We welcome you and your family to Bill Arp Elementary School, where our goal is to build academic excellence in all students. We have a long-standing tradition of building a strong learning community among students, parents, staff and the business community. Our teachers and staff members are excited to have you as part of our school family. At Bill Arp, we believe every child has a right to learn and that we should all work collaboratively to provide the best possible education. We are excited about a new year and the possibilities it holds!

In order to receive maximum benefit from the instructional activities, students are expected to be in school every day possible. Good attendance habits impact the learning process positively and carry over into the world of work. Students may go into their classrooms at 7:45 a.m. Academic instruction begins promptly at 8:00 a.m. and ends at 2:45 p.m. Please make sure your child is here on time each day.

This handbook contains information about Bill Arp and the policies and procedures that directly affect our students and their families. The other section consists of the elementary school policies and procedures of the Douglas County School System.

Let’s work together to make this year a wonderful learning and growing experience. Caring for and educating our children are the most important tasks we have as parents and teachers. Thank you for this opportunity to get to know and work with you. Your child is our number one priority and we look forward to working collaboratively with you to make this the best year yet!

Sincerely,

Alesia L. Stanley
Principal

Kelly W. Brown
Assistant Principal
MISSION STATEMENT

Dedicated to individual student success, the teachers and staff of Bill Arp Elementary School, in partnership with parents and community members, commit to:

- foster each child's full academic potential
- develop perseverance to achieve realistic and challenging goals
- empower each child to become respectful, honest, compassionate and responsible.

Thank you for taking the time to read and review all of our policies and procedures. At Bill Arp, keeping your child(ren) safe is our number one priority. These rules and guidelines are in place to ensure your child’s safety and to protect our learning environment. We appreciate your cooperation and your support as you reinforce the “Bill Arp Way” all year long.

Please sign and return the Handbook Signature Page when you have completed your review of the handbook. Thank you!
School Information, Rules and Regulations

Accidents /Illnesses
If a student is hurt on the bus or at school, he/she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident. If a student becomes ill during the school day (i.e., has a fever, is vomiting, or is seriously injured), a parent or authorized designee will be expected to pick up the child. Children must be fever/vomit/diarrhea FREE for 24 hours before returning.

Every child should have current emergency information on file in the school office. We must know how to locate a parent at all times in the event of an accident or illness. Please make sure that you keep your information updated in the front office, including all contact numbers.

Admission/Withdrawal
Students seeking admission to Bill Arp from another school should have withdrawn from the previous school. Withdrawal papers should be presented at the time of admission at the DCSS registration center, at the Central Office Annex (MEC) on Highway 5.

The following items should be on file in the school office:
- Birth Certificate with raised seal (we make a copy)
- Certificate of Immunization – form 3231
- Copy of Social Security Card or waiver
- Legal documents (i.e., custody papers), if appropriate
- Vision, Dental, Hearing and Nutrition screening certificate – form 3300 (rev 2013)
- 2 proofs of residence (recent gas/electric bill, deed, lease agreement, tax bill closing statement if recently closed)

The school office must be notified at least one day (24 hours) prior to student withdrawal. All textbooks, library books, and other materials must be returned. All lunch charges must be paid. All After School Program charges must be cleared. A copy of the withdrawal form, birth certificate, immunization form and vision/hearing/dental screening form will be given to the parent/guardian to take to the new school. All other student information will be sent upon request from the receiving school.

After School Program
Bill Arp offers an after school program. It is a fee-based program for students at our school. There is a one-time registration fee (per year) of $10.00 for the family. The After School Program hours are from 2:45 p.m. – 6 p.m. The fee for the program is $8.00 per child per day. All fees must be paid in advance on a weekly basis. Parents are expected to be prompt in picking up their student(s). After three late pick-ups the director will meet with the parent to discuss possible withdrawal from ASP. After 6 PM, the charge is $1 per minute.

Agenda
Agendas are a great communication tool between school and home. All 2-5 grade students should purchase an agenda for $5.00 the first week of school.
Attendance/Tardies/Continuous Early Checkouts
Although attendance at school is very important, students with a contagious illness or fever should be kept home. Upon returning to school after an absence, a written excuse must be given to the homeroom teacher within three days. Students who are absent miss instruction that is vital to the mastery of the standards. Students are tardy to school after the 8:00 a.m. bell. Students who are tardy miss valuable instruction and disrupt the class. If a student is late, a parent is expected to escort their child to the office for a tardy pass before the student goes to class. Students who are repeatedly checked out prior to the end of the instructional day (2:45 p.m.) miss valuable instructional time and disrupt the class. Students with excessive unexcused absences/continual tardies will be referred to the school social worker. See the Compulsory Attendance Law and Douglas County Board Policy posted on our webpage. In addition to the board policy, students that are on a permissive transfer may be withdrawn from Bill Arp after 12 tardies and/or 10 unexcused absences and will return to their home school.

Attendance Honors
At the end of the year, students who have no absences, no early-checkouts, and no tardies for 180 days will receive a Perfect Attendance award. This is a coveted award that only a few will receive. Parents, do not be discouraged as records moving from grade-to-grade and school-to-school will not show early checkouts. Students will be awarded the Faithful Attendance award with three or less tardies and/or checkouts. At Bill Arp, we believe that tardies affect academic performance just as much as an absence.

Birthdays and Invitations
Birthday parties are not allowed at school. However, since we encourage parents to donate snacks for our students, we do allow cupcakes on a child’s birthday as a special “snack” to be consumed during lunch. Due to our Wellness Policy and concerns over food safety, all foods brought to school for student consumption must be commercially prepared and pre-wrapped. (Wellness Policy EEE). If you are sending in invitations for a birthday party, one must be sent in for every child in the class or for all boys or all girls. They may be sent in to school for the teacher to distribute.

Breakfast
$1.25 for students, $1.65 for adults
Breakfast is served from 7:10 until 7:45. Car riders who eat breakfast at school should arrive prior to 7:40.

Bus Discipline
If your child is a bus rider, he or she is required to follow the rules set aside for bus safety. Keeping your children safe is our number one priority! Riding the bus is a privilege. At Bill Arp, we follow a sequence of consequences that follow bus safety referrals – student conference, parent conference, bus probation, bus suspension. If your child receives a bus suspension, you must send in a note to the teacher explicitly stating how your child will be transported home from school until the suspension is over.

Cell Phones at School
Students are not allowed to have cell phones out at school. If you have provided your child a cell phone for safety reasons, please notify your child’s teacher. Any cell phones out of your child’s book bag will be taken up and you will be required to come to school to pick it up. Teachers will not hold your child’s cell phone for him/her. We are not responsible for unauthorized valuable items (i.e. cell phones,
iPhones, iPods, iPads, iPhone watches, mp3 players, etc.) your child brings to school. You allow them to do this at your own risk of loss or damage.

**Car Riders in the Afternoon Reminders**

**See Transportation for Additional Information Regarding AM/PM Procedures**

Rules and procedures for car rider dismissal are in place for the safety of our students. Please stay in your car in the afternoon for car rider dismissal. Please place your yellow placard (do not make your own, as we will not accept it) in a visible location in your car so that the caller can see it easily and radio inside for a faster dismissal. Additionally, students are not allowed to be brought around to the driver’s side of the vehicle for the safety of both the child and the loader.

**Check-Outs**

Students leaving before 2:45 p.m. must be signed out through the office. Office personnel will call the student to the office. No student may be taken directly from the classroom unless on special occasions such as end-of-year parties. This is also true if a parent wants one’s child to attend a sibling’s event. This procedure is necessary for the protection and supervision of our children. This is also based upon available seating at the event. If someone other than the parent or guardian is to pick up a student, that person must be on the emergency card. Otherwise, please notify the school by note. That person is required to be included on the emergency card on file in the front office. We will ask for identification if we do not know the person who is picking up the child. This is including parents/guardians who are not familiar to office staff. **Everything we do is for the safety of our students.**

We discourage parents from checking out their children after 2:15 p.m. When a child is checked out before this time they are missing valuable instruction. Our goal is to provide your child with an excellent education in a safe environment. **Approval for check out after 2:15 p.m. in case of an emergency may be obtained from the Principal or Assistant Principal.**

**Classroom Observations**

If a parent requests a classroom observation, 24-hour notice must be given, preferably in writing, to the assistant principal or principal. Observations are limited to no more than an hour. No pictures, videos, or anecdotal notes/recordings are allowed. In addition, no younger siblings are allowed in the classroom during the observation.

**Clubs**

**Refer to Board Policy JHC/JHCA**

Any student owing money from the previous year or throughout the year (lunch, ASP, Media Center, etc.) will not be able to participate in any after-school activities, clubs or camps. A child may be excluded from a camp or club if an in-school or out-of-school suspension occurs during the time of the activity. After school clubs at Bill Arp are in place to enhance the instructional program. Refer to each of the flyers sent home advertising a club/camp for specific rules and regulations. As a reminder, teachers at Bill Arp volunteer their time for all clubs/camps. They are not paid for their time/effort after the school day.

**Conference Days**

**Teachers are required to have at least two face-to-face conferences with parents/guardians.** Parent conference appointments are readily available to parents. Please call your child’s teacher and let the teacher know you want to set up a conference. Your child’s teacher has voicemail, email (accessible from our website) or can be contacted via your child’s agenda. Our teachers will always work to
accommodate parent’s schedules throughout the year within a reasonable time frame. If an appointment is not scheduled, teachers are unable to meet with parents due to prior commitments and to ensure supervision of students is present. If a parent misses two conferences, then the teacher will only schedule telephone conferences for the remainder of the year. Pop-in conferences are not permitted, as teachers are supervising students at all times.

Discipline

Refer to Board Policy JD – R (2)
Students are expected to show respect for and obey school personnel’s directions. Students are required to follow school rules and classroom rules. Bullying or physical aggression will result in significant consequences including out of school suspension.

The Opportunity Room (OR) is created to allow students opportunities to correct and remediate inappropriate behavior. It is a room separate from the classroom and is supervised by a trained OR Supervisor. Students are sent to OR for repeated disruptive behaviors or for serious disciplinary offenses.

Procedures for office referrals are the following (after step three on the discipline cycle or after a serious violation of the school rules):

1. A teacher completes a discipline referral for documenting offenses and sends the child to the office.
2. The principal or assistant principal discuss the behavioral expectations and offense with the child and may assign the child to OR or time-out.
3. An assignment of OR time is determined by the principal, assistant principal, or designee. The Douglas County School System Discipline Policy will be followed.
4. While in OR, the student is required to complete assignments given by the OR clerk, teacher or administrator. The work assigned will be appropriate for the student’s level.
5. Restroom breaks and lunch are scheduled.
6. Students who receive special services will continue to be served while in the Opportunity Room.

DCSS Discipline Cycle

Bill Arp follows the disciplinary cycle as prescribed by the district. It is the goal of our building for students to correct negative behaviors on their own within their classroom. If this cannot be accomplished, then the discipline process via an office referral is followed. Physical aggression is handled in the office immediately, this discipline steps are skipped.

Discipline Referral to Office:

1. Administrator-Student Conference
2. 30 minutes in the Opportunity Room (OR)
3. 60 minutes in the OR
4. 90 minutes in the OR
5. 2 hours in the OR
6. Half day in the OR
7. Half day in the OR
8. Full day in the OR
9. Multiple Days in OR and/or Out of School Suspension

A student may be suspended at any level for a serious offense. A school resource officer will be called if serious injury/weapons or bullying is involved. The classroom teacher will contact parents/guardians by phone following all referrals to the office.
Dress Code
Refer to Board Policy JCDB-R (1)
Every student enrolled in Douglas County Schools is expected to observe a standard of grooming and dress consistent with the level of formality of the school setting. Certain items of dress are not considered appropriate and are not acceptable and as such, could result in a child having to call parents at home or work to bring appropriate clothing. Good taste and good judgment should be used by parents and students alike in the selection of school dress. Many “fads” in dress are not appropriate for school. In addition, please note that the 3-5 dress code is a bit more stringent than the K-2 code. **Flip flops are not permitted for any students.**

Emergency Drills
State law requires that schools conduct drills for emergencies such as fire, severe weather or other emergencies. Fire drills are held each month on “good” weather days. Some months are not cooperative and students must go out in the cold. Students will be returned to the building as quickly as possible. There are also two bus evacuation drills held in September and February. Students (bus riders only) will practice how to exit the buses in the event of an emergency. We also have emergency drills related to bomb threats, lock down for possible intruders, high alert, or possible evacuation. At times we practice a Silent Evacuation Drill. If you are present in the building during one of these drills you will be required to participate.

Field Trips
During the year, your child may have the opportunity to attend an educational field trip. This trip is intended to reinforce curriculum objectives in a different and enjoyable way. Parents will be notified before a field trip, and written permission must be granted for the student to participate.

A student who has demonstrated inappropriate behavior prior to the field trip must have a parent or guardian accompany him or her on the trip, or the student may lose the opportunity to attend. Students with severe disciplinary infractions will not be able to attend a field trip if it is determined that behavior might present the possibility of danger to self or others. The teacher and principal will decide whether a student may attend a field trip. Field trips require payment in advance; therefore, all payments are non-refundable.

Food Service Information

<table>
<thead>
<tr>
<th>Student Meals</th>
<th>Elementary School</th>
<th>School Staff</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Price Lunch</td>
<td>2.25</td>
<td>3.25</td>
<td>3.50</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Lunch</td>
<td>3.25</td>
<td>3.25</td>
<td>3.50</td>
</tr>
<tr>
<td>Regular Price Breakfast</td>
<td>1.25</td>
<td>1.65</td>
<td>1.65</td>
</tr>
<tr>
<td>Reduced Price Breakfast</td>
<td>.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Breakfast</td>
<td>1.65</td>
<td>1.65</td>
<td>1.65</td>
</tr>
<tr>
<td>Extra Milk or 4 oz. Juice</td>
<td>.60</td>
<td>.60</td>
<td>.60</td>
</tr>
</tbody>
</table>
School Cafe is a secure, online system that allows parents to make cafeteria meal payments to their child(ren)’s cafeteria accounts via credit or debit card. Parents can remotely monitor their child(ren)’s accounts anytime from any Internet-enabled computer.

- Remotely monitor your child(ren)’s cafeteria account balance and purchases.
- Make a one-time online payment anytime, anywhere.
- Set up hassle-free automatic payments for each child.
- Set up low balance e-mail message alerts.

Our food service department will send a flyer home with students with directions on using this system. A student who has no lunch money and does not bring a lunch from home may charge his/her lunch. Students will be allowed up to $6.00 in accumulated charges. Please be aware that you can fill out a form for free or reduced lunch to help ease the financial strain at a difficult time. Ask our Cafeteria manager for details. All parents/guardians are given a meal application to apply for free or reduced-price meals for their child(ren) at the first of the school year. We strongly recommend using the online service(www.schoolcafe.com) for quicker turnaround. The website to apply for free/reduced lunches is within the DCSS website under Food Services. Notification of eligibility will be made within ten (10) days. A student who brings lunch from home may purchase milk for 60 cents. Students may purchase extra milk to go along with their lunch, which includes one milk. Milk may not be charged. The cost of an adult lunch is $3.50.

Students may bring their lunch from home. Healthy and nutritious lunches are encouraged. **There are no carbonated beverages or glass bottles allowed.** Parents are allowed to bring lunches for their child(ren) only. Bringing “special” lunches for groups of students is considered discriminatory to the other students in that class. Please be aware that this includes bringing food for your child’s best friend. Some students rely upon parents/guardians to bring their lunches after school begins. **This practice does not foster personal accountability.** We want to avoid all disruptions to the classroom instruction once class begins. Anyone bringing lunch boxes for children after school begins must leave the lunch box with the child’s name on it in the front office.

**Grievances**
The school recognizes that at certain times, differences may occur between a parent and teacher. Please contact the teacher first to resolve any issues and if the concern still exists, then feel free to reach out to an administrator.

**Guidance and Counseling Service**
In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development. Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning, all of which will help facilitate your child’s academic achievement.
Small group counseling may address specific needs such as understanding self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child’s life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services. The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologist, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance behavior, childhood growth and development, and a positive school climate.

Inclement Weather
Radio station WSB (750 AM) and other major Atlanta radio and TV stations will be contacted concerning school closings. Closings will be announced as close to 6:00 a.m. as possible. Please listen to these stations for information. The DCSS will also send emails and text reminders in addition to School Messenger announcements via school and the district. Tardies and check-outs will not be counted on days in which inclement weather is beginning or coming to an end and roads remain dangerous.

Lost and Found
Most articles found will be placed in the designated location. Please label all articles of clothing, lunch boxes, etc. with your child’s name so that articles may be returned. On the last day of each month, items that remain in the Lost and Found will be donated to a charitable organization.

Lunchroom Visitors
Due to the number of students, limited space and table availability, lunchroom visitors should sit at the designated round table with their child and adhere to all café rules.

Media Center Rules
1. All books, materials, and equipment in the main section of the Media Center are available for the students.
2. Materials can be used in the Media Center and returned to the check-out desk. It is not necessary to check out materials if they are used in the Media Center.
3. All materials taken from the Media Center must be properly checked out.
4. All items except reference materials are checked out for one week. Reference materials are checked out overnight only. Materials may be renewed for up to two additional checkout periods.
5. When a student has overdue items, no further checkouts will be allowed until the overdue items are returned. If items are overdue for an extended time, parents will be contacted.
6. Any lost or damaged item will be paid for by the student who checked the item out.
7. Appropriate behavior is respecting the rights of others, using an acceptable voice level, walking, and using all equipment and materials correctly.

Medications (Prescription and OTC)
Board policy does not allow the school to give prescription medication unless it is in the original bottle. Students taking medications on a routine basis must complete a medication form. Medication forms are requested in the front office at BAES. All medications must be turned into the office. Students carrying medicine on their person will not be able to do so without an authorized signature from the doctor. Notify the teacher and the Health Monitor as to when and what is to be given.
Money Sent to School
Money sent in for lunch, ASP, clubs, camps, etc. should be clearly labeled in an envelope. The school is not responsible for cash/change lost at school. Ensure that your child knows to turn in any money as soon as they enter the classroom in the morning. Students cannot “mix” money. For instance, a child cannot send in a ten dollar bill where 5 of it goes towards a field day t-shirt and the other five goes towards ASP dues.

Nuisance Items
During classroom instruction, nuisance items such as fidget spinners, baby dolls, make-up, lip glosses, toys, Legos, Pokemon/sport trading cards, etc. are not allowed. These items can be brought to recess at the teacher’s discretion. Slime, both store-bought and homemade, is not allowed at school. Bill Arp is not held responsible for lost/stolen or broken nuisance items.

Parties at School
Refer to Wellness Board Policy EEE
Classes are allowed two parties during school hours per school year. At Bill Arp, we will have class parties the last week before the winter break as well as the last week of school. All foods, drinks, and treats are thanks to the generosity of our parents. It is not the teacher’s responsibility to provide these items. Note: All party preparations must have teacher approval, and all edible items must be store-bought. No homemade items can be shared with students.

Physical Education/Health
Instruction is provided by the physical education specialist. If, for any reason, your child is unable to participate in PE, please send the teacher a note stating the reason and your request will be honored. If it is necessary for your child to miss three or more consecutive days of PE, a doctor’s excuse must be provided. Please also send in a note if your child cannot participate in outdoor activities.

For the safety of all students, sneakers/tennis shoes are required for participation in PE. If a child is not wearing the appropriate footwear, he/she will have to sit out of gym and outdoor activities.

Playground/Recess
Students will have the opportunity to participate in recess each day, weather permitting. At Bill Arp, we follow the prescribed guidelines of the National Weather Service for “too hot” and “too cold” days. Students participating in outdoor recess must adhere to the safety guidelines of the playground:

1. Students must use the equipment appropriately
2. Students must follow the directions of all teachers on the playground
3. Students must refrain from kicking, throwing, or picking up sticks and/or rocks
4. Students must refrain from any “play fighting”, wrestling or physical aggression toward other students
5. Students must remain in the designated area at all times.

PTA
Bill Arp has a wonderful PTA. Membership is available for $6 per family, and everyone is encouraged to join.
Report Cards/Progress Reports
Report cards go home every nine weeks. Progress reports go home at the 4 ½ week point between report cards.

School Council
The School Council is an advisory board made up of at least two elected teachers, elected parents, business partners, and the principal. The purpose of the council is to review and make recommendations in matters of school improvement. The School Council meets four times a year.

Social Media
Refer to Board Policy Code: JCDAG
Bill Arp recognizes that today’s students are living in a world where social media outlets such as Facebook, Kik, SnapChat, Instagram, YouTube, etc. are prevalent across all age groups. If a negative act is committed via social media and it is brought to the school’s attention, students can face disciplinary actions regardless of where the act was committed. Please ensure your child’s internet/cell phone usage is monitored at home, as any social media issues typically roll over into the school day and can disrupt instruction.

Student Insurance
Parents can purchase school accident insurance for students. School-time and twenty-four hour coverage are available. Information explaining the program will be sent to each home. Payment is sent directly to the insurance company in the envelope provided.

Student Support Team (SST)
All schools in Georgia use Student Support Teams to identify alternative strategies for students having academic or behavioral problems. The team may consist of the teacher or teachers who work with the student, the principal, assistant principal, counselor, school social worker, and/or special education teachers. The referral of a student for special education is initiated through the Student Support Team process. This team also serves as a retention committee when retention is considered for a student served through the RTI process. Parents are considered a vital part of the Student Support Team and are invited and encouraged to attend meetings.

Teacher Requests
Bill Arp does not honor teacher requests. All of our teachers are certified and credentialed. Class lists are constructed with a variety of needs in mind including, but not limited to, peer interactions, student/teacher personalities, current performance levels, scheduling needs, etc.

Telephone
Students are allowed to use the telephones only in emergencies. Arrangements for all after school activities should be made before coming to school. Students will not be allowed to call home for homework left at home. Our goal is to encourage students to develop self-discipline and responsible behaviors.

Textbooks/Property
Students are furnished free textbooks. The books are issued by the classroom teacher who keeps a record of the condition of the book. Students are responsible for the care of their issued textbooks.
Lost or damaged books or library books must be paid for before report cards can be issued or a student is withdrawn from school. The buildings, the furniture, and the equipment therein, are provided at great expense by the taxpayers of Douglas County. Students at Bill Arp should not deface school property. If there is damage to buildings, buses and/or equipment, disciplinary actions including financial restitution might be necessary. Everyone should develop pride in keeping the building clean and the furniture in good condition.

Transfer Students/Tuition-Paying Students
A permissive/tuition transfer in our school system is not a right, but rather a privilege for those who choose to apply and are accepted. Bill Arp maintains that all children are entitled to a quality education free of disturbances of the learning environment. Students that are disruptive to learning, come in tardy, or who are chronically absent will be given notice that the transfer could be revoked if the items above are not resolved. Additionally, an open line of communication and parent cooperation is required for those students who are on a transfer.

Transportation
At Bill Arp Elementary School, our goal is to provide your children with a safe and orderly environment. In order to provide better supervision and to expedite the mass movement of children, it is necessary to implement certain regulations regarding the delivery and pick up of students. **ALL transportation changes must be made through the front office.** Do not email or leave voicemails for your child’s teacher for transportation changes. Teachers often do not have the opportunity to check their email or voicemail all day long. For the safety of your child, it is mandatory that all transportation changes are made through the office. Sending a “back-up” email or Dojo to teachers is encouraged but an additional phone call or note should also be furnished to the office.

Your careful adherence to the items listed below will help us provide a safer environment at Bill Arp Elementary for your child:

- Please **follow all traffic signs** located on and around the school campus. The entrance and exit areas to the school are clearly marked.
- From 7:10 until 8:00 in the morning, no cars should enter the BUSES ONLY area. This is for buses only.
- Parents who bring students to school may do so no earlier than 7:10 a.m. No students are to enter the building before 7:10 a.m.
- Students must be dropped off at the car rider entrance until 8:00 a.m. **After 8:00 a.m., parents must park and escort your child safely into the building and sign your child in. Do not drop your child off as your child will be unsupervised until he/she enters the building.**
- There will be **no student checkouts from the office after 2:15 p.m.**, unless it is an emergency situation. Early checkouts to avoid waiting in the car rider line will not be tolerated. We are committed to preserving our instructional time and ensuring student safety.
- All transportation changes **MUST be in writing.** We have included the option of email for your convenience; however, your email must be sent to Cecelia.hamilton@dcssga.org and include a picture of your driver’s license, child’s name, child’s teacher, and details of the transportation change.
- Parents are to wait in their cars. All students must be picked up by 3:00 p.m. We require a yellow placard to be in your window showing you have authorization to pick up a child as a car
rider. This can be obtained on Sneak-A-Peek night or in the front office. If a child does not have a change of transportation and no placard, you must come in to have ID checked.

- All adults authorized to pick your child up at school MUST be listed on your child’s yellow emergency card.

- **Children not picked up by 3 PM or returned from the bus because no adult was home will be sent to the After School Program for their safety and supervision.** Parents will be charged after school fees including a one-time registration fee of $10.00 per family. **There will be no exceptions.**

- Students will board buses in an orderly manner. Students needing to ride a bus other than their assigned bus or who are going home a different way than usual must have a note signed by the parent. This is very important. No student will be allowed to ride a different bus or be a car rider without a note signed and dated by the parent. Notes must be given to the homeroom teacher first thing in the morning. This is also subject to available seating on the bus.

- The school is responsible for children who ride the school buses from the time they are picked up in the morning until they are returned home in the afternoon.

- Every student is to respect and obey the school bus driver. The driver is in complete charge of the bus and is responsible for the safety of every rider. Discipline procedures will be followed for all students who violate bus safety rules. Please reinforce this with your child – riding the bus is a privilege.

**Tuesday Folders**

Bill Arp uses a weekly communication tool called “Tuesday Folders”, which are red plastic folders that contain student work, notes from the school, and PTA communication. These go home every Tuesday with the exception of the days that progress reports and report cards go home. See the progress report/report card schedule for those weeks. Please review all contents and return it to the teacher the next school day.

**Visitors**

For the protection of all students, the office personnel **must** know who is in the building at all times. Therefore **all** visitors must use the front entrance, sign in at the office, and receive a pass/nametag. You will be stopped by any school personnel and asked to return to the office if you are not wearing a visitor name tag. Office personnel may ask for identification if they are unfamiliar with an individual.

**Volunteers**

Assistance by parents and other adults in our school increases learning and strengthens the relationship between home and school. Teachers will provide information about specific ways you might help. Report to the office and sign in and receive a visitor’s pass **before** going to your assignment each time you visit any area in the building. Younger siblings are not allowed in the classroom when you are volunteering. This is for the safety of all children and to protect instruction and avoid disturbances. You must check in at the office each time and get a new nametag and wear it at all times. Volunteer time should be no more than one hour with dates and times set up with teacher prior to volunteering. All volunteers must attend training offered at the school **prior** to volunteering in the classroom. This is done through our counselor.

Thank You!