

**Principal:** Pamela Cain

**Administrators:**

Lori Arends

Tracy Crum

Meghan Hinton

**Special Student Services Administrator:** Carey Hardman

This agenda belongs to: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Bus Number/Letter: \_\_\_\_\_

Bus Driver's Name: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

# MABLETON ELEMENTARY



## STUDENT AND PARENT HANDBOOK

Phone: 770-819-2513

<http://www.cobbk12.org/mableton>

#UltimateLearningExperience

# WELCOME TO MABLETON ELEMENTARY'S RULES FOR SUCCESS!

**ADMISSION TO SCHOOL** ~Georgia Law requires that kindergarten students be five years old on or before September 1<sup>st</sup> and first grade students be six years old on or before September 1<sup>st</sup>. There are five crucial items you must bring with you at the time of registration:

- Certification of Immunization-Form 3231
- Certification of vision, hearing, dental and nutrition
- Proof of child's birthday
- Two forms of proof of residency
- Student's social security number or waiver form

Click the following link for more detailed information:  
<https://www.cobbk12.org/page/291/student-enrollment>

## **ATTENDANCE**

**Absences and Tardies** ~Students should arrive at school *no earlier* than 7:15 a.m. Students arriving after the 7:50 bell are tardy and need to be signed in at the front office where they will be given a tardy pass. Students must be present at least one-half of the instructional school day (7:50-11:15 or 11:15-2:20) to be counted present.

**Attendance is mandatory per law**~Cobb Cty. Board Rule JB-1  
[http://www.cobbk12.org/centraloffice/adminrules/J/Form\\_JB-1.docx](http://www.cobbk12.org/centraloffice/adminrules/J/Form_JB-1.docx)

It is important that your children be in school each and everyday in order to be sure that they learn the very important foundational skills. Please plan vacations and outings with that in mind. A copy of the school calendar is included in this handbook for your convenience and planning ease!

**Attendance Protocol**~Cobb County Board Rule JB-R  
<http://www.cobbk12.org/centraloffice/adminrules/J/JB-R.pdf>

*Excused/Unexcused Absences are defined by law in the State Board of Education Rules per Cobb County and can be read in full at the above link.*

**Excused Absences**~Absences are considered excused for the following reasons:

- Student is ill and attendance at school would endanger their health or the health of others
- Serious illness or death in the immediate family
- Recognized religious holidays observed by your faith
- If and when mandated by county or state agencies

**All other absences are considered unexcused.**

The following actions by our school are required:

- At three (3) unexcused absences, teachers will communicate with parents regarding student attendance via e-mail, phone, postcard, or conference
- At five (5) unexcused absences, you will receive a formal letter from our school
- At seven (7) unexcused absences, a school Social Work referral will be generated by administration  
***PLEASE SEND A NOTE TO SCHOOL WITH YOUR CHILD AFTER EVERY ABSENCE.  
DOCTOR'S NOTES ARE RECOMMENDED.***

*What parents can do to send the message to their child about the importance of being at school everyday:*

- Do not let your child miss school for minor ailments!
- Do not let your child miss school for any reason other than those that qualify the absence as excused.

- Make sure your child understands the importance of good attendance and punctuality. These are very important life and work skills. Be a role model for them!
- Take an interest in your child's education! Ask questions about their day. Encourage them to get involved in school activities. Get involved yourself as much as possible too!
- Listen and discuss any problems that they may be experiencing at school. Let the teacher know if it is serious.
- Establish a routine. Set a time and place for your student to do their homework (preferably in your sight or with you). Have them put everything in their backpack ready to go before going to bed. Have them choose their clothes and lay them out. Please get your student to bed at an hour that gives them a solid 8-10 hours of sleep before they have to get up.
- Praise your child when he/she exhibits good attendance and helps be on time by having things ready to go.

**AFTER SCHOOL PROGRAM (ASP)** ~ The After School Program is a pre-paid childcare program available to students K-5 who attend Mableton Elementary and who *are registered in the program*. You can get a registration form during Sneak-A Peek or from the front office. There is an annual registration fee of \$10 per child due when you submit the registration form. The daily fee is \$7.00 per child.

- ASP operates only on the days that school is in session. Hours are 2:20 to 6:00.
- You must show identification for pickup and be there no later than 6:00pm. *There is a \$1.00 per minute fee* for late pick-ups.

The ASP program operates as an extension of the school day. It functions under the rules, guidelines and policies of the Cobb County Board of Education.

#### **ARRIVAL/DISMISSAL**

**Carpool/Car Riders** ~Please allow your child to ride the bus. If you need to drop off or pick up your student, PLEASE go through the carpool line and drop your student at the front of the building. If you are picking up your student, you will need a Mableton Carpool Tag *displayed* in your window. This is for safety and efficiency. There will be school personnel on duty in the front of the building for carpool each morning (starting at 7:15 a.m.)and afternoon( carpool starts at 2:10) to assist your student(s) in and out of the car.

- The first car needs to pull all the way to the first staff member.
- All students in the line of cars from the first staff member to the last need to get out of the car at that time.
- Please do not have your child stay in the car until they are right in front of the door!
- PLEASE stay in the carpool line, do not go around the other cars as it is unsafe.
- Students are to get out of the car on the curb.
- Please do not use your phone during this time; it takes your attention away from an area filled with children.
- All tobacco products are lawfully prohibited on school grounds.
- Always follow the directions of the staff members on duty.

\*\*\**If you do not pick up your students by 2:35*, he/she will be taken to the after school program (ASP) at the cost of \$7 per day per child plus a \$10 per child registration fee, if not already registered with ASP. Please be on time to pick up your student. Thank you!!

**DISMISSAL CHANGES** ~ A request for your child to go home a different way or to some other place other than his/her usual stop *must be made in writing*. Emails to CTLS [mabletonsupport@cobbk12.org](mailto:mabletonsupport@cobbk12.org) will be accepted for transportation changes. Phone calls are not acceptable since we can not verify the identity of the caller. The safety of our students cannot be compromised and we appreciate your understanding and cooperation about this matter.

**PLEASE NOTE: OFFICE CHECK OUT ENDS AT 1:45 P.M.**

- **Early Dismissal** ~ Students may be dismissed before 1:45p.m. only when a parent or guardian appears in person at the school office. *Students will not be allowed to leave with anyone other than a parent or guardian, whose name is listed on their registration form, under any circumstances.* Please do NOT go directly to your student's classroom to pick up children. Teachers are not authorized to release students. Identification is required before the students will be dismissed. Please make sure that the person picking up your child has a **picture ID** with him/her. Doors will be locked throughout the day. Please enter and exit the building through the front door only and report directly to the office to sign-in any time you visit. Please remember this procedure is important in order to keep our students safe.
- **Early Release** ~ Conference week and traditionally the last two days of the school year are early release days. The students will be dismissed starting at 12:20 p.m. Please see the calendar for dates and make appropriate arrangements to have your students picked up at school or the bus stop early on those days. ASP is available on early release days.

#### **BIRTHDAYS/SPECIAL OCCASIONS**

- Balloons and flowers cannot be delivered to the students.
- Birthday/Special treats can be brought in at your child's scheduled lunchtime.
- Please do not send in any drinks, goodie bags, etc.
- Party invitations cannot be distributed at school unless all of the children in the class of the same gender are invited.

**BEHAVIOR** -The Cobb County Board of Education is dedicated to sound behavior practices. For specific details of the behavior code for the elementary level, click on the following link to consult Board Policy JCDA-R: <http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf>

Below is a list of general school behavior expectations:

- Show both verbal and non-verbal respect for others.
- Conduct yourself in a reasonable and orderly fashion.
- Be Honest.
- Be Kind.
- Take responsibility for your actions.
- Do not use abusive, offensive, or vulgar language.
- Follow the teachers, administrators, and staff directions.
- Practice good manners at all times.
- Demonstrate good sportsmanship.
- Keep your hands to yourself. Do not put your hands on others in any kind of aggressive manner.

#### **BELL SCHEDULE**

7:15 a.m. First Bell-Students may enter the building  
 7:45 a.m. Warning Bell  
 7:50 a.m. Tardy Bell-Carpool Ends/Parents must sign in their students - School Begins  
 2:10 p.m. Dismissal Begins\*

**\*Please note that you cannot pick up your student or make transportation changes after 1:45 p.m.**

**BULLYING** -There is zero tolerance for bullying at Mableton Elementary and our expectation is that students will treat each other with respect and kindness. This is a serious matter and there are consequences for those who do not comply. If you have any concerns about bullying, please contact your student's teacher/administrator.

## **BUS RIDERS**

Bus service is provided for students. Please have your child(ren) ride the bus to and from school everyday. This helps the traffic, environment, and the students' independence. **Your student will also never be counted tardy if they ride the bus!**

Bus service is provided; however, it is a privilege. Students must follow the rules for safety or receive the consequences which can include being taken off of the bus.

Students must only ride the bus that is assigned to them. They must also board and depart at their assigned stop. In order for a student to ride another bus or get off at a different stop (in the event of an emergency), parents must write a note. The note must be given to your child's teacher and/or the front office for administrator signed approval. Then the child needs to give the signed note to his bus driver.

Bus drivers have a tremendous responsibility in transporting our students safely each day. As hard as they try to provide a timely service, there are times when a driver is absent or late due to illness, inclement weather, break downs, etc. When this happens, routes may have to be run as a second load. This will cause the route to run late. In these instances, we ask that the parents and students to please be patient. Students should not leave their assigned stop. A bus WILL be by to pick them up as quickly as possible. Parents leaving children at a stop before going to work are encouraged to have a back up plan, such as a neighbor or family member to assist the student. Perhaps there can be arrangements made among the parents in your neighborhood to supervise or carpool students to school if the bus is extremely late. There NEEDS to be supervision at the bus stop.

The phone number for the Cobb County Transportation Department is: **678-594-8000**

For more detailed information see the Cobb County Board Transportation Policy at the following link:

<http://www.cobbk12.org/centraloffice/adminrules/E/ED-R.pdf>

If you have questions about Special Education Transportation, call: 770-429-5811 or go to the following link:

<http://www.cobbk12.org/centraloffice/transportation/dist6.aspx>

Transportation-Frequently Asked Questions:

<http://www.cobbk12.org/centraloffice/transportation/faq.aspx>

To find your **BUS ROUTE** information, click on this link:

<http://www.cobbk12.org/centraloffice/transportation/busroutes.aspx>

**BUS CONDUCT** ~The behavior of the students on the school bus is considered an extension of the classroom/school behavior. Maintaining proper behavior while on the bus is the joint responsibility of the student, parent, bus driver and school officials. It is imperative that students follow the following rules in order to maintain order and safety.

**CAFÉ PROGRAM** ~The café program is open to all students. A nutritious breakfast and lunch will be served daily. Breakfast is served each morning in the cafeteria from 7:15 to 7:45 a.m. No breakfast charges are permitted. **NO OUTSIDE FOOD IS ALLOWED.**

**Free/ Reduced Meal Program:** <https://www.cobbk12.org/foodservices/page/35131/menus>

Only one application should be filled out per family. Include all family members and your complete address. All applications are confidential. Students are required to pay full price until their application is approved. If your child receives a free or reduced lunch, they will receive the same benefit for breakfast. No child will be discriminated against because of race, sex, color, natural origin, age or handicap.

**CELL PHONES** ~ In compliance with Cobb County Board Policy JCDA-R, students are not allowed to use, display or turn on any electronic device during school hours to include recess, breakfast and lunch times. No cell phone use on school buses.

Cobb County Board Policy JCDA-R-Student Conduct:

<http://www.cobbk12.org/centraloffice/adminrules/J/JCD-R.pdf>

**CLINIC INFORMATION** ~The clinic is open daily and is staffed with a nurse. Medications **MUST** be administered **in the school clinic**. Any medication given to a student, whether prescription or over-the-counter, oral or topical, must be supplied by the parents with the “Authorization to Give Medication at School”. Form filled out and signed by the parent. Ms. Kim Churchill, our school nurse, will assess and treat illnesses and injuries as well as, administer medications. If your child is significantly ill, you will be contacted to pick up your child. It is important that accurate contact information is on files. In the event that your child does need to go home, please pick up your child as soon as possible. Cobb County Board Policy JGC-6:School

For more information about student illnesses and to get access to necessary forms for medication, etc. click on the links below:

<https://www.cobbk12.org/page/10969/school-health-services>

<https://www.cobbk12.org/page/11005/medical-forms-and-care-plans>

Health and Safety/procedures:

[http://www.cobbk12.org/centraloffice/adminrules/J/Form\\_JGC-6.docx](http://www.cobbk12.org/centraloffice/adminrules/J/Form_JGC-6.docx)

**CLOSING OF SCHOOL/INCLEMENT WEATHER** ~When the Cobb County School System is going to be closed due to inclement weather, the decision for closing schools will be made and posted on the Cobb County Website: [www.cobbk12.org](http://www.cobbk12.org) as well as given to the local radio and television stations by 5:30 a.m. Plan on having your child(ren) attend school unless you hear that all Cobb County Schools have been closed. In the event that it is decided to close school early due to the weather, information will be given in the same way as above. You will also get a call/e-mail from the school if you are set up to receive these notifications in CTLS Parent. Please make sure your information is updated in ParentVue.

Please note: There may be a time when the weather becomes dangerous at dismissal time and we are not permitted to put the students on the bus. We will keep the students safe in the school until the bad weather passes and we are given the OK by the county. Again, you will receive a call/e-mail, if you are signed up to receive these notifications, about the status of the situation. PLEASE do not call the school office, as all of the lines must be open to be used for receiving updated information and emergencies.

**CONFERENCES** ~Parent conferences are scheduled the week of **October 19-23**. School is dismissed two hours early all week to accommodate these conferences. You will receive available time slots and additional information as the time approaches.

A conference with your child’s teacher is the best way of learning how your child is performing in school. Requests for additional conferences can be made by calling the school or contacting your child’s teacher to schedule and appointment. Conferences and/or classroom visits require a 24 hour notice. We ask that you not drop in unannounced for a conference as the teacher may be busy with prior commitments and not able to give you their time and full attention.

It is important that the teacher and parent(s) work together as a team to ensure the success of the student. We suggest you bring questions that you feel are important to fully understand your child’s role in the overall school’s program. These questions may include:

- Does my child readily participate in classroom activities?
- In what subject is my child the strongest?
- Where does he/she need improvement?
- How can we, as parents, help our child at home?

Offer any information you feel may help the teacher better understand your child. This may include illnesses, emotional, social or other factors in the home. Be positive about suggestions that the teacher may have for your child. Remember that the teacher has your child's best interest in mind!

**CONTRIBUTIONS, DONATIONS, AND GRANTS** ~In conformity with the State Board of Education rules and regulations, voluntary contributions, donations and grants may be received from interested citizens for support of the educational program of Cobb County School District.

- Citizens may contribute toward expenditures for materials, supplies, equipment, and activities.
- **No student may be charged either tuition or fees as a condition of enrollment or full participation in the instructional program.** Pursuant to law OCBA 20-2-671, admission to all Cobb County Public Schools shall be gratuitous to all eligible children residing within the district.

**COUNSELING PROGRAM** ~ The counseling program at Mableton supports all students in their journey to academic and social success.

Dr. Della Jones  
Mrs. Ali McCown  
Miss Joanna Saintil

- School Counselors teach two lessons each month in every classroom on a variety of topics
- School Counselors lead small groups and individual counseling sessions.

Please call or email concerns you have about your child to the grade level counselor. .

**CUSTODY OF CHILDREN** ~ School personnel will release children to the enrolling adult on record and other specified adults on the registration form. Please notify the school of any other legal changes.

**DISCIPLINE** ~ A positive relationship between school and home is necessary if children are to achieve. Our objective is to teach students self-control and responsibility as well as maintain a safe learning environment. Behavior which is disrespectful, distracting or disruptive is not allowed. In dealing with discipline issues, we will emphasize fairness and consistency. We will always attempt a positive approach. When necessary, appropriate consequences will be given for unacceptable behavior. These consequences may range from a phone call, office time out, or suspension from school. We will inform you when consequences are necessary and will work with you to help your child be successful.

To access the Elementary Student Code of Conduct, click the link:

<http://www.cobbk12.org/centraloffice/adminrules/j/JCDA-R.pdf>

#### **DRESS CODE**

- All students shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.
- Administrators and teachers shall enforce the dress code rule. The administration shall be the final judge as to the appropriateness, neatness and cleanliness of the wearing apparel, or whether or not the clothing is disruptive, distractive or in violation of the dress code.

At Mableton Elementary, all students shall maintain an acceptable standard of dress. Students who are out of compliance of the dress code will be asked to call home for a change of clothes.

The minimum standard of dress for students is as follows:

1. Shoes shall be worn at all times.
2. Midriffs must be covered.
3. Appropriate under garments must be worn and not visible.
4. Strapless or "spagetti strap garments must be covered with a shirt/sweater/jacket.
5. Shoulder straps/tank tops need to be at least 2 inches thick.
6. Skirts, dresses, or shorts must come at least to the mid-thigh.



7. Caps, hats or bandanas are not to be worn in school during the day unless there is a special activity which is sanctioned by the school.
8. Clothing or ornamentation displaying substances illegal for minors is prohibited. Suggestive phrases, designs, markings or profanities are also prohibited.
9. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is also prohibited.

**FIELD TRIPS** -Field trips at Mableton Elementary are an extension of the instructional program. No student is ever denied these opportunities because of the inability or unwillingness of his parents/guardian to financially donate in support of these activities. However, our field trips are funded through parent/guardian donations. Field trips may be cancelled due to inclement weather or lack of funding.

**EMERGENCIES** -Should there be an emergency and you need to pick up your child, come to the school office and fill out the sign out sheet. Your child will be called to the office for release. Please do NOT go directly to your child's classroom. Teachers are not authorized to release them.