



**Home of the Falcons**

**“Soaring for Success”**

**RESPECT  
RESPONSIBILITY  
HONESTY  
SERVICE**

## **School Handbook**

**Principal: Dr. Tracie Brack**  
**Assistant Principal: Mrs. Heather Davis**  
**4450 Friendship Road**  
**Buford, GA 30518**  
**(770-932-1223)**

## PRINCIPAL'S MESSAGE

Welcome to Friendship Elementary School!

The faculty and staff welcome you to our school! We thank you for trusting us with your most precious treasure, your child. Our goal is to guide students to become lifelong learners who think critically, solve big problems, think outside the box, and serve others.

As an instructional school leader, it is my obligation and calling to cultivate a school environment that develops and supports healthy teachers and successful students. Developing such an environment involves valuing and facilitating creativity, problem solving, self-sufficiency, communication, and trust. As a school leader in such an environment, I must lead by example with integrity, energy, creativity, collaboration, and compassion.

We strive to keep children safe and ensure their academic growth. However, this endeavor is one in which we need the collaboration of teachers, students, and parents. We value your presence, feedback, and support.

Kind regards,

Tracie Brack, Ed.D.  
Principal

## MISSION STATEMENT

The school's mission is to develop lifelong learners who can function successfully in society.

## BELIEFS

- We believe students are given the opportunity to learn, achieve, and succeed at their individual performance levels.
- We believe student self-esteem is fostered through a supportive and disciplined environment.
- We believe mutual respect among students and staff creates a school climate conducive to learning.
- We believe learning best occurs when students' developmental levels, learning styles, and goals are addressed through the use of all available resources.
- We believe all individuals within the school environment must be responsible for their own behavior.
- We believe each student has the right to a safe learning environment, free of disruptive behavior.
- We believe high expectations for students and staff are established and must be clearly communicated.
- We believe the ongoing professional growth of our faculty results in a more effective school environment.
- We believe a clean, attractive and functional environment enhances learning.
- We believe collaboration among community members, the board of education, superintendent, principal, teachers, students and parents results in a positive atmosphere where excellence is achieved and individuals are valued.

## HELP YOUR CHILD SUCCEED IN SCHOOL

Parents play an important role in helping their child succeed in school. Two keys are taking an active interest in the child's school experiences and helping the child develop self-esteem.

Show an interest in your child's schoolwork and homework.

Set aside a special time for your child to do homework. Provide a quiet place and necessary materials.

Assist with homework, when necessary, but do not complete it for your child.

Make only positive comments about your child's school program and teacher in front of your child.

Avoid comparing one child with another. All students are unique individuals with different learning styles and rates.

Build confidence and self-esteem in your child through praise and encouragement.

Share the insights you have about your child with the teacher at parent/teacher conferences. This will help the teacher to better understand your child. Have at least one conference with the teacher during the year.

Please read "to" or "with" your child each day.

## SCHOOL POLICIES

In order to gain a better understanding of certain aspects of the school program, a statement of school policies is published from time to time. Policies may change as the need arises. When all stakeholders abide by the policies there are fewer misunderstandings and more efficiency in the smooth operation of the school. Often, little details contribute to the harmony and well-being of all concerned in school operations. We appreciate your cooperation with upholding our school policies.

Hall County Board of Education policies take precedence over school policies. Copies of board policies are available online <http://www.hallco.org/boe/site/parent-toolbox/>  
<https://eboard.eboardsolutions.com/ePolicy/listing.aspx?S=4082&Sch=4082&C=J>

This handbook is organized alphabetically by subject heading.

### ACCIDENTS

- A. In spite of precautions and close supervision, accidents will occur. In case of accidents, the parent will be notified when possible.
- B. First aid will be administered.
- C. In case of serious accident, action will come at the direction of the parents if they can be contacted.
- D. In the event parents cannot be located and the accident constitutes an emergency, the child will be taken to Northeast Georgia Medical Center or to a doctor of the parent's choice as indicated on the registration form.

### AFTER SCHOOL CARE

After school care is available at Friendship Elementary through the Hall County Boys and Girls Club.

## ATHLETICS

- A. The Hall County Parks and Recreation Department sponsors athletic teams in various sports. Questions relative to the program should be directed to the Hall County Parks and Recreation Department at 770-535-8280
- B. In order to ensure that all students are properly supervised when practice is scheduled after school, parents should not leave students unattended if the coach is not present.
- C. Children should leave the school campus immediately after practice is over.
- D. Students are not allowed to re-enter the school building before, during, or after practice. They are not permitted to enter to use restrooms, to get water, or to visit classrooms.

## ATTENDANCE, ABSENCES, AND TARDIES

- A. A **written excuse**, signed by the parents, is required for each absence from school. The nature of the absence determines whether it is excusable.
- B. Excused absences include the following:
  - 1. Illnesses
  - 2. Family emergencies
  - 3. Pre-arranged doctor and dentist appointments
  - 4. Authorized school activities
  - 5. Special and religious holidays observed by the student's faith
  - 6. Conditions rendering school attendance impossible or hazardous to the child's health
- C. Students checking out of school before 11:00 will be counted absent.
- D. A student cannot receive an adequate education with chronic absences. Students should attend school every day.
- E. If a child misses seven (7) days during any semester, his/her name will be reported to the school social worker. If a student misses more than ten (10) days, parents will be requested to have a conference with the school principal.

- F. Instruction begins at 7:50 a.m.; therefore, any student arriving after that time will be marked as tardy. Children who are tardy should check in with the office before reporting to the classroom so their names may be removed from the absentee list.

### CHECK-OUT PROCEDURES

Students may be checked out until 2:00. After 2:00, Student check out will be suspended until the buses depart. Parents will need a valid form of identification to check-out students or to check-in to the school.

### DISCIPLINE

- A. The Hall County Code of Conduct will apply to all students in the Hall County School System. The code of conduct is distributed to each student at the beginning of each school year. It can also be found electronically at <https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDA&S=ch=4082&S=4082&RevNo=1.11&C=J&Z=P>
- B. Our school expectations for behavior are: Respect, Responsibility, Honesty, Service

### DISMISSALS

- A. Children may be checked out until 2:00, except in case of emergency.
- B. Any student departing before 11:00 a.m. will be counted absent.
- C. All early dismissals will be made through the school office.
- D. No child will be permitted to leave early without written permission from the parent. Any change from normal routine must be accompanied by written permission.
- E. School dismissal due to inclement weather or other emergencies will be announced as soon as possible at [www.hallco.org](http://www.hallco.org) as well as on local radio stations.
- F. In the event that schools are closed during school hours, students and parents should have an understanding in advance of what they should do and where they should go to insure proper care and supervision.

An inclement weather dismissal form will be sent home at a later date.

- G. Students will be dismissed at 2:15 PM.
- H. For the safety of all students, parents who are picking up their student must go through the car rider line and have a Friendship Elementary car rider tag.
- I. If you need to check your child out of school for an appointment, do so before 2:00 PM or after bus dismissal.
- J. No visitors are allowed in the hallways and/or classrooms after 2:00 PM.

### DRESS CODE

### **DRESS CODE**

Please check to be sure your child is dressed appropriately for school each day.

Please follow these guidelines for your child's attire:

1. Shoes must be worn at all times. No cleats or shoes with wheels are permitted. Rubber flip flops are discouraged as they often break during the school day. Tennis shoes should be worn on days students have PE.
2. Halters, spaghetti straps, tube tops and other beach-type attire should not be worn; even in the hot days of late summer.
3. T-shirts advertising alcoholic beverages, tobacco products, drugs, gang affiliation or inappropriate content are not allowed.
4. Hats and hoods may not be worn inside the building except on designated "hat days".
5. Sagging or baggy pants are not allowed.
6. Shorts must be at fingertip length and/or no more than 6" from knee.



7. Rolling backpacks or bags with wheels are not allowed.

If a student comes to school in clothing, accessories or with a hair style/color (unnatural color) which creates disruption in the learning environment or is in violation of any of the above stated rules, he/she will be asked to call his/her parents to bring something more acceptable. If the parents cannot be reached, the child will change (if clinic clothing is available) or remain in the front office.

Masks are recommended, but optional at this time. Face coverings and all mitigation protocols are subject to change and based on the guidance of district policies.

## ESOL

The ESOL (English to Speakers of Other Languages) program assists those students whose native language is not English to develop proficiency in the English language. There is an International Center available for Limited English Proficient students. You can reach the International Center at 770-534-9123.

## FOOD SERVICES

- A. Students are not permitted to go home for lunch since lunch is a part of the regular school program.
- B. Students may either purchase a hot lunch from the cafeteria or bring a lunch from home and purchase milk from the cafeteria. **\*\* (See Price list below.) \*\*** Soft drinks, canned drinks, or drinks in glass bottles are not allowed.
- C. Breakfast is served from 7:20 to 7:45 daily. Students may purchase breakfast on a daily basis. **\*\* (See Price list below.) \*\*** Students eligible for the reduced price breakfast program may purchase breakfast at a reduced price, and those eligible for the free breakfast program may participate without cost.
- D. Students are encouraged to take advantage of the lunch program. Students may purchase lunch daily or weekly. Students eligible for the reduced price lunch program may purchase lunch at a reduced price, and those eligible for the free lunch program may participate without cost.
- E. Students who forgot their lunch money may charge their lunches until the next day.
- F. All students at Friendship Elementary School that have \$25.00 or more in owed fees which include picture fees, library charges and meal charges each week/month, will not receive their report cards until payment is made as well. Please make every effort to pay your meal charges in full or keep the amount under \$25.00 during the school year. Parents are encouraged to use our Meal Pay Program on the Hall County website at [www.mealpayplus.com](http://www.mealpayplus.com).

- G. Students **must** have some sort of lunch during the school day.
- H. Parents are welcome to eat with students. Please let your child's teacher know ahead of time when possible so that you may be included in the lunch count.
- I. Commercial fast food is **not allowed in the cafeteria**. There will be a table in the hallway for parents who choose to join their child for lunch.
- J. Any request for a special diet from the lunchroom will be available only with a certificate from the child's doctor stating the health problem.

**K. Meal Prices:**

	Student	Student Reduced	Adult Employee	All Visitors
Breakfast	\$1.05	\$.30	\$2.05	\$2.55
Lunch	\$1.80	\$.40	\$3.05	\$3.55

- L. Visitors and substitute teachers must pay with **Cash. No Checks or charging allowed for visitors and substitutes**. Parents may not use money that has already been deposited in a student account. Teachers/Staff and students are not allowed to charge individual items, only a complete meal may be charged. If single items are purchased, money must be in your account or have in hand to pay at the time of purchase.

**GIFTED PROGRAM**

- A. The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, teaching strategies, and the expectations of student mastery are appropriately modified.
- B. Referrals of students to be considered for the gifted program may be made by *classroom teachers, special area teachers, counselors, administrators, parents or guardians, student peers or by the student*. A student will automatically be referred for consideration if he/she scores at or above the 95<sup>th</sup> percentile (Grades K-2) and 90<sup>th</sup> percentile (Grades 3-8) in Total Reading or Total Math on a nationally normed achievement test if the score is within two

calendar years. This identification process includes evaluation in ability, achievement, creativity, and motivation.

- C. For more information about the gifted program, please call the teacher of the gifted, Nicole Hill, at the school.

## GRADING AND MONITORING POLICY

- A. For 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades, the grading will be as follows:
- |          |                                    |
|----------|------------------------------------|
| 90-100   | A – Excellent                      |
| 80-89    | B – Good                           |
| 70-79    | C – Average                        |
| Below 70 | U – Unsatisfactory (below passing) |
- B. Grades K-2 will receive the following Performance Levels on their Standards based report cards.
- 4 – Student work is produced independently and consistently exceeds Grade level expectations.
  - 3 – Meets grade level expectations
  - 2 – Shows progress but is not consistently meeting grade level Expectations.
  - 1 – Little or no progress and is not meeting grade level expectations
  - N/A – Not Applicable – Standard not yet assessed in the classroom
- C. Report cards will be sent home at the end of each 9-week grading period.

## HOMEWORK

Homework will serve to reinforce material already explained in class and will serve to follow up lesson presentations. Homework will also serve to teach students responsibility. Each student is responsible to complete his/her homework and return it to the teacher when due. If your child is having extreme difficulty with homework, please contact the teacher.

## IMMUNIZATION/COMMUNICABLE DISEASES

- A. Students new to the Hall County School System must present a birth certificate, a social security card, and a properly completed immunization certificate before they will be allowed to enroll in school.
- B. Any currently enrolled student who does not have an adequately documented immunization certificate on file may be asked to withdraw from school until such a certificate is obtained.
- C. Parents are responsible for maintaining adequate immunization records.

- D. Parents should immediately report the health status of their child to the teacher, school nurse, or school office if a physician diagnoses a communicable disease.

### INSTRUCTIONAL INTERRUPTIONS

**A. Deliveries of flowers, candy, or balloons to students are not permitted.**

Such interruptions may disrupt learning.

- B. Please be considerate of the learning of all students. If you need to meet with a teacher, **make an appointment** with the teacher prior to arriving at school. If an appointment has not been made, we will ask for you to make an appointment and return at a later time. Parents may not go to the classroom during instructional hours without an appointment. It is the policy of the school to protect instructional time. This policy also ensures your child's safety and guarantees that all students have equal access to the curriculum. This also ensures that you will have the full attention of the teacher, without the presence of students.

- C. **It is imperative that ALL visitors sign in at the office with every visit and wear a visitor's badge. Parents and visitors will need a valid ID to sign into the school. Parents will need to bring a photo ID with them each time they visit the school.** Again, this ensures the safety of all of our students.

### LOST AND FOUND

- A. Unclaimed articles found at school are centrally located, pending claim by the proper owner.
- B. Students are encouraged to check lost and found to claim lost items.
- C. **PLEASE LABEL ALL JACKETS, SWEATERS, BOOKBAGS, ETC. WITH YOUR CHILD'S FIRST AND LAST NAME.**

## LEARNING COMMONS

- A. The Learning Commons provides students with resources and services which offer opportunities for self-directed learning as well as guided instruction.
- B. Students may use the Learning Commons from 7:25 to 2:00 on an individual basis. Teachers use the open, flexible schedule in scheduling media center class lessons, which are collaboratively planned by the teacher and library media specialist.
- C. Various resources are available:
  - 1. Books (checked out for as long as two weeks)
  - 2. Magazines (hardcover as well as computerized index with many full-text articles)
  - 3. On-line catalog and various computerized reference materials
  - 4. Supplemental or curriculum-linked activities with the library media specialist
  - 5. Video opportunities and subsequent school-wide showcasing of programs through Safari Montage.
  - 6. Internet activities with direct faculty supervision
- D. Students are accountable for lost and damaged materials. Parents will receive a written notice which indicates the replacement costs. If a student has a lost or damaged book, he/she will not be allowed to purchase from the Scholastic book fair.
- E. Volunteer parents and grandparents are always needed and welcome in the Media Center.

## MEDICATION ADMINISTRATION AT SCHOOL

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being the priority, the system has revised policies and procedures for medications administered at school.

**NO medications will be given without prior written permissions.** For your child to receive medication at school, you will need to complete the following: **Parent Medication Permission Form** - This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than 10 days) to be administered at school.

**Health Care Provider Medication Information Record** - This form provides for information from your health care provider about medications that is to be given for more than 10 days or regularly during the school year.

Please take the time to read the **guidelines below** carefully. These policies will require greater cooperation and communication between parents and school personnel.

1. Medications received at school in un-labeled bottles, pills in zip-lock bags and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over-the-counter medications) must be brought to the school in the **ORIGINAL container** along with a **Parent/Guardian Medication Permission Form**.
3. Prescription medications must be brought to the school in the ORIGINAL prescription container labeled with the student's name, date prescribed, instructions for administering, name of drug, name of issuing Health Care Provider, expiration date and route medication is to be given along with a **Parent/Guardian Medication Permission Form**.
4. Schools will dispense medications only as directed on the **original** labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in medication, dosage and/or time of administration are requested and a new **original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a **Parent/Guardian Medication Permission Form** and by having your health care provider complete a **Health Care Provider Medication Information Record**.
6. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any changes in pertinent data. A new **Parent/Guardian Medication Permission Form** must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian** to deliver ALL medications to the nurse's office or other designated school personnel.
9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.

**If you have questions regarding medication administration at school, please call the school nurse.**



NOTICE TO PARENT/GUARDIAN AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents And students over 18 years of age (“eligible students”) certain rights with respect to the students educational records. They are:

- 1. The right to inspect and review the student’s educational records within 45 days of the day the Hall County School System receives a request for access.**

Schools are not required to provide copies of materials in education Records, unless, for reasons such as great distance, it is impossible for Parts or eligible students to inspect the records. Schools may charge a fee For copies. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or Eligible student of the time and place where records may be inspected.

- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student’s privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the Parent or eligible student has the right to place a statement with the record Commenting on the contested information in the record.

### **3. The right to consent to disclosure of personally identifiable Information contained in the student's education records, except To the extent that FERPA authorizes disclosure without consent.**

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful Functions;
- Appropriate parties in connection with financial aid to students;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety Emergencies; and state and local authorities, within a juvenile Justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to School officials with legitimate educational interest. A school official is a person employed with the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medial staff and law enforcement personnel); a person serving on the School board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medial consultant, or therapist); or a person or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

responsibility.

Upon request, the system discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

**4. The right to disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.**

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should Make this request annually.

**5. The right to file with the U.S. Department of Education a complaint Under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to comply with the requirements of the Family Educational Rights of Privacy Act I or the regulations Promulgated there under.**

**The Office that administers FERPA is:**

Family Policy Compliance Office

U.S. Department of  
Education 400 Maryland  
Avenue, SW Washington, DC  
20202-460

**PARENT CONFERENCES**

- A. Parents are always welcome to discuss any problems with the teacher. You are encouraged to always speak with the child’s teacher first when there is a concern.
- B. Parent conferences are by appointment only. These conferences should take place between 2:35 p.m. and 3:15 p.m. when at all possible. However, we understand that schedules can be challenging and will make every effort to work with you. Each teacher is responsible for scheduling his/her own appointments.

## PARENT VOLUNTEERS

- A. Contact the school or notify your child's teacher if you are interested in volunteering your time.
- B. Some areas in which volunteers can assist are:
  - 1. Tutoring one or more children
  - 2. Helping a teacher with classroom needs/activities
  - 3. Preparing bulletin boards
  - 4. Making educational games or posters
  - 5. Copying materials
  - 6. Participating in field trips as chaperones

## PARTIES

Each grade level may have two parties per year. Teachers will determine which parties will be scheduled. If parents wish to bring cupcakes or treats for their child's class, they are asked to contact their child's teacher to discuss the request and to make arrangements. ***Because Friendship Elementary is a Wellness school, we request that if parents bring cupcakes or a sugary snack for a celebration that they also bring a healthy alternative, such as fruit, so that children have the option to still participate, but make a healthier choice.***

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

- 1. Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the

collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of the participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

- (A) The administration of any survey containing one or more of the following items:
- I) Political affiliations or beliefs of the student or the student's parent;
  - II) Mental or psychological problems of the student or the student's family;
  - III) Behaviors or attitudes;
  - IV) Sex Illegal, anti-social, self-incriminating, or demeaning behavior;
  - V) Critical appraisals of other individuals with whom respondents have close family relationships;
  - VI) Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers;
  - VII) Religious practices, affiliations, or beliefs of the student or student's parents; or
  - VIII) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
- (B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- (C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.
- (D) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (E) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs (1)(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described herein.

(F) Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance

Office, U.S. Department of Education, 400 Maryland Ave.  
SW, Washington, D.C. 20202-4605.

### PTO (PARENT & TEACHER ORGANIZATION)

Parents are as important in children's education as are teachers. Without parental support, children will lack a well-rounded education. Since an organization of parents and teachers is such a vital part of any school, each parent is encouraged to become a member of the Friendship Elementary PTO.

### SCHOOL HOURS

School hours are from 7:50 a.m. to 2:15 p.m.

Students may enter the gym and cafeteria no earlier than 7:15 each morning. Students may enter the classrooms at 7:30.

**Teachers report for duty by 7:15. Therefore, students should not report to school prior to that time.** Students arriving after 7:50 are counted tardy. **All students should be picked up no later than 2:40 p.m.**

### SCHOOL INSURANCE

- A. School insurance insures the child for accidents that might happen at school or going to and from school.
- B. Twenty-four hour coverage is also available.
- C. Insurance is only available at the beginning of the school year.
- D. Students will be given insurance information during the first week of the school year.



## SNACKS

- A. Students are permitted to bring snacks to school. These snacks should be nutritious and contain a minimal amount of sugar.
- B. Sodas/soft drinks are not allowed.
- C. In compliance with our involvement and membership in the Alliance For Healthier Generation and its frameworks, ***we request that if parents bring cupcakes or a sugary snack for a celebration that they also bring a healthy alternative, such as fruit, so that children have the option to still participate, but make a healthier choice.*** The exception will be for class holiday parties and your child's teacher can suggest snacks that can be brought in for that event.
- D. Fast food is not allowed in the cafeteria. There is a table for parents to join students outside the cafeteria. Students may invite one friend from their class.

## SUPPLIES

Students are responsible for providing their own school supplies. These supplies vary according to the students' grade levels. Supply lists are available in the school office. If you need any assistance, with school supplies, please contact the school counselor.

## TRANSFERS

- A. All transfers from Friendship Elementary School must be cleared through the school office.
- B. Proper forms and procedures for transfer are available in the office.
- C. All official documents (permanent records) are transferred from school to school.

## USE OF SCHOOL PHONE

- A. The school telephone number is (770) 932-1223.
- B. The school telephone is a business phone and should not be used for personal reasons.
- C. Messages will only be delivered to students at the end of the day when general announcements are made. The following guidelines are made for leaving phone messages for students:
  - 1. Have an understanding with your child in the morning about what they should do when school is dismissed in the afternoon. **Any change from normal transportation should be accompanied by a note.**
  - 2. Calls for transportation changes are not accepted after 1:30 unless it is an emergency.
  - 3. Call the school to deliver messages to students in case of emergencies.
  - 4. Do not ask that students be called to the phone.
  - 5. When calling teachers between the hours of 7:50 a.m. and 2:15 p.m., leave a phone number so they can return your call.
  - 6. It is not necessary to call the school to ask that lunch be charged when students forget their money. Lunches may be charged until the next day.

## VALUABLES

- A. Please send only necessary money to school with students.
- B. Do not allow students to bring expensive items to school. The school will not be responsible for loss of, or damage to, such items.
- C. Please do not send items deemed an interruption of the instructional day.



