



POPLAR ROAD ELEMENTARY SCHOOL

2925 Poplar Road
Sharpsburg, Georgia 30277
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Dr. Shavonnda Teagle, Principal
Dr. Ashley Castles, Assistant Principal
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School Procedures

2026-2027

Welcome Back! We are excited to see our Poplar Road Panthers returning! Please read the following carefully so that we can ensure the best start for our 2026-2027 school year! Our students' safety and health is a priority for our school system!

Morning Procedures:

- School starts at 8:00 a.m. Students are required to be in their classroom at 8:00 a.m.
- For morning drop-off, you may walk your child to their classroom on the first two days of school. However, to build independence in our students, we will have Panther Partners (staff and upper-level students) along the inside to help our younger panthers to the classroom **starting Monday, August 10th.**
- **Morning Car Riders:** Car riders are to be dropped off in **the car rider area** located at the side of the building **no earlier than 7:25 a.m.** You must stay in your car. Students must be in their classroom by 8:00am or they will be counted as tardy (even if they come through the car rider line). Students who arrive after 8am, **must be walked by an adult**, to the front lobby for their safety. Our attendance clerk will sign them in and get them to their classroom. **Do not use the bus loading area to drop students off.**

Afternoon Procedures:

- **Student Check-out/Early Dismissal:** There will be no student check-out after 2:00 p.m. without administrative approval.
- **Dismissal Procedures:** Dismissal is at 2:25 p.m. The students are engaged in classroom instruction and in order to complete this important instructional time, dismissal between 2:00 and 2:30 is strongly discouraged. There will not be any inside pick up. All students will need to be picked up in the car rider line.
- **Afternoon Car Riders:** (Pink Tag)
 - There will not be any inside pick up. All students will need to be picked up in the car rider line.***
 - ❖ Car riders will be dismissed at 2:25 each afternoon. **Line up begins at 2:00 (no earlier).** We will only have 6 lanes for the first call. Anyone who adds a lane will have to drive around to the end of one of the other 6 lanes. Students are safe and comfortable while waiting, you can come towards the end of pick up to reduce traffic.
 - ❖ Students will be waiting in the classroom. It may take a few minutes to have them come up. Please wait for our SRO or another staff member to dismiss your lane.
 - ❖ If you do not have your car tag, please be prepared to show your license to a staff member (at your car) to verify identification. Additional tags can be purchased for \$1 cash.
 - ❖ Students not picked up by 2:50 will be placed in the After School Program at a fee of \$20.00 per day.

❖ Transportation Changes:

- ❖ Please notify your child's teacher **in writing** if there is to be a change in your child's regular transportation. The following information must be included on the transportation note: the date, the child's full name, where the child is going, how the child is being transported (bus, car, etc.), the teacher's name, and the parent's signature. **Transportation changes will not be accepted after 1:30 p.m.** *If no prior written notification is received, your child will follow his/her regular means of transportation. (Student Agenda, page 18)*
- ❖ **Phone calls, texts, and e-mails to the office and/or teachers will not be accepted for the change of transportation. Faxes can be accepted with a parent or guardian signature and a copy of a picture ID** Fax #:770-304-5926
- ❖ Emergency issues will be addressed only by the administrator.

Student Health Procedures:

- Students that are sent home by the nurse for fever or vomiting or who have been home for fever or vomiting, must be fever free (without the assistance of fever reducing medication) and vomit free for 24 hours before returning to school.
- For the safety of all students, medications should never be sent to school with a student. All medications must be delivered directly to the school nurse by a parent, guardian, or other authorized adult and accompanied by any required documentation before they can be administered at school.

Other Procedures:

- **To sign out a student (early dismissal before 2:00), you will be required to provide a Driver's License or other photo identification.**
- **Cafeteria Meals:** Breakfast is served **until** 7:50 a.m. Meal prices for students are Breakfast - \$2.00, Lunch \$3.25. Adult lunches are \$6.50. To apply for free or reduced lunch, go to <https://www.schoolcafe.com/coweta>.
- Should you have a change of phone number, please make sure to provide it to the office and clinic as soon as possible.
- **Communication methods:** To sign up for Remind Texts from the Principal/school, you can do so at <https://www.remind.com/join/24poplar25>. The district has planned to switch to Parent Square in place of Remind this year. We will send information home for this new platform. Teachers and other groups may have their own accounts. We usually send digital copies of school flyers and reminders of upcoming events. You can also follow us on Facebook (Poplar Road Elementary School) as well as stay updated on our school website.

The safety of our students is of utmost importance, and we thank you for your partnership and cooperation with these procedures.