

# QUAIL RUN ELEMENTARY



## PARENT HANDBOOK 2023-2024

PRINCIPAL DR. AMANDA MILINER  
504 COORDINATOR: BRIDGET SNOOKS  
DISTRICT TITLE IX COORDINATOR: WALTER STEPHENS

# QRES PHONE NUMBERS



## **MAIN NUMBER: 478-953-0415**

Please take advantage of our automated prompts/extensions to reach your desired person. Listen to all prompts before entering an extension.

Main Office - Ext. 0

Receptionist - 3160

Bookkeeping - 3153

Student Registration, Records, Attendance - 3154

Medical Technician (Nurse) - 3159

Assistant Principal for Instruction - 3156

Assistant Principal - 3157

Counselor- 3155

Media Center- 3158

Lunchroom/Lunch Accounts - 3151

After School Program - (3:45-6:00) - 478-919-0213

Contact faculty & staff via email using the following format:  
firstname.lastname@hcbe.net

# QUAIL RUN ELEMENTARY

## MISSION STATEMENT

Our mission of Quail Run Elementary is to be a community where we grow together and love learning.

Our Vision is to produce students who believe in themselves, achieve their goals, and succeed as life-long learners.

### **BELIEF STATEMENTS**

- 1.Students learn in different ways through instructional activities that take into account differences in learning styles.
- 2.Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- 3.A safe and physically comfortable environment promotes student learning.
- 4.A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- 5.Students learn best when they are actively engaged in the learning process.
- 6.Teachers, parents, and the community share the responsibility for the support of the school's mission.
- 7.All students can learn, achieve, and succeed.
- 8.Developmentally appropriate learning activities enhance learning at all levels.

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our Title IX Coordinator.

## **A Day in the Life of a Quail Run Elementary "Cub"**

From 8:00 a.m. to 8:30 a.m., our students get their materials and desks ready for instruction. Homework is turned in and any messages or notes are given to the teacher. Students complete morning work during this time. Breakfast is served in the cafeteria from 7:45 a.m. to 8:25 a.m.

After morning announcements are made, students are given the opportunity to pledge allegiance to the flag, and then the instructional day begins. If your child arrives after the starting time of 8:30 he/she is considered tardy. Please sign your child in at the office. Please note that all students must be in their classroom by 8:30 a.m. each morning. We appreciate you having your child here on time.

## **Transportation, Dismissal, and Drop off Guidelines**

Please adhere to these procedures for the safety of all children.  
PLEASE NOTE THE CHANGES BELOW FROM OUR PAST POLICIES.

Please see the new transportation information sheet.

Pre-K-5: Students will not be allowed to enter the building before 7:45 a.m. in the morning.

All parents will be receiving an assigned **carpool number** to assist in making our dismissal procedures safe, effective, and efficient. The cards should be placed in the front window of the car or on the backside of the visor. EACH PARENT WILL RECEIVE TWO COPIES OF THE ASSIGNED CARPOOL NUMBER. IF YOU HAVE MORE THAN ONE CHILD, YOU WILL RECEIVE A NUMBER FOR EACH CHILD. CARS PULLING UP THAT DO NOT HAVE THE CARD WILL HAVE TO COME TO THE OFFICE TO CHECK OUT STUDENTS.

Please be prepared to show photo identification to pick up your child in the office.

This is for your child's safety. Please see your child's teacher if you need another carpool number for your child.

## **SIBLINGS WHO DO NOT DRIVE ARE NOT ALLOWED TO WALK UP TO PICK UP STUDENTS FROM THE PARENT PICK-UP AREA.**

Parent pick-up will begin promptly at 3:30 pm each afternoon. All students will need to be picked up by 3:55 p.m. Students that are not picked up by 3:55 p.m. will be walked to the office. Parents will have to park in the parking lot, walk inside to sign out their student, and complete a form for tardy pick-ups. Please do not forget your identification when picking up students inside the office.

Teachers and paraprofessionals will be assisting students to cars.

**PLEASE DO NOT GET OUT OF THE CAR; WE WILL ASSIST YOUR CHILD INTO THE CAR.**

Please do not block traffic in the front parking lot.

Our standard procedure is that the child goes home the same way everyday unless we have a written note from you. At 3:00 p.m., all teachers are notified via carpool.com of any emergency changes in transportation. If you have a true emergency where a note could not be sent to the teacher, please call the office and press "0" to talk with one of our office personnel for any transportation changes before 2:30 p.m. We begin releasing students at approximately 3:25 p.m. Please help us with this by making sure your child's teacher has received a note from you or you have called the school with a transportation change in a timely manner. Please do not leave a message regarding transportation on a teacher's voicemail. Teachers are unable to check their messages until all students have gone home for the day.

Please remember the traffic is usually very congested the first few days of school because many parents bring and pick up their children on these days. Please be patient with us and each other. It usually takes a week before everyone is settled into their routine. The safety of our children is our number one priority. Please help us ensure their safety by following these procedures.

### **Absences**

As part of the Federal Child Protection Act, we are required to know why a child is absent from school. Therefore, you are required to send a note to your child's teacher stating the reason for the absence. If the student will be out more than two days, please call and let us know. We have a hospital homebound program for students who are expected to be out of school for ten or more consecutive days. Please let us know if your child's doctor requests an extended illness leave for your child. Your child is not counted absent if he or she arrives at or before 12:00 p.m. or leaves after 12:00 p.m. However, your child would be considered tardy or considered as an early dismissal.

The Board of Education has adopted very strict policies on absences, tardies, and perfect attendance honors. These policies are explained in the Houston County Student Handbook. Please refer to the Houston County Student Handbook for clear guidelines on attendance.

### **After School Program**

We offer an After School Day Care Program from 3:45 p.m.-6:00 p.m. for grades Pre K through fifth grade. Please call the school for prices and specifics. Mrs. Howard, the supervisor/director, can be reached between 3:45 p.m. and 6:00 p.m. at 919-0213.

### **Bicycles**

We have a designated area for bicycles right outside the third grade classrooms. Please send a lock and chain so that your child's bicycle can be secured during the day.

### **Building and Playground Hours**

A student cannot be dropped off at school before 7:45 a.m. In the afternoon, all children will need to be picked up by 3:55 unless they are in the After School Program. Children are not allowed to wait for their parents on the playground.

### **Coats, Jackets, and Hats**

Please write your child's name on all coats, jackets, and hats. We have a lost and found area in the lunchroom on our clothes rack.

### **Communication**

Please feel free to write your child's teacher a message through Dojo. You can also send a note, call to leave him/her a voicemail, or email your child's teacher by using the following format:firstname.lastname@hcbe.net. However please note that they will not be able to access their Dojo account, voicemail, or email during instructional time.

### **Walking Students to Class Each Morning**

Parents are not allowed to walk students to class. Students will learn the morning routine, and we have many adults and safety patrol in the hallways to help get them where they need to go.

### **Conferences with Our Staff Members**

For the safety of our children and to maximize instructional time, we are asking all parents to please follow the guidelines below.

#### **Our Guidelines for classroom visitation:**

- Before visiting your child's classroom, parents/visitors should contact the teacher to set up a specific time and date for the visit.
- It is suggested that classroom visits should be limited to no more than one hour unless agreed upon by the teacher and/or principal. ALL visits should be scheduled in advance with the teacher.
- Visits should not be scheduled for several consecutive days.

- All visitors need to sign-in in the office and wear a visitor's badge while they are in the building.
- We ask that visitors not drop in between 8:00-8:30 AM and 3:15-3:45 to discuss their child's progress or to have a conference with the teacher. Teachers are supervising students at this time.
- In the afternoons, all visitors must report directly to the office during dismissal time.

### **Counselor**

Our counselor's name is Mrs. Bridget Snooks. Her number is 953-0415 ext: 3155.  
She is a wonderful resource for you and your child. Please give her a call.

### **Homework**

Homework is given for review purposes. Parents are encouraged to look over these assignments and help when needed. Each teacher will communicate their homework procedures with parents.

### **Media Center**

Our media center is open each day from 8:00 a.m. until 3:15 p.m. Children may check out books during those hours. You are encouraged to visit the media center with your child. We will also have a book fair that you will also enjoy during the school year.

### **Medicine Given at School**

We are more than happy to administer medicine to your child when needed. You must send the medicine in the original container with the specific instructions for your child. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This will be sent home with your child, or you may pick it up in the office.

Please see the Houston County Board of Education Student Handbook for additional information in regards to student illnesses and medication procedures.

Our medical technician's number is 953-0415, ext. 3159.

### **Parent Volunteer Program**

We have a Board Policy for our Parent Volunteer Program. Please note that every 5 years a background check must be completed. If you are new and have not filled out a background check form, please do so in our office immediately. We are required to have a certified/completed background check on every parent BEFORE he/she begins volunteering, or BEFORE going on a field trip. This is for the safety of all our students. All parent volunteers should receive a "Volunteer DO's and DONT Form" before volunteering each year. The following areas require you to have a completed/certified background check BEFORE volunteering: the mentoring program, helping with AR or any school activity within the school day, one-on-one tutoring, clerical work in the classroom, proctoring, media assistant (which includes helping at our book fair), and chaperoning a field trip. Contact our Assistant Principal at 953-0415, ext. 3157 for assistance.

### **Personal Possessions**

Please make sure that children leave their valuable possessions at home. No toys should be brought to school. Toy guns and knives (of any nature, including plastic knives) are not allowed on campus due to board policy. Please carefully read the Houston County Student Handbook. The Weapons Policy is outlined in the Houston County Student Handbook.

Students are not to bring Pokemon cards and other cards of this nature to school, nor are they to bring any non-instructional magazines. These have caused disruption during the instructional day. Students will be warned that the principal will take up these materials.

### **Recess**

Each class has a 20 minute recess period every day. Students can bring a snack from home. The school does not provide a snack.

Snacks should be eaten at break time. Students can lose a portion of their break/recess time, but they will not lose their snacks.

### **Report Cards**

Kindergarten through fifth grade students receive report cards every nine weeks. Please check the Houston County Student Handbook for the exact dates that report cards will be sent home.

### **School Closings**

If school is closed for any reason, it will be announced on television, on radio stations, and also through the School Messenger call out system.

Please check the Houston County Student Handbook for vacation and holidays.

### **School Lunches**

Lunch monitors supervise all students during breakfast and lunch. The last five minutes students will begin to clean up around their tables.

### **School Parties**

We have class parties before our Christmas Holiday, and at the End-Of-The-Year. For these parties teachers and room parents will ask for a snack donation on a voluntary basis only. We cannot give you addresses or telephone numbers for students for birthday parties. Balloons and flowers cannot be delivered to students at school. There are no exceptions to these rules.



### Signed Weekly Papers

Students will bring home school work and graded papers in a signed paper folder each week on Tuesday. Please review the contents of the folder with your child each Tuesday evening, sign that you received the folder, and then return the folder to your child's teacher every Wednesday.

### Testing

Students in 3rd-5th grade will take the state-mandated Georgia Milestones Assessment in the spring (April). Our Assistant Principal for Instruction will be glad to discuss test results with you. You will receive notices in your child's agenda, and in his/her signed paper folder, of practice assessment dates, and the dates of the actual assessments throughout the year. The dates are also included in the Houston County Student Handbook as well.

### Quail Run Parent Teacher Organization

Our Parent Teacher Organization is a valuable asset to our school, students, and staff. It also gives parents a chance to help our school be the very best that it can be. The PTO will sponsor a fall fundraiser to help raise money for school projects. Monies from the fall fundraiser have provided all the playground equipment on each of our playgrounds, risers for our choral program, musical instruments for our children, benches for our campus, entrance rugs for our building, computers, VCR's and digital cameras, I-Pads, Smartboards, instructional supplies, and many more items. The money earned is put right back into the school, your child's school.

We hope that you will become an active member in the PTO. We have several committees that you may like to serve on. We appreciate you signing up for a committee during our first PTO Meeting in August.

PTO committee members may be reached at [qrespto@gmail.com](mailto:qrespto@gmail.com).

### Behavior Plan

We are a PBIS School promoting positive behavior interventions to help promote school safety and good behavior. We teach students our behavior expectations in all school areas.

### *Cub Creed*

We are Cubs.

Our mission is to be a community where we grow together and love learning.  
Today we will **p**practice safety, **a**ct responsibly, **w**ork together, and **s**how respect.

**PAWS UP!**

# PAWS UP, CUBS!

Voice Level	1 Learning Environment	0 Hallway	4 Playground	1 Lunchroom	1 Transportation	1 Restroom
<b>Practice SAFETY</b>	HANDS AND FEET TO SELF	HANDS AND FEET TO SELF	HANDS, FEET, AND EQUIPMENT TO SELF	HANDS AND FEET TO SELF	HANDS AND FEET TO SELF	WALK HANDS AND FEET TO SELF
<b>Act RESPONSIBLY</b>	HAVE MATERIALS READY	WALK IN LINE ON SECOND BLOCK	THROW AWAY TRASH	STAY SEATED	STAY SEATED	GO. FLUSH. WASH. LEAVE.
<b>Work TOGETHER</b>	KIND WORDS AND ACTIONS	FOCUS ATTENTION	INCLUDE EVERYONE	MOVE SWIFTLY AND ORDERLY	FOCUS ATTENTION	KEEP CLEAN REPORT NEEDS TO ADULT
<b>Show RESPECT</b>	FOLLOW DIRECTIONS THE FIRST TIME	QUIET TRANSITIONS	KIND WORDS AND ACTIONS	RAISE YOUR HAND AND BE PATIENT	KIND WORDS AND ACTIONS	PERSONAL SPACE NO WRITING ON STALLS

## Plan for Improvement (PFI)

When students make unwise choices and break a minor classroom or school rule, it will be documented on your child's "Plan for Improvement" (PFI). Please note that 5 PFIs will result in an automatic office referral. If a major county policy, or school rule, is broken, students will automatically receive a Level II office referral (ex: fighting, weapons policy, gross disrespect, etc...please review below).

A PFI is generated and handled by the classroom teacher and parent. An office referral is handled by the classroom teacher, Assistant Principal and/or Principal, and then communicated to the parent by the Assistant Principal and/or Principal.

## Lunch Detention

Quail Run Elementary will host detention during lunch per the PFI guidelines.

## Cub Café Procedures

Our lunchroom committee has established the following lunchroom rules and guidelines.

1. Students will enter and exit through the same door (the one nearest to the stage). Please note exit arrows on the layout map of the lunchroom.
  2. Teachers will walk the students to their serving line.
3. The line of students will stop at the red line on the floor. This is the milk area. Two students will get their milk. The second red line is located at the door to the serving area. As soon as the two students ahead of them get their tray, two more students may enter the serving area. There should be no loud talking while in the serving area.
4. Students will need to get all food items, milk, etc. that they need while going through the serving line. They will not be allowed to get up and go back to the serving line. Please emphasize this to your child.
5. Students need to learn their "lunch number" so that there is no delay with the cashiers.
6. When students have given their number to the cashier, they should report directly to their table, sit down, and begin eating. A class can be given 30 minutes of silent lunch when necessary.
7. Students are to follow the arrows as they get up to return their trays and to line up. Students should stop at the red line to allow one student at a time to put up their tray.
8. Students should follow the arrows and report to the designated stop sign to line up.

The following rules will be posted on the wall of the cafeteria.

Failure to follow these rules will result in one of the following: being moved to the time out area in the office, a Plan for Improvement being written, and/or an office referral.

### RULES FOR LUNCHROOM BEHAVIOR

1. ENTER AND LEAVE QUIETLY
2. REMAIN SEATED AT ALL TIMES
3. TALK QUIETLY TO YOUR NEIGHBORS WHEN THE MUSIC IS OFF
4. PLACE ALL FOOD ITEMS AND SILVERWARE ON TRAYS
5. CLEAN UP YOUR AREA
6. USE GOOD TABLE MANNERS

## Welcome to P. E.

Dear Parents:

The Quail Run Elementary P.E. Department is excited about your child being in our program this year. Please allow us to share some information, which will be instrumental in your child's P.E. success.

We believe the fundamental objective of the P.E. program is to provide opportunities for the development of movement skills and physical fitness. Becoming physically educated is a developmental process which begins in early childhood and continues throughout life. The P.E. program involves the total child and includes physical, mental, social and emotional growth experiences. The P.E. program will provide instruction that will enable the pursuit of physical fitness and a lifetime of physical activity.

Please encourage your child to follow these P.E. objectives: A) Attend class regularly, B) participate to the individual student's best ability C) dress appropriately- tennis shoes and shorts under dresses D) respect one's classmates and teachers E) respect the equipment F) always play safely, and G) express positive sportsmanship. These guidelines will largely determine your child's success in P.E.

\*KEDS Awards will be given out to those students who follow the P.E. objectives listed above every 4 ½ weeks.

**Grading:** A child's name in the book 3 times will result in a note home.  
On the 4th mark in the book, the child's grade will be lowered one grade.  
On the 5th mark in the book, the child's grade will be lowered one more grade.

**Any physical problems** (health related or not) **should be brought to our attention to help us insure your child's well being.**

**Illness:** If your child is ill and should not participate in P.E. class, **we need a note from you stating why your child needs to sit out and for how long.** If your child needs to refrain from P.E. more than 3 days we need a doctor's excuse.

You may reach Coach David Erpelding via email at [david.erpelding@hcbe.net](mailto:david.erpelding@hcbe.net) or by calling the school at 953-0415, ext. 3147.

Thank you! We look forward to meeting you.

Sincerely,

David Erpelding

