

Section I

School Information, Rules and Regulations

Office

The office is open each day from 7:15 am until 3:30 pm. Please call the office with questions or concerns. You can contact your child's teacher through email or notes in the student agenda or Bear Fax.

Contact Information

It is imperative that the school is able to contact parents at all times. Please make sure your contact information is current.

Registration Requirements

Each student must have:

- a. Two Proofs of Residency
- b. Douglas County Auto Registration
- c. Up-to-date Immunization Form: GDHR 3231
- d. Custody/Guardian Papers if appropriate
- e. Copy of Social Security Card
- f. Certificate of Eye, Ear, and Dental Examination if entering Georgia Schools for the first time: Form GDHR 3300
- g. Certified Copy of the Birth Certificate if entering a Georgia School for the first time

Withdrawal Requirements

If a student is changing schools and needs to withdraw, a written request or phone call from parents to the school at least one school day before the day of the planned withdrawal is required. All textbooks and library books must be returned, and any fines or charges must be paid.

Attendance

Good attendance is critical for students! If students are not at school, they are missing critical instruction. Please strive for perfect attendance this year! The more days your child is in school the more they are learning. Please plan vacations and trips while school is not in session.

Tardiness

Children not in the classroom by 8:00 am will be considered tardy. If your child is tardy, escort him/her to the office so they may be checked in. Guardians of students who are often tardy will be referred to the school social worker.

Early Dismissal

Students not attending school for at least three hours and thirty minutes will be considered absent for that school day.

Adults picking up students during the school day must report to the office. The child will be called to the office by the office staff. If someone other than a parent or guardian is to pick up a student, you must notify the school in writing. Proof of identification will be required before the child is released to anyone the office personnel does not know. This procedure is absolutely necessary for the protection of our children. Children will not be released from the classroom to any adult without prior office approval.