good habits that will carry over in life. Good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of both parents and students.

A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum.

Points of Reference

The State Board of Education's Student Attendance Rule defines "Truant" as "any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences". Compulsory attendance is required for children from their sixth to their sixteenth birthdays.

The No Child Left Behind (NCLB) attendance requirements for meeting Adequate Yearly Progress (AYP) include both excused and unexcused absences.

State Attendance Rule 160-5-1-.10 states that students will be excused from school under the following circumstances, as a minimum.

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).

BIRTHDAYS

Celebrating birthdays at school: A child's birthday is a special time in the life of a family. We understand that children will want to celebrate with their classmates. A special treat (examples: cupcakes, cookies or ice cream) provided by the parents is acceptable. Please contact your child's teacher (by email, handwritten note, or phone call) several days in advance of your child's birthday or the day you want to bring in the special treat. Please do not send in treat bags. This is for the safety of students. . NO cakes, balloons, or flowers are permitted.

Home Parties: If you are planning a birthday party for your child and want to invite the students in his/her class, we ask that you invite **all** students or invite all the girls or all boys. Please make arrangements with the teacher (by email, handwritten note, or phone call) to let her/him know that you are sending in the party invitations for distribution.

CLINIC

Clinic Worker: Jennifer Tillman

Phone Number: 678-245-3920

The Arcado clinic is available to students who get hurt at school, feel ill, or need to take medication during the day. Parents will be called if students are too sick to remain in school or have been hurt. When your child is ill or not feeling well at home use your best judgment about sending him/her to school. We do not want to risk infecting others. In the event that your child is diagnosed with an infectious or contagious illness/disease please notify the school so that we may take proper precautions to limit spreading the illness. The school clinic worker is not a nurse and does not diagnose or treat students. Her role is to support students who are not feeling well and inform parents.

It is imperative to update telephone numbers and emergency contacts with the school so that in the event of an emergency involving your child we can reach you quickly.

Prescription and/or Over the Counter Medication

Parents must come to the clinic to complete the appropriate paperwork for dispensing of medication at school. **STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION TO AND FROM SCHOOL.** This is a policy that must be respected for the safety of all students.

COMMUNICATION

Communication with teachers

If you would like to speak with a teacher regarding your child's progress, please call, email or Dojo Message the teacher to schedule a conference. Teachers have 24 hours to respond to communication.

We do not interrupt teachers during instructional time nor during arrival and dismissal. Therefore, conferences will be scheduled in advance during an agreeable time for both parties.

Arcado teachers and staff have the same ending to their email address: **@gcpsk12.org**. You will need to insert a period (.) between the teacher's first and last name.

Example: paula.thompson @gcpsk12.org

Communication from the school

SCHOOL WEBSITE, EMAIL & Parent Square

It is the desire of the school to provide timely communication with tools commonly used by society today like phone, email, text, etc. We understand that some families may not have email addresses and we will continue to provide hard copies of school communication on an as needed basis. We intend for our school website to be user friendly and to have "just in time" information to assist you. Messages will also be sent via Parent Square with timely information and the Monthly Parent Newsletter, Panda Post. We recommend that you bookmark the school website on your computer for easy access. **Our address is arcado.org/home.**

Weekly

Friday folders are sent home by each classroom teacher to provide timely information regarding student progress and conduct.

Monthly

On the 1st day of the month, we will publish The Panda Post, Arcado's School Newsletter. The newsletter will be sent via Parent Square .

Quarterly

Progress reports are sent home each nine weeks.***

***Don't forget about our Parent Portal. This tool allows you to monitor your child's academic progress daily. To sign up, stop by the front office and complete the form. Photo ID required.

COUNSELORS

Counselors: Mrs. Kelley Maxwell & Mrs. Maria James

Mrs. James serves students in Kindergarten, 2nd, and 4th grades. Mrs. Maxwell serves students in 1st, 3rd, and 5th grades. You can reach them by calling the school office @ 770-925-2100 and asking to be transferred to the counselor.

Elementary School Counselors provide the following services via a comprehensive counseling program:

- Academic support, including organizational, study and test-taking skills, transition plans
- Goal setting and decision-making
- College/Career awareness, exploration and planning
- Education on understanding self and others - peer relationships, coping strategies and effective social skills
- Communication, problem-solving and conflict resolution
- Personal safety education
- Multicultural/diversity awareness
- Individual and small-group counseling
- Individual/family/school crisis intervention
- Conflict resolution
- Consultation/collaboration with parents, teachers and administration
- Referrals as necessary
- One-on-one parent conferencing
- Interpretation of assessment results
- At-risk student identification and implementation of interventions to enhance success
- Program implementation designed to enhance school climate
- Behavioral management plans
- Crisis interventions

The following resources are being provided by our counselors in the event of personal or family need.

- Crisis Lines
 - Georgia Crisis Access Line – 800-715-4225
 - Children's Shelter- 678-546-8770
- General Economic Assistance
 - The Impact Resource Center – www.theimpactgroup.org
 - Lilburn Coop – www.lilburncoop.org
 - Angel Food Ministries – 770-267-7015
- Help Lines
 - First Call for Help – www.unnitedwayatlanta.org
 - Gwinnett Helpline – WWW.gwinnettcoalition.org
- Vision Assistance
 - Vision USA – www.aoanet.org
- Family Safety
 - www.Familywatchdog.us

DRESS CODE

Gwinnett County Public School Dress Code

Students are required to dress appropriately for school. Each local school will establish and publish a dress code applicable to that school. In addition to the requirements established by the local school, prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.

Arcado Dress Code

A student's appearance should not be a distraction/disruption to the learning environment of any student. Instruction is interrupted when a student has to be seen by an administrator because of inappropriate clothing. The guidelines for student dress are not intended to be punitive, but to promote academic success. The principal or her designee may have to address students whose clothing is disruptive to the learning environment.

The following guidelines are to promote a positive learning environment for Arcado students:

Avoid any attire that includes, but is not limited to, the following:

- Attire in which undergarments are visible or easily seen through clothing including sheer, net or mesh clothing. Modesty is expected. Sleepwear/Pajamas are permitted on designated days/events.
- Attire that exposes the midriff area while standing, sitting, or reaching as it is a distraction to the learning environment. Tops should cover from the neck or just below the neck to the waist. Tops with low or revealing necklines are a distraction to the learning environment.
- The size of shirts, blouses, or pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
- Avoid unsafe clothing.
- Sunglasses, hats, hoods, bandanas, and other headgear are not to be worn inside. When authorized by the administrator/teacher, they may be worn during designated days/events.
- Avoid jewelry or accessories that could be deemed unsafe or injurious to self or others.

These guidelines are subject to updates as additional wearing apparel becomes identified as disruptive.

Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess.

The administration reserves the right to use their professional judgment as it relates to age appropriate dress.

Student Dress Code Violation Consequences

If a student comes to school in clothing which is considered inappropriate by the school staff, he or she will be subject to the following consequences:

- **1st offense:** Student, teacher, or an administrator will call home for a change of clothes. Students will be provided the choice of wearing a "suitable cover," as available, if clothes cannot be brought from home. (we do keep some clothes in the clinic but it is a small amount and we do not carry every size)
- **2nd offense:** Same as above.
- **3rd offense:** Student reports directly to the principal who will determine the consequence.

Parents are notified each time. If the student continues with dress code violations, the parent and administrator will discuss future consequences.

EVACUATION PROCEDURES

Each year Arcado Elementary has evacuation drills so in case of an emergency the teachers, staff, and students are well prepared. These procedures are developed so that every parent can become familiar with the emergency evacuation check-out procedures in case we would need to evacuate.

Please be assured that the Arcado Elementary teachers and staff will do everything possible to ensure the safety of your child(ren). If we ever have to evacuate, remain calm and listen to the school staff. Remaining calm will help us ensure the safety of all students and faculty.

- Parents **cannot** check out students until all students arrive safely and are accounted for at the evacuation site – Parkview Church located at 4875 Lilburn-Stone Mountain Road.
- Students will be dismissed alphabetically by last name. Parents should line up at the appropriate sign out table according to the first letter of their last name.
- While in line parents will be asked to fill out an Emergency Evacuation Check-Out Form with the child/children's pertinent information and will hand it to the Check-Out Monitor.
- ALL parents will be required to show a PICTURE ID. This will be checked against the student's information card.
- Runners will be positioned behind a Check-Out Monitor at each table. The monitor will approve the parent checkout and the runner will bring the children to a designated parent pickup area.
- Once a runner has been assigned to get your child/children, we ask that all parents wait in a designated pick up area located AWAY from the table. This area will be identified at the site.
- Parents **MAY NOT** pick up other parent's children unless it is indicated on the student information card.
- Please make sure anyone authorized on the student information card to pick up your child during an emergency is familiar with the check-out procedure, grade level and teacher's name for your child/children. Parents may update the student information cards in the school office with the names of people who can pick up your child during an emergency.

In an actual emergency, check your local TV. and radio stations, the GCPS news station, GCPS website, or the school website. In the event of an evacuation a recorded message, through School Messenger, will be provided if possible.

FIELD TRIPS

Field trip contributions are requested for admission and transportation. No student will be denied or penalized for failure to contribute; however, if enough funds are not secured, the field trip must be canceled.

INCLEMENT WEATHER

Following are GCPS procedures for inclement weather and how the school system handles school cancellations.

GCPS schools and facilities may close in the event of hazardous weather or other emergencies which present threats to the safety of students, staff, or school property.

The superintendent makes the decision about school closing based on a cross-divisional and cross-agency effort, with information from public safety officials, the Georgia Emergency Management Agency, Gwinnett County officials, and the state Department of Transportation. In addition, when inclement weather is an issue, members of the GCPS Facilities and Operations team head out as early as 3:30 a.m. or 4 a.m. to drive roads around the county and assess road conditions. The school system's Transportation staff ensures that buses are operable. (Extreme cold can cause operational problems for diesel buses.) Facilities are checked in the early hours, and GCPS works with power providers, as needed. Local school principals gather information for the leadership team about specific school conditions.

It is more likely for school to be canceled in the early morning— due to dangerous road conditions that formed overnight— than for school to let out early because bad weather is moving in.

As a rule, the decision to cancel school is made before 6 a.m. The school system immediately notifies all **major radio and television stations** in metro Atlanta. In addition, the information is announced on **GCPS TV** and posted on the **school system's web site**.

GCPS TV can be found on the following Gwinnett County cable channels:

- AT&T - We will be on the new U-verse network. Stay tuned for details.
- Charter - Channel 22
- Comcast - Channel 24, 26 (depending on location - now digital)

Should severe weather move into the area during the day, plans to cancel classes will be announced on metro-Atlanta radio and TV stations and on the school system's web site before school is dismissed.

SCHOOL NUTRITION/CAFETERIA

School Nutrition Manager: Mrs. Chritians Smith-Prout

Phone Number: 678-245-3919

****If your child is allergic to milk or other foods, please contact the cafeteria staff.**

OUR SCHOOL CAFETERIA IS A NO CELL PHONE ZONE!



Gwinnett County Schools Breakfast & Lunch Requirement

Breakfast: A reimbursable meal includes at a minimum, one breakfast entrée, and one breakfast side. At a maximum a child can have one breakfast entrée, and two breakfast sides. Sides include milk, yogurt, and fruit. Ala carte sales policies are the same for breakfast as for lunch. If you are on free lunch or reduced lunch you can receive a free reimbursable breakfast or a reduced reimbursable breakfast. If not reimbursable, you must pay the a la carte sales price.

Lunch: All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components- Fruits, Vegetables, Grains, Meat/Meat Alternate and Milk. A reimbursable meal must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A reimbursable meal must also contain at least one serving of the fruit and vegetable component. Students may take up to 2 servings from the fruit and vegetable component.

Students who bring their own meals are allowed to purchase milk, juice or water to go with their meal but are not allowed to purchase a la carte items.

Cafeteria

Parents are always welcome to have lunch with their children.

When coming to eat lunch with your child we ask that you adhere to the following procedures:

- Sign in as a visitor in the front office.
- Wait outside the entrance to the cafeteria, which is directly across from the Media Center.
- Sit with your child at his/her assigned table. Please make sure all students are seated before taking a seat at the table. You can also enjoy our outside picnic area or at our cafe style tables.
- Say goodbye to your child at the exit doors to the cafeteria. Parents may not accompany children to recess or back to the classroom.
- **In compliance with state standards, parents are not allowed to bring food from “fast food” restaurants.** This includes carbonated drinks such as Coke, Pepsi or Sprite. We encourage our parents and lunch guests to purchase a school lunch when coming to eat with their child.
- ***For safety reasons, other children/friends from the class cannot join you and your child for lunch.
- Please do not take pictures of children in the cafeteria.

Breakfast and Lunch Collection Procedures

A prepayment system for the lunch programs is available. Prepayment lunch programs can be made with the same check or through MyPaymentsPlus. The student can prepay for lunch or breakfast any day of the week. They are to take their money directly to the cafeteria in an envelope with the following information noted:

Child's name

Teacher's

name

Total amount enclosed

Amount for the lunch program
Amount for the breakfast
program

MyPaymentsPlus

MyPaymentsPlus allows you to go online and manage your student's meal account. MyPaymentsPlus allows you to make deposits at no cost and create settings to auto-replenish your account or receive free reminders when the balance is low. Go to **http://www.mypaymentsplus.com/** to log on. You will need your child's student number. Ask your child or call the front office for that information.

Lunch Charges

Parents will be informed in writing of the student's current payment status and the need for immediate payment. Every student charging a meal will be given a reminder note to go home to parents. When a student has charged meal(s), parents will be informed of the account status at least once a week by a letter printed from the computer and/or a phone call.

The current register program will allow charges to be paid on the line. Charges will be deducted from the new payment received from the student and the balance made available for future meals. All charging procedures for students apply equally to adults.

Meal charges cannot exceed \$15.00. If this happens your child will be served a peanut butter sandwich and a milk.

Extra Servings

Students have permission to purchase additional portions of food **before** they are seated. They will be charged the additional entree amount at the register. Once a child has taken his/her seat they will not be permitted to get up.

In addition, ice cream is available during lunch in the cafeteria for \$1.00. Orders are taken in the classroom upon arrival before 8:30 am.

Bringing Food/Drink to School

Students may bring a nutritious snack to school to be eaten in the classroom during the instructional day.

As stated previously, in compliance with state standards, students and parents are not allowed to bring food from "fast food" restaurants. This includes carbonated drinks such as Coke, Pepsi or Sprite. We encourage our parents and lunch guests to purchase a school lunch when coming to eat with their child.

SCHOOL INSURANCE

Brochures on school insurance are available in the school office and on our school website.

STUDENT & VISITOR CHECK IN/OUT

Student Check In & Check Out

- We have an electronic check in & check out system at the receptionist desk in the school lobby. Please remain in the vestibule until your child arrives for check-out.
- Check In- **Students arriving to the classroom after 8:15 a.m. are considered late/tardy.** This is important to remember because tardy does not mean coming in the front doors of the school after 8:15.
- Check In- A parent/guardian must escort the student into the building and check him/her in.
- Check Out- Parents/Guardians needing to check a student out early from school must do so at the receptionist desk. **CHILDREN ARE RELEASED ONLY TO PARENTS OR ADULTS DESIGNATED BY PARENTS. PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM TO CHECK HIM OR HER OUT. PICTURE IDENTIFICATION IS REQUIRED WHEN CHECKING YOUR CHILD OUT OF SCHOOL.**
- We ask that you please plan accordingly as **checkout is not permitted after 2:00 pm.** FROM 2:00-2:30 THE FRONT OFFICE STAFF IS PREPARING FOR DISMISSAL AND UNABLE TO CHECK OUT STUDENTS.

Visitor Check-In and Class Visitations

Pursuant to Gwinnett County Policy KM, the following practice is in place at Arcado Elementary.

Any visitor with legitimate business on school grounds must sign in via the school lobby and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

During School Hours

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by the Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

We encourage parents to visit the school, but for the protection of all children, parents and visitors **must** check in and out through the office and receive badges. During these visits, the regular school program must continue. An appointment must be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

School Authority

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

STUDENT ACADEMIC INFORMATION

Grades will be divided among benchmarks, formative, and summative.

- The ratio of formative to summative will be 3 to 1 in all core content areas, with a minimum of 6 grades per subject per grading period.
- Work is first and foremost about mastery of essential skills and performances - writing, speaking, summarizing, inferring, etc.
- Students will be allowed, with the exception of culminating activities (i.e. projects), to reattempt at mastery when deemed appropriate by the teacher and/or student.
Teachers reserve the right to change the format of any assessment that is being redone for mastery.
- In the case of absences, the student will be given time equal to the amount of school days missed to make up work with no penalty.

Progress Reports

The Progress Report is designed to be used to assist teachers in informing parents about the on-going growth and development of their students, as defined by the AKS.

Kindergarten and First Grade shall use the following scale to indicate academic progress:

E	Excellent
S	Satisfactory
N	Needs to Improve
U	Unsatisfactory

Second through Fifth Grades shall use the numeric scale to indicate academic progress.

90% and above	A	shall indicate excellent progress
80%-89%	B	shall indicate above average progress
70%-79%	C	shall indicate average progress
0% -69%	U	shall indicate unsatisfactory progress/ failure to meet progress

The student will be given an academic grade at the end of each nine (18) weeks or two (2) times each school year.

Early release days, two days in October and two days in February, are provided to conduct parent conferences for the purpose of discussing student progress.

Grades K-5 Reading and Writing Communication Reports will be used by all elementary schools to help report student progress in reading and writing at the Fall and Spring Early Release Conferences and at any other time as needed.

Homework

Homework is an extension of the learning process that reinforces skills that have been taught in class. Homework is a way to keep parents informed and involved with the child's schoolwork. It is also a method of helping students establish self-discipline and study skills. Homework may include reading, writing, math and/or studying. The assignments may be brief or may include a long-range project. Assignments may be individualized to provide for remediation or enrichment. Time spent on homework should promote productive and positive experiences. Homework is to the discretion of the teacher and will not be graded.

Parents can help students with homework by reviewing it and offering encouragement and reinforcement.

Individuals with Disabilities Services

It is the practice of the Gwinnett County Public Schools to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

Arcado Elementary School wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact Penny Young.

STUDENT RECORDS

Changes in student records

In order to keep our records current, please notify the office immediately of a change in any of the following:

- *Address (documentation of proof of residency required)
- *Telephone numbers
- *Change in guardianship
- *Person to call in case of emergency or when the parent cannot be reached

Withdrawal Procedures

- Please notify the teacher and the office registrar, Brenda Marcos- Ceron , at least one week before your child is to withdraw from school.
- A Record of Pupil Withdrawal form will be sent home on the last day of attendance and should be given to the new school upon enrollment.

- Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.

TRANSPORTATION

Alternate Transportation

You must complete an Alternate Transportation Form if your child is going to another location other than your home after school. Therefore, if your child is a car rider, day care van rider, walker, bike rider, or will travel on a GCPS bus to a grandparent, babysitter, daycare in our attendance zone, etc., then you must complete this form. **See Appendix for Transportation Parent Authorization Form*

Car Riders

Riding the bus ensures a safe and secure arrival and dismissal for students at Arcado Elementary each day. We ask that you read the following procedures carefully to ensure that your child will be safe each school day if they are being transported by car.

1. Please send a note to the teachers if there is any change in the way a student usually goes home if they are a car rider. Changes in transportation for car riders **should not be sent through email**. If a teacher is absent, the substitute teacher does not have access to the teacher's email.
2. Car riders need an assigned number and parents may pick up their children by driving through the car rider line (obtain your car number during registration).
3. Morning drop off for students will take place in the front parking lot. We will use the entire sidewalk to unload students. **Please do not park your car in the parking lot, on Arcado Road, or in neighborhoods to send your child or walk your child across the car rider lane. If you have business in the building, please enter through the front doors of the school.**
4. ***Our staff will close the car rider line at 8:10 AM.*** Students will be marked tardy if they are not **in their classroom by 8:15 AM**. If you arrive after 8:10 AM, please park your car and walk with your child(ren) to the front entrance of the school and sign your child in at our reception desk.
5. At the end of the school day, children will remain in a supervised area until someone picks them up from school. To pick up your child, you must enter the large parking lot (see map on back) in the **front** of the school and proceed through our parking lots to the sidewalk directly in front of our entrance. Your decal number must be hung on your rear view mirror where it is easily visible. Please stay in line and be patient. **Do not pull around other cars in the line or park your car and walk up to get your child.**
6. Your car must be totally stopped before your child will be permitted to step out to enter your vehicle.
7. Those arriving without a decal will be asked to park and report to the check-in desk to show proof of identification (driver's license).
8. **Please obey the No Left Turn sign as you exit the parking lot so our car rider line is not disrupted and the No U-Turn signs just outside the Arcado parking lot.**
9. For the safety of our students, **please do not enter the bus lane during student drop off and pick up times.**
10. **Students may not be dropped off before 7:45 AM as we cannot guarantee adult supervision until that time.**
11. Please remain in your car at all times.

Our students' safety is of utmost importance. We would like everyone to adhere to these procedures to ensure safe and efficient transport.

Walkers & Bike Riders

Walkers and bike riders should enter the building using the side door located by the counseling offices. During dismissal, parents or designated adults by the parent must meet walkers at the side door to ensure the child's safety. Bike riders may use the bike rack located behind the school. Please secure your bikes to the rack as Arcado Elementary is not responsible for lost or stolen property.

***Changes in Student Transportation Arrangements* VERY IMPORTANT INFORMATION**

Should you need to change transportation arrangements, a written note with a phone number from the child's parent or guardian indicating the change in his/her transportation home is required on the morning of the change. This note should be brought to the front office first thing in the morning by the child to be signed and verified by a school official. We cannot accept changes by phone or email as this does not allow us to provide maximum safety measure for students. If emergency changes need to be made during the school day, a parent or guardian must FAX (770-931-7026) a note, along with a copy of their driver's license (Picture ID) to the office prior to 2:00 p.m. The principal or principal designee will approve the change. **No changes will be made after 2:00 p.m. or on a day-to-day basis.**

