

NICHOLSON ELEMENTARY SCHOOL
2016-2017 GENERAL INFORMATION

FIRST DAY OF SCHOOL:
SCHOOL HOURS:

AUGUST 1, 2016
7:50 AM UNTIL 2:20 PM
AUTOMATIC DOORS DO NOT OPEN UNTIL 7:15 AM
Please do not leave children outside unsupervised

ADMINISTRATIVE STAFF

Joan L. Johnson, Principal
Assistant Principal, Wendy Rice
Wesley Satterfield, SSA
Allison Toole, School Counselor
Kathy Breen, Secretary
Lynn Garris, Bookkeeper
Jill Colacicco, Attendance & Registration Clerk
Todd Gagnon, Head Custodian
Kay Waddell, ASP Director

SCHOOL INFORMATION

1599 Shallowford Road
Marietta, Georgia 30060
770-928-5573 (office)
770-928-5575 (fax)
www.cobbk12.org/nicholson

SCHOOL VISITORS

All persons visiting a Cobb County Public School must stop by the front office and sign in. A visitor's tag must be worn while on school premises.

TARDIES/EARLY CHECKOUT

Any student arriving late to school (7:50 am or later) is considered tardy and must be accompanied by an adult to sign them in. Any student checking out prior to 11:10 am is counted absent. To ensure a safe and orderly dismissal, there can be no checkouts after 1:45 pm.

ABSENCES

Per the State of Georgia, a written note by a parent, explaining reasons and date of absence, must be given to the classroom teacher upon the child's return to school. Excused absences include personal illness, dental or other doctor appointments, family illness, death and recognized religious holidays. All other absences are unexcused.

EARLY DISMISSAL

Early dismissals should be for emergencies or medical appointments only. A doctor's note or a note from the parent stating the emergency is required. (See ABSENCES for valid excused absences.) Students must be checked out in the front office by 1:45 pm. Only adults listed on the student's registration form and with proper ID will be allowed to check out a student.

**TRANSPORTATION
CHANGES**

****NEW POLICY****

NO CHANGES OVER THE TELEPHONE OR VIA EMAIL WILL BE ACCEPTED. All changes in transportation must be completed on a "Transportation Change Form" and be signed by a parent/guardian. If students arrive in the morning without this form the parent/guardian must come into the front office to fill one out as it is mandatory we have a signature. Transportation changes must be received before 1:45 pm each day. ALSO, please note your child may not ride home on a different bus with another student.

**PARENT-TEACHER
CONFERENCE**

A parent-teacher conference is scheduled during the month of October. Students are dismissed at 12:20 pm during conference week. For additional meetings, parents may schedule conferences with teachers on an as needed basis. **Unscheduled visits with classroom teachers are not allowed.** Such visits disrupt instructional time for all students.

TRAFFIC AND PARKING

For the safety of your children, please follow traffic patterns outlined in the handbook. Students may be picked up/dropped off at the curbside only. The Fire Marshall has requested that you please park in designated areas only and not in the fire lane.

**MEDICATION
ASHLEY REID
CLINIC NURSE
(770) 928-5576**

All medication (prescription or non-prescription) administered to students by the clinic nurse and/or office personnel must be in the original, labeled container and brought to school by the parent only. Parents must complete an "Authorization to Give Medication at School" form, for each medication given. Please send an extra pharmacy bottle for field trips and ASP. Pharmacists will provide extra labeled bottles for this purpose. Changes to medications (new or different dosage) will not be given until a parent fills out a new medication form. Information on the bottle must match the new consent form. Over-the-counter medications may be given for up to 10 days with written parental permission. A doctor's note will be needed if this medication is to be given for a longer period of time. The school does not supply over-the-counter medications. All medications not picked up by the parents by the last day of school will be destroyed.

**AFTER SCHOOL
PROGRAM
Kay Waddell, Director**

Nicholson After School Program is offered to all students Monday through Friday, 2:20 pm until 6:00 pm. The cost per day is \$7.00 with a one-time registration fee of \$10.00 per year, per child. The After School Program is a prepaid program and payment is expected before they are allowed to stay. Please be advised that there is a late fee charge of \$1.00 per minute after 6:00 pm.

FOOD SERVICE

Breakfast (\$1.25) and lunch (\$2.15) is provided for students or they may bring lunch from home. Parents and guardians are welcome to have lunch with their students however, please do not bring in commercial lunches. Adult prices are \$1.50 for breakfast and \$3.25 for lunch.

**TRANSPORTATION
Vickie Swanson
(678) 594-8000**

Transportation will be provided by the Cobb County Board of Education for students who reside more than ½ mile from school. Routes will be posted at Meet and Greet.

Additional information on the above can be found in our Nicholson Student Handbook or on the Cobb County website: www.cobbk12.org.