



Student Handbook

As the 2021-2022 school year gets started the administration and staff are delighted to welcome each student to embark on an exceptional year of learning, engagement, and achievement. Safety and security are always a number one priority. Working together parents, teachers and staff can make this school year the best one yet.

One School, One Team, Building Dreams

Attendance

- Attendance at school is a key factor in student success. Please help us by having your child at school and on time every day.
- When a student is absent, if it is for an excused reason (illness) a written excuse must be submitted by the enrolling adult to the classroom teacher the day of return.

Birthdays and Classroom Celebrations

- If you would like to provide your child's class with treats for his/her birthday or other celebrations, you may purchase treats such as cookies, brownies, ice cream, etc. through our school cafeteria. Orders can be placed through our cafeteria manager. For a full list of options go to: <https://www.cobbk12.org/foodservices/page/47979/classroom-celebrations> . Cafeteria manager: Karen.Nuccio@cobbk12.org
- At this time, food items from home for the entire class are not permitted for celebrations.

Breakfast and Lunch

- Breakfast and lunch will be offered at no cost to all students.
- Breakfast will be grab and go and will be eaten in the classrooms.
- Lunch will be eaten in the cafeteria.
- If your child has a food allergy please speak with the school nurse, homeroom teacher and cafeteria manager about his/her needs.
- We do offer a peanut-free table in the cafeteria where students with allergies may
- To establish routines and procedures, lunch visitors are not permitted at this time.

Buses

- If you need to find your child's bus route, go to <https://www.cobbk12.org/page/310/bus-route-finder> and enter your address. It will provide you with the bus number and schedule.
- At this time the transportation department is not permitting student bus passes to be issued for riding a bus other than the one assigned to the home address.

Car Riders

- Please help us keep our students safe and the morning car line moving efficiently by staying in the carline and having your child exit when you have stopped in the unloading zone (sidewalk by the playground to the mailbox).
- Please have your child unbuckled and ready to exit the car when you stop.
- If you must walk your child in, please park in a parking spot and walk with your child all the way across the cross walk. Parents will not be permitted to walk students into the building after the first week of school.
- When arriving for afternoon car line, please place the car tag given to your child on the first day of school on your rear-view mirror. A staff member will call your child's name and give a cone number. You will pull up to that cone number where your child will be waiting.

Clinic

- All medication students need to take during the school day must be brought to the school by a parent. Students may not bring medicine to school.
- Parents should contact Nurse Caroline to set up an appointment to bring in the medication and fill out appropriate paperwork.
- Please see Nurse Caroline's blog for additional information on medicine and required paperwork.
- If your child has any special medical concerns, please provide that information to Nurse Caroline on the clinic card in the first day of school folder.

Communication

- Communication between school and home is a critical part of ensuring student success. Please communicate with your child's teacher when you have questions or concerns or when there are circumstances at home that may impact your child's behavior or classroom performance.
- Because our teachers are focused on students and instruction during the school day, they have a limited amount of time to respond to emails and phone calls. Please know that you will receive a response from the teacher within 48 hours of when it is received.
- We send frequent communication through CTLS parent as well as phone blasts and our website. We also have a Facebook <https://www.facebook.com/bullardbulldogs> and Twitter <https://twitter.com/bullardbulldogs> where you can follow what is happening at Bullard.
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PTSA & Foundation

- Our PTSA and Bullard Foundation sponsor many activities throughout the year to support our students and staff. You can find information about PTSA memberships and upcoming events on our website. <https://www.cobbk12.org/bullard/page/2232/ptsa-foundation>

Tardy and Early Check Out

- Students arriving at school at 7:50 or after will be marked as tardy. When your child is tardy, you will need to escort him/her to the front office to be signed in.
- If you need to check your child out early for an appointment near the end of the day, you must do so by 1:40. Early check outs will not be permitted after 1:40.

Transportation Changes

- Any transportation changes should be sent in writing to the teacher no later than the morning of the change.
- For any emergency changes, an email with details of the change will be accepted from the enrolling adult. The email must include the student's name, grade level and homeroom teacher and be sent to rhonda.tavalez@cobbk12.org and jennifer.pope@cobbk12.org
- A phone call to the front office (678-594-8720) must be made after the email is sent to ensure that the email was received.

Visitors

- When you need to come to the school, please ring the front doorbell and upon entering come to the front office where our office staff will assist you.
- A table will be located at the front entrance of the school for item drop off. Labels and pens will be located on the table to label items with student name and grade level. An office staff member will notify the teacher to let the student know the item has been dropped off.

