



**John L. Coble Elementary School**

# **Handbook**

## **2018-2019**

## Accreditation

Seventh-day Adventist schools are accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation (NCPA), which is approved by the U.S. Department of Education as a school accrediting agency, and by the U.S. Immigration and Naturalization Service (INS) for the purpose of enrolling non-immigrant (F-1) students.

In Georgia, Seventh-day Adventist schools are additionally accredited by the Georgia Private School Accreditation Council (GAPSAC), which was accepted by the State Board of Education on August 13, 1998, as an accrediting agency.

Coble Elementary School holds an accreditation for having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees of Southern Association of Colleges and School Council on Accreditation and School Improvement, a division of AdvancED.

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## Philosophy, Mission and Goals

The Seventh-day Adventist Church operates a worldwide educational system extending from Kindergarten through university level which currently has more than 1 million students.

The mission of John L. Coble Elementary School is to provide the best educational opportunities within a spiritual, nurtured environment with the goal for every student to be a success.

**The Adventist Edge Mission is educators delivering GREAT education that is:**

- **God-centered**
- **Results-oriented, in an**
- **Environment that nurtures**
- **Aligned with Adventist and national standards, and a**
- **Team effort**

## Admission

### **Admission Eligibility**

The John L. Coble Elementary School is operated for the benefit of all Seventh-day Adventist families in Northwest Georgia. However, the privilege of attending is not limited to young people of the Seventh-day Adventist faith. Students who will comply with the character and curriculum requirements, and who have an honest desire for a Christian education are encouraged to apply and they will be given opportunity to attend as openings occur.

Coble Elementary School does not discriminate on the basis of race, color, religion, sex or national origin in educational policies, admission, or in any school activities. However, applications from students attending the constituent SDA churches will be given priority consideration for available openings.

To be eligible for admission, children are to be physically, mentally, emotionally and socially mature enough to do the class work at grade level. We do not offer any special education classes. Pupils who have serious scholastic or behavioral problems or those who have learning disabilities may not benefit adequately from the academic program to justify admission.

All student admissions are subject to School Board approval. New students are accepted on probationary terms for the first nine weeks and will be evaluated by the staff and School Board during that time for acceptance. The staff reserves the right to determine the grade placement for students after testing the applicant and counseling with the parents. It may take several days or weeks to gather sufficient data to know the correct level at which the child can work successfully.

**Pre-Kindergarten** students are at least 4 years of age and Kindergarten students are at least 5 years of age by September 1 of the year they are enrolled in school. PK-K curriculum is a hands-on program that is taught to stimulate thinking, reasoning, decision-making and problem solving, while building literacy in math, science and social studies.

**First grade** students are 6 years of age by September 1 of the year they are enrolled in first grade and have made a satisfactory grade on the readiness test for first grade. Parents may be advised to wait another year before entering their child in first grade in cases when readiness is uncertain.

### **Admission Procedures**

We invite parents and students to visit the school. If possible notify us in advance to facilitate arrangements for an interview and tour. Check out the information on the school *website at [cobleschool.com](http://cobleschool.com)*.

Review the school handbook to ensure parent and student willingness to support the rules and policies.

- Request log-in information to complete and submit application.
- Once accepted, set up an account on RenWeb to complete registration.
- Pay application and registration fees.

The following information is to be submitted at the time of application:

- Application/Registration on-line forms and fees
- Verification of birth date - a copy of the student's birth certificate
- Certificate of Ear, Eye, and Dental Exam (Georgia State Form #3300)
- School Certificate of immunization (Georgia State Form #3231)
- 7<sup>th</sup> grade students will need proof of an MMR booster, pertussis (whooping cough) booster (Tdap) and meningococcal vaccination (MCV4).
- Records requested from previous school if transferring in to Coble.

Transfer credits: Parents will need to provide the correct address of the former school (with the application) in order for us to request previous records.

### **Contractual Agreement**

Parents and students who enroll are expected to cooperate with and support the teachers and school policies. They have entered into a contractual agreement with the school and are expected to live up to their commitment. School records will not be released until all obligations have been met.

It is our desire to furnish a Christian education to all Seventh-day Adventist children in our area, regardless of their financial status.

**Application Fee** is non-refundable and required yearly.

**Registration Fee** is established each year by the Finance Committee. All accounts and fees from the previous school year must be current at the time of registration. The registration fee includes charges for book rental, workbooks, some consumable materials, accident insurance, achievement testing, library services, technology access, and yearbook.

**Tuition** is established each year by the Finance Committee. Tuition rate is a yearly fee scheduled as ten monthly payments and due on the first of each month. A 5% discount will be allowed for those paying the yearly tuition in advance by July 31.

**Payments:** Checks should be made out to John L. Coble Elementary School. The tuition fees may be mailed to the School Treasurer at the school address, delivered to the school office or payments can be made on line by clicking on the *adventistschoolpay.org* link on the *cobleschool.com* website.

**Returned Checks:** A service charge of \$12 will be applied for returned checks.

**Worthy Student:** Members of the constituent churches who need assistance may apply for financial assistance through their respective churches. Forms are available at your church office and should be returned to the School Principal.

**Delinquent Accounts:**

- Bills not paid by the last day of the month will be considered delinquent.
- All families with accounts 30 days delinquent will receive a late notice.
- All accounts 60 days delinquent will be reviewed by the Executive Committee. Students may be suspended at this time until appropriate arrangements have been made.
- Grades and records of students with an unpaid school bill will not be transferred until satisfactory arrangements are made through the School Treasurer.

**Finance Policy:** The Executive Committee considers the financial policies each year and reviews accounts. Decisions of the Finance Committee are subject to Coble School Board approval. The Executive Committee consists of the Principal, Treasurer, pastors of the constituent churches, the Coble School Board Chairman and Vice-Chairman.

**Official School Records** are sent after receiving a written request from another school after all school property is returned and financial responsibility is complete.

**Student Withdrawal Policy:** Any student who withdraws from the school in the first ten school days will owe half of their tuition for that month. Any student who withdraws after the first ten school days must pay for the entire month. Registration fee is non-refundable.

**School Calendar:** The calendar of major events for the year is available for each parent and is posted on the School's website.

**Arrival and Dismissal:** The school day begins for all grades, Monday through Friday, at 8:00 a.m. and ends, Monday through Thursday, at 3:00 p.m. Friday dismissal is 2:00 p.m. Students are encouraged to arrive 15 minutes before classes begin but no earlier and should leave within 15 minutes after school is dismissed. Students who stay later will be sent to after school care and the charge is \$10 per day.

**After School Care** is provided after school Monday-Thursday 3:30-6:00 p.m. and Friday 2:30-5:00 p.m. for a flat rate.

**Leaving the school grounds:** If for some valid reason the student needs to leave early, a parent should send a note notifying the teacher. Students are not allowed to walk to GCA, unless a permission form has been signed by the GCA staff person who will be responsible for the supervision of that CES student. After school arrangements for students are to be made in advance.

**Telephones:** Calls to the teacher or a student during school hours should be limited to an emergency nature. Students will be allowed to use the school phone with staff permission. If students bring a cell phone to school it is to be left with the homeroom teacher during school hours. If a student is caught using their cell phone, the phone will be taken away and a parent can pick it up.

**Lunches:** Hot lunch is available and can be purchased via a meal ticket or individual meal each day by 9:00 a.m. Individual lunch boxes are to be kept in the student's cubby/locker in the homeroom classroom. Late lunch boxes are to be delivered to the school office not to the classroom. Foods containing peanuts or peanut oils are not allowed on campus. Any peanut product brought to school will be returned home and the students will be given the option to purchase a meal at the parent's expense.

**Visits:** The school welcomes visitors to watch the School program in action. However, we do make the following requests of those who desire to schedule visitation times in the classroom. First, please schedule with the classroom teacher. Second, check in with the School Office before making the classroom visit. Third, please do not expect to hold an individual conference with your child's teacher between 7:30 a.m. and 3:15 p.m. which includes class time.

**Electronics, Toys and Pets:** Do not allow your child to bring electronics, toys, games or trinkets like spinners to school unless it is approved by the classroom teacher. Items brought for show and tell must stay on the shelf in the classroom except during class use. No live creatures or pets may be brought to school without making prior arrangements with the teacher.

### **Standards of Conduct**

1. All students should demonstrate respect and regard for the religious ideals of the Seventh-day Adventist Church and conduct his/her life in harmony with the principles of the school.
2. Students at Coble are encouraged by instruction and modeling to mold their lives after Jesus Christ who was kind, courteous, compassionate, merciful, loving and understanding. Practice the Golden Rule: love and respect others as you would have them to love and respect you.
3. Students will be encouraged to refrain from talking about movies, videos, video games, and TV programs, unless the teacher is leading the discussion.
4. Students must not possess, use or distribute alcoholic beverages, tobacco, marijuana, or any other mind-altering drug. Violation of this rule will result in immediate dismissal.
5. Students must abstain from indecent or disorderly behavior and from profane or immoral language. Practices that are rude, crude or vulgar, or that bring disrespect on Coble Elementary School will not be permitted.
6. Fighting or wrestling, bullying, injuring, degrading or disgracing a fellow student, is forbidden.
7. Students must have proper respect for School property and the property of others. Anyone misusing, defacing or destroying School property will be charged for the damage and subject him or herself to further disciplinary action. Willful or malicious damage will result in suspension and possible legal charges, as well as financial responsibility for repair or restitution.
8. Students are encouraged to develop a high work ethic with an appreciation for the dignity of service using Christian principles and personal management.
9. A pattern of dishonesty, including stealing, lying and cheating, is cause for suspension or dismissal.
10. The staff may confiscate any items that are brought to the school in violation of the school policies. Such items will be returned to the parent at the staff's discretion.

### **Sexual Harassment**

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of bullying and/or harassment, and/or sexual harassment occurring on-campus or on off-campus school sponsored events are to be reported to the Supervising Teacher and Administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. These incidents will result in disciplinary action.

## **Olweus Bullying Prevention Program**

Coble Elementary School administrators, staff and students embrace the Olweus Bullying Prevention Program to make our school a safer place for all. Thus, a student or group of students must not participate in, or allow any act of physical, verbal, cyber, social exclusion, or subtle forms of bullying.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. The definition of bullying has three major components: First, it is aggressive behavior that involves unwanted, negative actions. Second, bullying typically involves a pattern of behavior repeated over time. Finally, it involves an imbalance of power or strength.

John L. Coble Elementary anti-bullying rules are:

1. We will respect others.
2. We will stand up for students who are mistreated.
3. We will include students who are left out.
4. If we know that somebody is being mistreated, we will tell an adult at school and an adult at home.

**Discipline Step 1:** Student who bullied will be removed from the incident and may be sent to the school office. Parents of both the victim and the student who bullied will be notified of the incident.

**Discipline Step 2:** Student who bullied will receive a one-day in-school suspension and will be required to have weekly accountability meetings with school staff. The Principal, parents and teacher will meet, create and agree upon a student behavior modification plan.

**Discipline Step 3:** Student who bullied will receive a three-day out-of-school suspension and will be required to provide documentation of visit from a mental health professional before returning to school.

## Discipline

### **Student Discipline**

It is the intention of Seventh-day Adventists schools to maintain good discipline. The purpose of discipline is to correct the unacceptable behavior and to train the child for self-controlled social interaction, both in the classroom and into adult life. High standards of conduct are promoted in order to provide a proper atmosphere for good instruction to all students. The rules relating to conduct must be upheld by the student, parent, teacher and Principal.

Disrespect and discourtesy between fellow students or between students and faculty, and unruly conduct in class or on school premises is unacceptable and will result in corrective discipline.

When a student consistently behaves in such a way as to be detrimental to the scholarship of other students, or willfully and persistently refuses to give respect and/or obedience, it may be determined by the judgment of the staff and/or School Board that the student is not receiving benefit from the school and will be required to transfer to another school.

### **Disciplinary Action**

If any of the standards and/or any school/classroom rules are broken the following steps will be followed:

1. First infraction: student receives a verbal warning.
2. Second infraction: student loses break time and documented.
3. Third infraction: student loses break time and the parent will be contacted.
4. Fourth infraction: student receives in-house suspension and probation procedures will be followed.

Students not submitting to school authority may be suspended by the Principal until the parents and student make satisfactory arrangements with the Principal and/or Coble School Board for the student's future conduct.

## Academic

**Attendance:** CES cooperates with the state of Georgia in requiring of regular and prompt class attendance. A student absent more than 20% of the school days (including excused absences) in any period may forfeit his grade for that period. The attendance record becomes a part of the student's permanent record and will be listed on the transcript along with scholastic grades. Students arriving after 8:00 a.m. need to stop at the Office and sign in the Tardy Book. Excused absences for medical appointments, emergencies, sickness, and/or death in the family are by policy the only legitimate excuses for absences. Written excuses from a parent or guardian are required for all absences and will be kept on file until the end of the school year.

**Media Release:** Student's pictures or video may be used in school related newspapers, yearbook, website and etc. communication media. Media Release forms are part of the registration material requiring parental permission.

**Parent-Teacher Conferences:** Grades are reported every nine weeks. Parent-Teacher Conferences are scheduled at the end of the first and second quarters. Additional conferences may be scheduled at the request of the parent or teacher. Appointments can be scheduled 30 minutes after regular dismissal time.

## **Your Student's Textbooks**

All core subject textbooks are approved by the GCC Office of Education. Approved textbooks provide a basis upon which to teach to develop the whole mind of each student. There is NAD standards for each grade level and each subject. Teachers may choose to supplement the approved textbooks to enhance learning. By using a variety of resources and materials, our teachers can more readily accommodate each child's unique learning style and help him/her achieve their personal best.

## **Computers and Technology**

It is the policy of Coble Elementary School that no illegal software be used on the school's equipment. Students are not to load software onto school hardware, even temporarily. In addition to being illegal, the danger of spreading a virus or modifying a system or initialization must be avoided.

Access to the computers and technology equipment will be carefully controlled and monitored. Internet access is available in the classrooms and the teachers will be granting student access for specific educational objectives. Students must not access the Internet at school without teacher permission regardless of their expertise or access policies in the home.

Disciplinary actions will be taken with students who break into files that are off limits to them or bypass filters. They should not visit inappropriate sites or those that contradict Christian values. In addition, students will be billed for service time and replacement costs for damage to hardware, software or files.

## **Library Procedures**

Books are checked out for 2 weeks, but can be renewed for another 2 weeks. In an effort to teach accountability, a small library fine is charged for overdue books. The book will have to be returned and the late fee paid before the student can check out more books. If a book is lost, the student will have the option to either pay the price of the book to replace it, or purchase a copy to replace the lost book. Books are to be returned in the same condition as when they were checked out. If they are damaged beyond repair, the student will need to pay the cost of the book so it may be replaced.

## **Academic Probation**

If a student may be put on academic probation for the following reasons:

1. Below-average grades in core academic subjects.
2. Two F's in core academic subjects.
3. Large number of incomplete assignments.
4. Total of four infractions.

### **Academic Probation Procedure:**

1. The teacher will develop a plan to help and encourage the student to raise the grades or behavior change.
2. The teacher will contact the parents by phone or in person concerning the reasons for academic probation. A plan of action that incorporates the student, the parents and the teacher to help the student get back to regular academic standing must be presented to the Principal.

### **Possible Consequences:**

1. The student may have to forfeit some free time during the school day.
2. The student may be excluded from extra curricular activities.
3. Eighth grade students may receive a Certificate of Completion, not a diploma.
4. Students that do not make academic progress may be asked to withdraw.

## Dress and Uniform Standard

CES has adopted a uniform dress code that provides students with a variety of mix-and-match clothing options within a preselected range of colors and styles. All students are required to wear approved uniform attire each day and dress appropriately, healthfully, and modestly at all times. Dress and/or grooming which draws undue attention to the students are not permitted.

**Suppliers:** A+, Classroom, Dickies, French Toast, Old Navy and Rifle are brands that can be used to purchase uniform jumpers, pants and shorts. The following businesses provide uniforms with the required CES logo on shirts, sweaters, and jackets. Plaid clothing can only be purchased at Educational Outfitters\*.

LaParisienne - 214 N River St, Calhoun, GA 30701 706-624-0666

\*Educational Outfitters - 2271 Gunbarrel Rd., Chattanooga, TN 423-894-1222  
5290 Roswell Rd, Sandy Springs, GA 770-702-0837

**Note:** A limited selection of gently used, outgrown uniform clothing is also available, free of charge, at the School during registration and throughout the school year in the “Coble Closet.” Check with the School Office for more information.

**Pants & Shorts** - All uniform pants/shorts/skorts must be modest. Shorts and skorts should approach the knee in length.

**Shirts** - All uniform shirts, turtlenecks, etc. must also have the CES logo.

Students may wear short-sleeved or long-sleeved “polo-style” knit shirts in the following colors: White, Black, Navy, Yellow, Hunter Green, and Navy/Hunter Green Rugby Stripe. A Navy Blue uniform shirt is required attire for some field trips, so ensure that your child has at least one. Oxford-style, long-sleeved, button-front shirts in either solid White or Blue/White Stripe shirts may also be worn, but must be tucked in at the waist. Striped

shirts should never be worn with plaid skirts. When worn untucked, the bottom edge of uniform shirts should reach the hip area & not be hanging to the knees. If uniform shirts are worn untucked, no t-shirt or camisole hems should show below the bottom edge of the uniform shirt.

**Belts** - If uniform shirts are worn tucked in, a Brown, Black, or uniform Plaid belt must be worn with any pants or shorts with belt loops for students in grades 3-8. Students in Pre-K through grade 2 are not required to wear belts. Ribbon belts are not allowed.

**Skirts/Dresses** - All uniform skirts, jumpers & dresses must be knee length. When girls wear dresses or skirts in the playground, modesty becomes an issue. It is mandatory that either Tights/Leggings (see below) or “Soffe” athletic shorts (in Solid Black or Navy) be worn underneath their dresses or skirts.

**Tights & Leggings** - Girls may choose to wear Solid Navy, Black, or White tights or leggings underneath their uniform skirts. Leggings may have a solid color trim along the bottom edge, but no lace.

**Socks** - Socks must match and be solid neutral colors

**Shoes** - Athletic/tennis shoes are required in the gym for P.E. or sports activities. No shoes should be worn that would scuff the gym floor. All shoes must be closed toed and closed heeled. High heels and shoes with wheels are not permitted. Other examples of unacceptable shoes include: Sandals, Flip-Flops, Crocs, and Boots.

**Outerwear** - All sweaters, sweatshirts, vests, jackets, etc. worn inside the classroom must be purchased from one of the official uniform suppliers and have the appropriate CES logo. All other coats, jackets, and non-official outerwear worn by students to/from school must be removed once the student arrives at his/her classroom. No hoods are to be worn in the school building.

**Condition & Fit of Clothing** - All uniform clothing worn to school must be clean and in good condition, with no obvious rips, ragged ends, holes or stains. Pants that drag the ground, ride very low at the waist, or are oversized are unacceptable.

**Hair** – Boys/girls should not have their front bangs hanging down past their eyebrows. Extreme hairstyles and unnatural hair colors/treatments are not permitted.

**Make-Up/Nail Polish** - In view of what is age-appropriate and consistent with the Christian’s emphasis on inner beauty, if any make-up or nail polish is used at all, it should be very minimal, natural and tasteful. No black nail polish.

**Perfume/Scented Products** - Due to allergies and acute sensitivities among some of our staff and students, all perfumes and strongly fragranced toiletries, deodorants, etc. should be avoided.

**Jewelry** - All jewelry, wrist and ankle bands are forbidden.

## Complaint Procedure

These guidelines are based on counsel given Christian believers in Matthew 18. It is the conviction of the school board that a strict adherence to these Biblical principles will advance general goodwill and safeguard relationships in our school, churches and community. [Following are the progressive steps to be taken to lead to a resolution.]

### **To resolve a complaint concerning a Teacher:**

1. Meet with the teacher alone or as a family before discussing the problem with any other individual. \*
2. Take the unresolved complaint to Coble Elementary School Principal requesting assistance in resolving the problem by \*meeting with the teacher. Assurance must be given that step 1 has been taken.
3. Any unresolved complaint will then be referred to the Coble Elementary School Board and pastors.
4. If necessary, the Coble School Board will refer the complaint to the Georgia-Cumberland Conference Superintendent of Education for counsel and assistance.
5. Final decisions will be made by Georgia Cumberland Conference.

### **To resolve a complaint concerning the Principal:**

1. Meet with the Principal alone or as a family before discussing the problem with any other individual.\*
2. Take the unresolved complaint to a Coble Elementary School Board member requesting assistance in resolving the problem by \*meeting with the Principal. Assurance must be given that step 1 has been taken.
3. The pastor of the concerned parent (or person) will then mediate a resolution by \*meeting with the parties involved.
4. Any unresolved complaint will then be referred to the Coble Elementary School Board.
5. If necessary, the Coble School Board will refer the complaint to the Georgia-Cumberland Conference Superintendent of Education for counsel and assistance.
6. Final decisions will be made by the Coble School Board.

**\*NOTE: All meetings with teachers and/or the Principal must be by appointment.**

## Safety

**Emergency School Closing:** Under severe weather conditions school will be closed. A Parent Alert system will notify our families of school closing. John L. Coble Elementary will close when the Calhoun City schools close but will not follow the Calhoun City schools to dismiss early unless notified otherwise. Also, listen to the radio station, WEBS 1030 AM, or local TV stations for notifications.

## **Visitors**

Student safety is of utmost importance to our staff. In an effort to increase safety measures at Coble, ALL visitors, during school hours, must check in at the front office and wear a visitor identification pass while in the building. All visitors are to enter and exit the doors by the front office.

## **Verified Volunteers**

The on-line training program, *Child Protection Awareness*, is required for all adults who work or volunteer at the school. It is a valuable resource to help protect our children by providing information useful to any concerned adult who might encounter a situation where intervention or reporting may be needed. It is also recommended for all parents to take the free on-line training. Information is included in the registration material. If you need assistance, please check with a school staff member.

## **Asbestos Policy**

The inspection and management plan for Asbestos-Containing Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval. Coble Elementary does not contain asbestos.

## **Weapons Policy**

Students shall not possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, or at any school-related or school-sponsored activities away from school facilities.

Weapons and dangerous instruments include but are not limited to:

1. Firearms: Any guns of any type, tasers, and/or any other device capable of chemically propelling a projectile.
2. Cutting and puncturing devices: Any knives of any type including pocket knives, and razors.
3. Explosive and/or incendiary devices: Any bombs of any type or containers of inflammable fluids, and/or other hazardous devices.

Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. Any school employee shall confiscate any device used as a weapon. The Principal and/or Coble School Board reserves the right to take any disciplinary action deemed appropriate in response to the offense.

## Medical

In the event the administering of medication to a student during school hours is necessary the school will provide control and supervision of the administration of the medication. All prescription medications brought to school are to be given to the Office Manager in the original containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.

A completed *Medication Administration Form* is to be filled out by the parent for all prescribed and over-the-counter medications. A physician's signature is required. The medication will be administered in accordance with this written instruction.

Nonprescription medications such as aspirin, Tylenol, cough medications, over-the-counter allergy medications, etc., may NOT be administered to students by school staff without parental consent. Medications should be given at home when possible.

**Head Lice/Ringworm:** Any communicable diseases must be treated and student should not return to school until signs of infestation are gone.

### Illness

The teacher has the prerogative to dismiss any student who may have an illness or contagious condition. A child with a fever should remain at home until the child has been fever-free for 24 hours without the use of fever-reducing medications. If the student is given antibiotics for a contagious illness, the student is to remain home for at least 24 hours or as specified by the physician.

## Church Organizations

**Home and School Association:** It's mission is to support the students and staff programs and objectives, to organize activities that will bring parents and children together within the community environment of the school, and to organize and promote fund raising events that will financially support the needs of the school not included in the general budget.

**School Board Meetings:** The Coble School Board regularly meets once a month, on the second Tuesday. To have a concern or idea placed on the agenda for the Board to consider, please present a request, in writing, to the School Board Chairperson or the Principal, at least one week prior to the meeting. Please refer to page 12 if you have a complaint to be considered.

**The Administration and Coble School Board** reserve the right to formulate and implement policies, rules and regulations throughout the course of the year to assure the safe and appropriate operation of the school. Those policies will have equal force with those published in this handbook and is subject to change at any time.

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