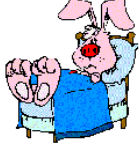






























<p>Absences</p> 	<p>When your child is absent from school, send an absence note the day they return. The note should contain your child's name, date(s) of absence, and a brief explanation. A doctor's note is not required, but is helpful information for our records.</p> <p>Automated absence phone calls from CCSD will be received daily until your child returns to school.</p>
<p>Arrival</p> 	<p>Students may enter the building at 7:15 a.m. when staff supervision begins. Students must be in the classroom promptly at 7:45 a.m. or they are tardy and are required to be signed in by a parent in the front office and receive a tardy slip. No early arrivals are accepted.</p>
<p>ASP</p> 	<p>The After School Program is a supervised , pre-paid child care program available every school day from dismissal until 6:00 p.m. There is an annual \$10 registration fee per child with a daily attendance fee of \$7. There is a late fee of \$1/minute after 6:00 p.m.</p>
<p>Backpacks</p> 	<p>Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Make sure to clearly label your child's backpack with first and last name. Rolling backpacks are only allowed for 4th and 5th graders. Backpacks left at home cannot be delivered to the classroom.</p>
<p>Bus Passes</p> 	<p>Your child may NOT ride a different bus home. They can get off at another stop with written permission from a parent. Please bring that note to the front office and have the office staff fill out and sign a bus pass to give to the driver.</p>
<p>Carpool</p> 	<p>Carpool numbers are issued from the front office and are a requirement for any student who will be picked up in afternoon carpool. Parents display the numbers in their front windshield. If your student will be riding in carpool with another family please complete a Transportation Change Form and list the other student's name and the other child's carpool number.</p> <p>Carpool runs in the front of the school and through the fire lanes outside the front of the school. It begins at 2:20 p.m. Any student not picked up by 2:35 p.m. will be placed in ASP.</p>
<p>Conferences</p> 	<p>Parent-Teacher Conferences are held in October. Your child's teacher will discuss your child's accomplishments, strengths, and overall progress. Dismissal will occur 2 hours early each day of Conference Week. If you have concerns throughout the year, contact your child's teacher to schedule an additional conference.</p>
<p>Dismissal Changes</p> 	<p>When there is any change to your child's normal transportation method, <u>you must send in a written change</u> no later than 10:00 a.m. (See "Transportation" and "Bus Passes" for additional information.) <u>If you need to pick up your child early, do so prior to 1:45 p.m.</u> No pickups will be allowed after 1:45 p.m. The Front Office will close between 1:45 and 2:15 p.m to ensure safe dismissal of all students.</p>

<p>Dress Code</p> 	<p>Students should come to school in clothes appropriate for learning. The school day is active with daily opportunities for recess and frequent movement. Tennis shoes are recommended and clothing that is comfortable and appropriate for the playground, PE, art, science lab, and learning that could be a little messy. We advise that your child dress in layers during the winter months. <u>Please label all outdoor clothing with your child's name.</u></p>
<p>Emergency Closings</p> 	<p>Emergency closings and delayed openings are broadcast on major radio and television stations. If an emergency occurs during the day, information will be announced through radio, television, CCSD website, CCSD Mobile Alerts and email (time permitting). Due to time constraints during an emergency release, individual phone calls to parents cannot be made and Nicholson will follow your directions on your child's emergency release card. Please keep your copy of the emergency card easily accessible (taking a picture on your Smart Phone is a great option!) When school is closed/cancelled, ASP is closed/cancelled.</p>
<p>Emergency Drills</p> 	<p>Emergency drills (fire, tornado and lockdown) are held throughout the year. All students will participate and are expected to follow safety procedures.</p>
<p>Forgotten Items</p> 	<p>If your child forgets his lunch or glasses at home, you may bring them to school prior to 10 a.m. and the office will deliver the item to the classroom.</p> <p>Other items, including water bottles, homework, projects etc. will not be delivered. Water fountains are readily available throughout the building.</p>
<p>Got Questions?</p> 	<p>If you have some unanswered questions, please see the Nicholson website, the Cobb County website, or call the front office (770-928-5573).</p>
<p>Homework Request</p> 	<p>If your child has been absent for <u>two or more days</u>, you may request homework be placed in the Front Office. Please email your teacher to arrange this.</p>
<p>Illness</p> 	<p>Children function more effectively in the classroom when they are healthy. The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to <u>keep your child home if he/she is ill.</u></p> <p>Cobb County policy requires children to stay home when they have a fever of 101 degrees or higher, have had episodes of vomiting or diarrhea, or have a rash. They may return when symptom-free <u>un-medicated</u> for 24 hours. This helps to make your child more comfortable and prevents others from becoming ill.</p>

<p>Lost & Found</p> 	<p>We have a Lost and Found area located near the cafeteria. We encourage parents and children to check the lost and found collection for any missing items. Periodically unclaimed lost and found items are donated to local charities.</p>
<p>Lunch</p> 	<p>Children may either purchase their lunch or bring it from home. You may send in a check or cash to add money to your child's lunch account. You may also add money to their account on-line. Please visit www.mealpayplus.com and follow the directions. A monthly menu is located on the CCSD website under the parents link.</p>
<p>Lunch With Child</p> 	<p>You are welcome to eat lunch with your child after the first two weeks of school. Please sign in at the Front Office and wear a visitor tag. Wait for your child at the door of the cafeteria. <u>Please do not bring any "fast food" or soft drinks into the cafeteria.</u> You may purchase a lunch in the cafeteria or you can bring a lunch from home.</p>
<p>Medication</p> 	<p>All medications must be checked in by a parent through the Clinic. Children may not bring medications for check in on the bus. Once the medication has been checked in, it will be determined if the nurse must dispense it or the child may carry it with them. All medications must be in their original containers and labeled with your child's name.</p> <p>Our nurse is Carol Quinn. Her direct line to the clinic is 770-928-5576</p>
<p>Meet and Greet</p> 	<p>The week before school begins students and their parents are given the opportunity to meet their teachers. During this time, the Nicholson PTA sponsors the Meet and Greet sale. Families can purchase required class supplies that are not commonly available in stores, field trip t-shirts, PTA memberships, calendars, yearbooks and directories.</p>
<p>Nurse</p> 	<p>The School Nurse's office is located just past the front office on the main hall. She is available from 7:30 a.m. until 2 p.m. daily. The children go to the School Nurse for persistent complaints, injuries, and illnesses. The nurse will contact you if needed based on your child's symptoms. The nurse dispenses necessary medications to children during the school day. If your child requires medication, please see "medications".</p>
<p>Parent Volunteers</p> 	<p>Nicholson welcomes parent volunteers. There are opportunities to help in the classroom, outside of the classroom and through the PTA . Please contact these organizations for additional information.</p>
<p>Recess</p> 	<p>The children go outside for a 15-20 minute recess every day (weather permitting). Please keep this in mind when your child is dressing for the day. As the seasons change, please dress your child in layers and clearly label coats, jackets, & sweatshirts!</p>
<p>Report Cards</p> 	<p>All students receive report cards each nine weeks. The first report card will be distributed during your Parent-Teacher Conference in October. Kindergarten through third grade have a standards-based report card and fourth and fifth grade receive letter grades.</p>

<p>Record Requests</p> 	<p>If you are requesting your student's records for a doctor, tutor or for an application to a private school please be aware that there is a Request for Confidential Records form that must be completed and given to the Front Office. Once we receive that completed form, teachers and staff have, by state law, 30 days to complete the necessary assessments and paperwork. Please do not wait until the day before an appointment or application deadline to turn these requests in as it takes quite a bit of time for a teacher to accurately fill out the paperwork.</p>
<p>Signing your child in or out from school</p> 	<p>If your child arrives at school late or is returning from an appointment, he/she must be signed in by their parent in the front office.</p> <p>If you need to pick your child up for an appointment during the school day, please come into the front office. <u>Please do not go directly to your child's classroom.</u> It is helpful to send a note to your child's teacher telling her of the change.</p> <p>Only individuals listed on the registration form are able to sign a child out. The enrolling adult (the person who filled out the registration card) may grant written permission to release a child to an individual that is listed on the form.</p>
<p>Transportation</p> 	<p>Any change in transportation must be communicated via <u>a written note and received no later than 10:00 a.m.</u> <u>Verbal instructions cannot be followed (with one exception—keeping a child in ASP.)</u> Do not send an email to your child's teacher or front office staff regarding transportation changes. Staff may be absent or may not always have the opportunity to check email before dismissal</p> <p><u>If no written note is received, your child will be sent home by his/her usual method of transportation.</u> This is for the safety of all the children.</p>
<p>Visitors</p> 	<p>In compliance with Georgia state law, Nicholson has a policy requiring <u>all visitors to sign in at the Front Office and wear a visitor's sticker.</u> This is required beginning at 7:15 a.m. The presence of the sticker will help identify visitors to all faculty and staff. <u>Even if you wearing a PTA nametag you must wear a visitor sticker.</u></p>
<p>Website</p> 	<p>Nicholson's website is updated frequently to provide Nicholson families information about events going on at the school. There are links to the PTA, Cobb County website, educational opportunities on the web, etc. Each teacher maintains a blog that is linked to the website.</p>

If you have any questions please do not hesitate to call the front office at (770)928-5573. We are always happy to answer questions or help you.