

VISITORS

Parents and/or visitors are welcome at our school. However, for the safety of our students and to prevent interruptions of instruction, all visitors are required to enter thru the main entrance and come directly to the office. **Photo identification is required to check-out a student, get information on a student, each lunch with a student or schedule an appointment with a teacher.**

BOE POLICY-KM

SCHOOL BUILDING

The school building will be opened each morning at 7:15 a.m. You must remain with your children until 7:15.

Children are not to remain on school property later than 2:30 unless they are staying for a school sponsored activity or in the After School Program which requires written permission or an After School Program application on file.

SPECIAL EVENTS

Due to being a Peanut Free school, home baked goods can be brought to parties if accompanied by a list of ingredients. All store bought goods must have ingredients checked. No Birthday Parties Allowed, if invitations are sent please make sure it will be enough for the entire class. At school-wide functions, siblings not enrolled at Tolbert will not be able to participate in any activities. You must be on the student's information card to attend any function.

TRANSPORTATION CHANGES

No changes will be made over the phone. If there are changes for afternoon transportation, it must be accompanied by a note that morning with student OR parents must come to school with their ID to make changes. Otherwise children will be taken to their normal dismissal location.

IMMUNIZATIONS/EED

Georgia state law requires that all students have current records of **immunization form (#3231) and vision/hearing/dental screening form (#3300) on file** within 30 days of enrollment or they be withdrawn from school. **BOE POLICY-JGCB-R. & BOE POLICY-JGCA**

TARDIES

Students who are not in their classrooms by 7:30 must be accompanied by a parent to the main office to be signed in. If unaccompanied by parents, students will remain in office until parents are called and return to school.

STUDENT DISMISSAL

ALL students (bus, car, ASP) will be dismissed at 2:20 p.m. Pre-K, K, & 1st grades will be picked up in front of the school; 2nd, 3rd, 4th, & 5th grade will be picked up in the lower parking lot next to the 3rd - 5th grade building. If you have an older student and a younger student, the older student needs to go to the pick-up point of the younger student. To avoid congestion and confusion in the building, **PLEASE WAIT IN YOUR CAR** for your child to be dismissed. Parents are not to walk to meet students at dismissal.

ATTENDANCE

When it is necessary for a student to be absent from school, the student must bring a written excuse explaining the reason for the absence.

PHONE CALLS WILL NOT EXCUSE ABSENCES. The excuse should include the days absent, reason, and the signature of the parent or physician. Excused absences are listed below:

1. Personally ill to the extent that attendance would endanger the health of others.
2. Serious illness or death in the immediate family. Immediate family are defined as mother, father, brother, sister, grandparents, stepparents, or persons residing in the home of the student
3. Special and recognized religious holidays observed by a faith, upon prior written verification by the church leader to the principal.
4. Mandates by government such as court appearances or detention by law enforcement agencies.
5. Physical conditions that make attendance hazardous to health or safety.

If after three (3) days an excuse is not submitted, the student's absence will then be counted as unexcused. **BOE POLICY # JBD-R**

Students are expected to attend school the entire day.

Students must attend 1/2 the school day to be counted present. An accumulation of ten tardies (arriving after 7:30 am) and/or early dismissals (leaving before 2:20 pm) will constitute a day of absence as it relates to perfect attendance for the year. Work missed due to an absence must be completed within three days unless extenuating circumstances are reviewed and approved by the principal. Any work not completed results in "zeros". When a student has accumulated five unexcused absences OR seven total absences, a physician's statement, lawyer's statement, school social worker's statement, or a Gordon County Health Department statement **is required** to excuse the absence. Students with habitual tardies, early dismissals, and/or numerous absences are referred to the School Social Worker and may have to attend truancy treatment.

CUSTODY STATEMENT

Gordon County Schools does not take a position on the custody of a student, however, to assure the safety of your child, the school must have the appropriate legal documentation on file for the students involved in custody agreements. A copy of any documentation should be submitted to the office at the time of registration or any change of custody by the court or state agency. **BOE POLICY-JC(1),JC(1)-R**

EARLY STUDENT CHECK OUT

If you need to pick up your child early, you need to do so before 2:00 p.m.; students will not be called to the office to be checked out after 2:00 unless you have been called due to a sick child. Students will be released only to his/her custodial parent(s) or guardian(s) or to persons identified to school authorities on the student information card. A photo ID will be required before the child is released.

BOE-JGFC

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FIELD TRIPS

Field Trip money will be nonrefundable unless the entire field trip is cancelled. Chaperones (those in charge of a group) will be asked to pay at the entrance, and must have completed a background check with our Family Advocate. All students must ride the bus to the field trip. Parents must sign students out with their homeroom teacher. *If a student has had OSS, 2-3 write ups, or 2-3 detentions they may not attend the field trip.*

WITHDRAWAL

Parents must notify school office when a student is planning to withdraw. Please provide as much notice as possible. All school books and property must be returned and all fees paid, prior to records being sent to new school.

TOBACCO/ALCOHOL

All Gordon County School Property is tobacco and alcohol free. Tobacco of any type is not permitted on school property or on the school bus.

FIRST AID/MEDICINE

No oral medication can be administered by the school without written permission on file. Medication, both prescription and non-prescription, must be brought to the office where it will be secured and a record kept of any medication given. Medicine should be in a bottle identifying the number, the name of the person the medicine is prescribed for, and the dosage. Please do not send medicine without proper identification. Medicine cannot be brought or sent home on the bus.

BOE POLICY-JGCD

There is a full time Nurse stationed near the Main Office. First aid will be provided for minor scrapes, insect bites or stings, etc. In the event a student is injured or becomes ill parents will be notified. If your child is allergic to bee stings, foods, etc. and requires medication, please make certain this is available at school. Please complete the clinic form and return them to your child's teacher. **Parents should notify the school nurse when an emergency phone number is changed.**

BOE POLICY-JGC

CAFETERIA

Students are expected to display good manners while in the cafeteria. Breakfast will be served from 7:15 to 7:30 a.m. each day. ALL STUDENTS WILL REPORT TO HOMEROOMS AT 7:30 A.M. STUDENTS WILL BE TARDY AFTER 7:30 A.M. The price for student breakfast is \$1.00 per day and adult price is \$2.00 per day. Student lunches are \$1.85 per day and adult lunches are \$3.10 per day. Students may apply for free or reduced meals.

Applications must be approved to obtain free or reduced meals. Any breakfast/lunch purchases made before the approval of the application will be charge to the student's account. Tolbert Elementary is a **peanut free school**.

Students should not bring carbonated drinks, drinks which need refrigeration and items which must be prepared by the teacher. If your child requires a special diet, please notify your child's teacher. Meals in commercial packaging are not allowed in the cafeteria during regular breakfast or lunch times. Tables are provided in the lobby for visitors.

NO lunch visitors are allowed during the first 2 weeks of school, early release days, CRCT or Performance Assessment Testing Days, and the last week of school. If your child is tardy, they are NOT guaranteed a breakfast. Tardies after 7:30 a.m. will not get a breakfast.

STUDENT DRESS CODE

Students shall dress so as not to disrupt the educational processes of the school. Parents will be called if their child's clothing is considered questionable, depicts tobacco, alcoholic products, or is sexual in nature.

PHONE CALLS

Students are not called to the telephone except in case of emergency. Students may use the telephone in the office in an emergency with permission from their teacher or office personnel. The numbers for Tolbert Elementary School are as follows:

Main Office - 706-629-4404; Lunchroom - 706-879-5251; After School Program - 706-879-5243; Engagement Specialists - 706-879-5242. **BOE POLICY-JCDAF**

CELLPHONES

Cell phone use will comply with policies of the Gordon County and State Boards of Education. Students shall be permitted to bring to school electronic communication devices, including cellular phones and MP3 players, with the specific provision that students shall not be permitted to use any personal electronic communication device during instructional time unless the teacher has allowed the use of such items for instructional purposes. Cell phones may be used at the end of the school day following dismissal. Any student found in violation of this policy may be subject to disciplinary action. Repeated offenses will result in the phone being confiscated and parents notified. The parent may retrieve the phone from the office. The school will not be responsible for items left over 10 working days. School is not responsible for lost or stolen items.

CHECK WRITING POLICY

You may write checks for your child's lunches, aftercare, etc. However, you will need to write separate checks if you owe for different things. Also, your driver's license and phone number should be listed on your check. If a check is insufficient, CHECKredi will handle the transaction.

MEDIA CENTER

All students are urged to return books promptly. A reasonable charge will be made for lost or damaged books. **There will be NO refund if book is found.**

REPORT CARDS/MIDTERM REPORTS

Report cards are issued every nine weeks. Parents are to sign the report card and return promptly to the teacher. This signature does not mean that you agree or disagree, simply that you have seen the report card. A midterm report is issued halfway through the nine week period for all students.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage.

AFTER SCHOOL PROGRAM

An application for ASC can be obtained from the main office and must be completed and a \$25.00 registration fee per child paid before staying in ASC. Weekly fees must be prepaid this school year.

- *\$25.00 per child, per week.*
- *All students will be signed out and picked up in the gym.*
- *All students must be picked up by 6:00 pm or a \$1.00 per minute charge will incur.*

FIRE AND TORNADO DRILLS

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Tornado drills will be conducted periodically to acquaint students with the procedures that will be used should there be an indication of a possible tornado.

DISCIPLINE

Students are expected to behave appropriately while at school. Methods of discipline will comply with policies of the Gordon County Board of Education and the State Board of Education. For more detailed information regarding discipline on the school bus and in the school - refer to the Gordon County Schools' Handbook, which you received at the beginning of the year or upon registering your child OR the Gordon County Schools' website.

BOE POLICY-JCDA-R (1),JCDAD-R