My name is LeAnne Shelton, and this is my 22nd year in education. I taught at Cherokee Elementary for 17 years. I taught kindergarten, first, third, and fourth grades, as well as Directed Studies. I also served as Cherokee’s Instructional Coach. While I absolutely loved being in the classroom, I was thrilled to serve as the Assistant Principal for both Westside Elementary School and Northside Elementary School for the 2015-2016 school year and then another two and a half years as Assistant Principal at Westside Elementary. I was honored to be chosen as the principal of Northside Elementary in December of 2018.

I am a proud 1993 graduate of Cedartown High School. I received a Bachelor’s degree in Early Childhood Education from Valdosta State University, a Master's degree in Reading Education and Educational Leadership from The University of West Georgia, and a Specialist degree in Instructional Leadership from Jacksonville State University.

I have two boys, who are my pride and joy. Both attend Cedartown High School where Chaz is a senior, and Braden is a sophomore. I love spending time with them and being their mom has molded me into the educator that I am today. My philosophy has always been to be the educator for my students that I want for my own children. That principle guided me in the classroom, and it continues to guide me as an administrator. Just as I feel so blessed to be their mom, I feel equally fortunate to be a part of the lives of the children of Polk School District, and I am so excited to be beginning my first full year as Principal of Northside Elementary School. If I can ever be of any assistance, please do not hesitate to contact me!

LeAnne Shelton, Principal
lshelton@polk.k12.ga.us
770-748-4932

I am Kyle Stephens. I have been an educator for 15 years, all in Polk School District. I have a BA degree in Chemistry, a Master’s and Specialist Degree in Secondary Science, and an Educational Leadership degree. I have an eight-year-old son named Brody. My wife is Naomi Stephens, who is a counselor at a local elementary school. This is my 2nd year being the Assistant Principal at Northside, and I am excited for a great school year.

Kyle Stephens, Assistant Principal
kstephens@polk.k12.ga.us
(770)-748-4932
MISSION STATEMENT

Northside Elementary builds a foundation that promotes excellence.

VISION

Northside Elementary students shall become critical thinkers who excel globally.

SCHOOL BELIEFS

We believe...

- all students can learn.
- the focus of our school is learning.
- students learn in different ways and are provided with a variety of instructional approaches to support their learning.
- students learn best when they are actively engaged in the learning process and share accountability for their learning.
- curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
- prompt and regular attendance by students and staff is essential to optimum learning.
- student and staff wellness contributes to effective teaching and learning.
- continuous balanced assessment improves teaching and increases learning.
- collaborative learning communities enhance student achievement.
- a safe and orderly environment promotes student learning.
- technology is used to support instruction.
- all school decisions should be data driven.
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The faculty, staff, and administration would like to take this opportunity to welcome you to Northside Elementary School. This Student/Parent Handbook has been prepared to provide essential information to the students/parents of Northside Elementary School. Our handbook will provide useful information and should help answer questions about our school and important school policies. We value your positive energy and dedication to excellence in education, and look forward to working with you and your child.

Accidents
Despite all safety precautions and supervision, accidents will occur. Students will be given appropriate first aid and will be checked by the school nurse. In the event of a serious accident, EMS will be called, and parents/guardians will be contacted. All accidents at school should be brought to the attention of the office so that an accident report may be filled out.

Admissions
New kindergarten students must be 5 years old on or before September 1. All students must provide proof of address, a birth certificate, a social security card, a certificate of immunization and a certificate of eye, ear and dental to be in compliance with Georgia law.

Agenda
Every student in grades 3–5 will receive an agenda. This is an organizer/planner that helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The agenda provides a place for students to record all assignments, has the school calendar, and is an excellent way to communicate with your child’s teacher. The agenda is an effective learning tool for the students, a vital communication tool for parents, and a real teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at Northside Elementary School. One agenda is issued FREE to each student. If a student has lost or misplace his/her agenda, a new one must be purchased for $5.00.

Alcohol and Drugs
The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.
Parents or guardians should not come to the school or school-related functions under the influence of alcohol or drugs. Student Drug Policy

**Arrival and Dismissal**

Students who are car riders should be delivered and picked up only in the front of the school. Students should not arrive at school before 7:20 a.m. Homeroom will begin at 7:50 a.m. Students are tardy after 7:50 a.m. **PLEASE NOTE THAT THE TARDY BELL TIME HAS CHANGED!** Dismissal for Pre-K students begins at 2:30 p.m. All other students will be dismissed at 2:45 p.m. If you have a Pre-K student and an older student, the Pre-K student will be dismissed at the time the older student is dismissed. Your child’s identification card MUST be displayed in your window until your child is loaded for the entire school year. If the card is not present, you will have to come in to the front office with a valid ID in order to pick up your child.

**Attendance**

Full-day school attendance is very important for student success. Students who arrive late or leave early miss important segments of classroom instruction. According to the Georgia Department of Education, data indicates that missing more than five days of school each year, regardless of the cause, begins to impact student academic performance and starts shaping attitudes about school. The best way to learn is to be here for the instruction! Student Attendance Policy Link

**Breakfast Information**

**BREAKFAST IS OFFERED TO ALL STUDENTS AT NO CHARGE DAILY.** Car riders should arrive by 7:30 a.m. in order to eat breakfast. Students who are bus riders and who are eating breakfast will report directly to the lunchroom to maximize instructional time. Nutrition is a very important part of the education process since a hungry child cannot learn.

**Bus Discipline**

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing not to follow the bus behavior guidelines, may result in suspension or loss of bus service. The bus driver is responsible for the safety and well-being of the students on the bus. The school administrator will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student
boards the bus in the morning and is retained until the student leaves the bus at the end of the day. If a student is having a bus issue, please schedule a meeting with the Principal or Assistant Principal to seek a resolution. (Please see Polk School District Rules and Regulations for bus students for more information.) **Riding the school bus is a privilege not a right and may be revoked for safety and discipline infractions.**

**Bus Information**
Students are eligible to ride a bus to and from school if their residence is within the attendance zone / bus zone established by Polk School District. A student must ride the bus based on where he/she lives.

**Bus Route Policies**
All requests for a child to ride a bus or a bus change must be submitted in writing by the parent/guardian to Mrs. Margie Prather at the Polk School District Transportation Department. The phone number for the Transportation Department is (770) 684-8771. Students will only be allowed off the bus at school, home and approved locations. Parents are not allowed on the bus.

**Bus Transportation Changes Protocol**
Note: This protocol is for short-term (daily) changes only. For any long-term change in transportation, please contact Mrs. Prather at (770) 684-8771. Students must have a written note from a parent or guardian that is dated and signed referencing that particular day or days affected. This will apply even if the parent makes the request in person at the school.

In the event of a change in transportation, school office personnel will:
- Have appropriate school administrator (or designee) sign the note
- Make a copy of the note with both signatures
- Send the original note with the student or the student’s teacher to be given to the appropriate bus driver – this will be the student’s pass to get on the bus.
- File the copy of the note in a specified place in the front office where it can be easily accessed in case of emergency.
- Bus drivers will not allow a student to exit the school bus at a place that is not the student’s normal stop unless the written note signed by both the parent/guardian and the school administrator (or designee) is in his or her possession.

**No bus transportation changes will be accepted over the telephone.**
Cancellation of School
School may be canceled due to dangerous weather conditions, equipment failure, or when mandated by governmental agency. News on school closings will be broadcast on WGAA 1340 AM. Parents will also be notified by television and by the automated One Call phone system. Parents who sign up for Remind 101 will receive a text in case of school closing. It will also be on the school and district’s Facebook page, as well as the school and district website.

Car Rider Information
The earliest drop-off time for students is 7:20 a.m. Adult supervision is not available prior to 7:20 a.m. An adult must check in any child brought to school after the 7:50 a.m. tardy bell to ensure correct student attendance records. Parents are expected to adhere to the guidelines set by the school regarding morning drop off of car riders. Car riders should arrive by 7:30 a.m. in order to eat breakfast.

Morning car rider procedures - The driveway area at the front of the school will be utilized for drop-off purposes each day. Once the school bell rings, the monitors posted outside will be directing cars to pull forward to the end of the front sidewalk. As your child’s safety is our primary concern, please note the following rules for morning drop-off: Please have your children exit from only the right side of your vehicle onto the sidewalk unless prior arrangements have been made and a monitor comes around to help your child out. Monitors will be on hand to supervise students as they walk to the front doors. If you wish to escort your child to the building, you must park in a designated parking space and enter through the front office. Please do not attempt to pass other cars while in the car rider line.

Afternoon car rider tags should always be displayed for safety! If your car rider tag is not displayed, you will need to pull into a parking space and go to the front office to sign your child out. Remember you must have your identification with you when you sign your child out at the front office. Please do not get out of your vehicle while in the carline. If you need to unlock a trunk or coax a child out of the car, please pull forward well beyond the loading/unloading area so the car line can keep moving. Dismissal for Pre-K students begins at 2:30 p.m. All other students will be dismissed at 2:45 p.m. If you have a Pre-K student and an older student, the Pre-K student will be dismissed at the time the older student is dismissed. Your child’s identification card MUST be displayed in your window until your child is loaded. Car riders should be picked up by 3:15 each afternoon.

Other parking and safety reminders -
- Always use designated parking spots and do not block any cars.
- Vehicles parked in handicapped spaces must display the Georgia DMV
approved tag or placard.

- Children should always be escorted into the building by an adult. Never walk between cars as this is extremely dangerous and slows traffic. Please share these important reminders with anyone who picks up or drops off your children in carline.

**Change of Address/Telephone**
Please come by the office to complete appropriate paper work for any changes in your address or telephone number. It is imperative that we have your current address and telephone number. Please provide a proof of residence with any address change. Changes may only be made by the parent/guardian who enrolled the child.

**Clubs**

**Beta Club**—Beta Club’s purpose is "to promote the ideals of academic achievement, character, leadership and service among elementary school students in fifth grade.” **Sponsor**-Lisa Saroka, Kelly Bentley, Amy Thompson

**Chorus**—Third, fourth, and fifth grade students work throughout the year to present special choral presentations for the school and community. **Sponsor**-Alee Hatch

**Student Council**—Northside’s student council is a group of elected students in third, fourth, and fifth grades who perform various projects throughout the year to promote good citizenship and encourage community service. **Sponsor**-Kim Hatch, Matt Foster, Kerri Allred, and 4<sup>th</sup>/5<sup>th</sup> grade teachers

**Safety Patrol**—Fifth grade students apply at the end of their 4<sup>th</sup> grade year and are then selected based on leadership qualities, behavior, teacher recommendations, and an essay. These students work with the school counselor to promote safety and good behavior throughout the school. They also assist each morning and afternoon with arrival and dismissal. These students serve as role models for all of our students and must maintain these expectations in order to remain on the Safety Patrol. **Sponsor**-Heather Barton

**4-H**—This club is delivered by the County Extension office. Fifth grade students complete hands-on projects in areas such as health, science, agriculture, and citizenship in a positive environment where they receive guidance and are encouraged to take on leadership roles. **Sponsor**-5<sup>th</sup> grade teachers

**Environmental/Gardening Club**—Students will learn basic gardening skills and conduct projects around the school to beautify the campus. **Sponsor**-Amber Ramsey, Josh Bearden, Lawana Gurley

**Kindness Club**—Students will perform random acts of kindness and community service projects both within the school and throughout the community. They will
help promote a spirit of kindness and good character with their peers. **Sponsors:** Stacey Bennett and Michelle Tucker

**STEAM Club**—The students will participate in activities in the areas of science, technology, engineering, art, and math and promote these types of activities throughout the school. **Sponsors:** Josh Bearden and Lawana Gurley

**Robotics**—Students design, build, program, and code robots to meet state and national challenges. The club meets after school. **Sponsors:** Josh Bearden and Lawana Gurley

**Science Olympiad**—Students participate in hands-on group learning and Science Olympiad competitions. **Sponsors:** Josh Bearden and Lawana Gurley

**Running/Fitness Club**—Students will focus on the importance of physical fitness as a lifestyle and running as a sport. **Sponsor:** Leslie Morgan, Tisha Rittenhouse, and LeAnne Shelton

**Etiquette/Manners Club**—Students will learn appropriate manners for given situations and etiquette for situations they are likely to encounter. **Sponsors:** Kelly McKelvey and Kyle Stephens

**Spanish/Cultural Awareness Club**—Students will focus various cultures and traditions with an emphasis on the Hispanic culture. **Sponsor:** Deysy Cruz

**Dance Club**—Students will learn different dances and emphasize dance as a way to stay physically fit. **Sponsors:** Deysy Cruz and Kim Lindsey

**Arts and Crafts/Scrapbooking Club**—Students will work on various art projects and make crafts. Scrapbooking will also be an area of focus. **Sponsor:** LeAnn Newsome

**Book Club**—Students will read and discuss books as a way to promote the love of reading. **Sponsors:** Stacey Bennett, Amanda Hendrix, Michelle Tucker, Kerri Allred, and LeAnne Shelton

**Sign Language Club**— Students will learn basic sign language and seek opportunities to use it. **Sponsor:** Kelly McKelvey and Kerri Allred

**Computer Club**—Students will learn basic typing skills and simple computer skills. **Sponsor:** Cristen Bradshaw

**Spirit Club**—Students will promote school spirit through various campus activities as well as within our community. **Sponsor:** Ryan McLendon and Tisha Rittenhouse

**Board Games and more**—Students will learn how to play different games in order to develop problem solving skills and strategy. **Sponsor:** Ryan McLendon and Tisha Rittenhouse

**Photography**—Students will use technology to take photographs and learn basic editing techniques. **Sponsor:** Ryan McLendon
Conferences
Northside values a strong home/school relationship and understands that students learn best in a team atmosphere where parents and teachers work together for the benefit of the student. Conferences may be requested by parents or teachers to discuss student progress. Parents may schedule conferences by calling the office at 770-748-4932. We will not interrupt classes during the school day. Generally, teachers are available for conferences in the afternoon and during their planning time. Other conference times may be arranged with teachers. When you come for a conference, you must check in at the office and receive a pass before going to a classroom.

Counselor
The mission of the Northside Counseling Program is to help prepare students in the areas of academic, social, and career development in an environment that is safe, caring, and encouraging. The program is focused on helping students to understand themselves, their interests, and their potential so that they will be able to make better choices. Students may participate in the program through group guidance sessions and/or individual counseling. They may request to talk with a counselor about any issue perceived as a problem. These conversations are held in confidence unless there are safety concerns for the student. Parents, teachers, and administrators may also provide referrals. A guidance partnership with the parents, the school, and the community can help students to reach their goals.

Deliveries
No balloons, flowers, or other gifts will be delivered to students during the school day. Students will be informed of deliveries and may pick them up in the office at the end of the school day. The school does not accept responsibility for safekeeping or delivery of such gifts. Please see Polk School District Policy on Flower Delivery. Gift and Flower Policy

Discipline
In order to foster a positive learning environment, students are expected to maintain acceptable standards of behavior. Students that interfere with teaching and learning can expect to be disciplined. Students can expect to be corrected for inappropriate behavior at school by any teacher or staff member. The Polk School District Procedures for Due Process Related to Student Discipline and Offenses will be followed. In cases of serious misbehavior or chronic misbehavior, parents or guardians will be asked to come to the school to help work out a solution to the problem. (Please see Polk School District Procedures for Due Process Related to Student Discipline and Offenses for more information.) Students who receive a
pink slip during a semester will not be eligible for Renaissance awards, Renaissance fun day, or field trips during that semester. They will be eligible for Renaissance awards, Renaissance fun day, and field trips the following semester.

Student Conduct Policy

**Doctor & Dentist Appointments**
Please try to schedule doctor and dentist appointments so that they don’t keep your child away from school as much as you possibly can. Please bring an excuse from the doctor or dentist upon return to school. Please return your child as soon as possible to school when the appointment is complete unless they are sick.

**Dress Code**
Students are expected to dress in appropriate attire that is conducive to an academic learning environment. [Polk School District Dress Code](#)

**Early Dismissal**
In the event a student must leave school before the end of the school day, please come in and sign the child out in the office before 2:30 p.m. NO STUDENTS WILL BE SIGNED OUT THROUGH THE OFFICE BETWEEN 2:30 p.m. AND 3:15 p.m. Only adults on the student information card with a valid driver’s license may sign a child out. It is disruptive to the entire class when students are called to the office to sign out early, so please do not ask us to interrupt classes to call students unless it is an emergency.

**Early Intervention Program (EIP)**
The Early Intervention Program (EIP) is designed to serve students who need additional support in the academic areas of math and reading. The purpose of the Early Intervention Program is to provide additional instructional resources to help students obtain the necessary academic skills to reach grade level performance in the shortest possible time.

**Emergency Drills**
Emergency drills are conducted monthly at the school. Students will be instructed by faculty and staff about where to go and what to do during these drills. A weather radio is always present at the school in order to monitor threatening weather conditions.

**Emergency Information**
Please be sure that your child’s information card contains complete information about persons to contact in case of an emergency with correct phone numbers.
Please notify the administration of any unusual circumstances, i.e., custody situations or emergency situations, illness or injury. If a child becomes ill or injured at school, parents or guardians will be contacted by telephone to come and pick up their child. It is very important that current phone numbers (home, cell, and work) are maintained on the child’s information card. Students who are ill should not be sent to school. Students must be fever-free without medication for 24 hours before returning to school. Students who have a communicable disease such as conjunctivitis “pink eye”, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain at home until the condition or disease is corrected and no longer contagious.

**English to Speakers of Other Languages (ESOL)**
The ESOL Program has transitioned from a discrete skills curriculum to a standards-based curriculum emphasizing social and academic language proficiency. The program’s overarching standard is that students will use English to communicate and demonstrate academic, social, and cultural understanding. To reach this standard, it is critical that instructional approaches, both in ESOL and general education classes, accommodate the needs of Georgia’s linguistically and culturally diverse student and parent populations. To the extent practicable, it is appropriate to use the home language as a means of facilitating instruction for English language learners and communication with their parents.

**Head Lice/Nits Procedures**
Northside Elementary will take action to prevent the spread of head lice among students. Head lice are transmittable during the period in which the louse is live and viable and, in a school setting, is most frequently transmitted by head to head contact and sharing of combs, hats, or other clothing. Students who have been identified as having live head lice will not be allowed to attend class. School officials will take the following steps to identify and respond to cases of head lice. School personnel may, at the principal’s direction and discretion, conduct head checks at various times throughout the year. Teachers or paraprofessionals will report any suspected cases of head lice to a school administrator or trained designee in a reasonable time frame from point of discovery. Suspected cases may be identified at any time during the year. Upon receiving a report, the school administrator or designee will take steps to verify the suspected case. If a case of live head lice is found, parents or guardians will be called to transport the student home. A case of head lice may be defined as the direct observation of live lice. If transportation from the school is not feasible after contact with the parent or guardian is made, the principal will ensure the student is able to complete work in an individual setting until they can be picked up. The school nurse will give
parents written procedures and resources on the treatment of head lice. A student will not be allowed to return to class until he/she is free of all live lice. The parent or guardian will have to be present in order for the student to re-enter school. Prior to return to class the parent must provide proof of treatment to the school nurse and a head check will be conducted to ensure no live lice are present before he/she is allowed back in class.

**Internet**
Northside Elementary School is on the cutting edge of new technology and has Internet access in all classrooms. Students who have returned their Acknowledgement of Student Handbook and Code of Conduct form are allowed to use the Internet with direct supervision of a teacher or staff member. Misuse or abuse of the Internet may result in a child losing the privilege to use the Internet.

**Internet Use Policy**

**Judicial Matters**
Please note, any changes in custody/guardianship must be addressed through the municipal system. Legal obligations of the school are determined only by a court order or judicial mandates. If changes in visitation, custody/guardianship occur, a copy of the court order should be provided to the school immediately. Please be sure to make the front office and your child’s teacher aware of any concerning situation. Following verbal directions from parents without the appropriate documentation is not possible.

**Leaving Campus**
Students are not allowed to leave campus without an adult. Adults signing children out must be on the child’s information card in the office and will be required to provide a valid photo ID prior to signing a child out.

**Lost and Found**
The school does not operate a lost and found service; however, found items will be stored for a limited period of time. A great way to avoid misplacing items is to clearly mark your child’s belongings so that coats, gloves, sweaters, lunch boxes, etc. can be returned to the rightful owner. We highly recommend writing your student’s last name in his or her jacket or coat with permanent marker. We will make every effort to return marked items. Unclaimed items will be donated to a local charity at the end of each 9 weeks.

**Lunch Policy and Prices**
Lunch is provided to all students daily at no cost. Adult lunches must be purchased. We do not allow any charges for lunch. We welcome parents to
periodically come eat lunch with their child or children. However, due to limited space, we cannot accommodate parents or guests within the cafeteria. If a parent would like to come eat with his or her child, he or she must sign in at the front office. There are picnic tables located directly outside the cafeteria within the fenced portion of the campus. The parent and child may eat at these tables weather permitting. In the case of bad weather, the school will attempt to accommodate guests in an inside location, however, if this is not possible, it may be necessary for the parent to return on a different day to eat with his or her child.

**Polk School District Food Service**

**Media Center/Library** - We encourage students and teachers to use the resources in the media center. Individual students may come in the Media Center at any time during the school day (with their teacher’s permission) to check out books, study, do research, or read for pleasure. Small groups of students and individual classes are scheduled by the teacher for specialized or enrichment instruction. It is our goal for these lessons to directly reflect the curriculum in the classroom. This will enhance children’s understanding of content topics while teaching them how to best utilize our library and its resources.

**MEDICAL PROCEDURES**
The health, welfare and safety of your child are of utmost importance. At times, it may be necessary for your child to take medication. The school nurse shall be permitted to assist students in taking medication during the school day. In the event a student must take medicine during school hours, the guidelines set forth below shall direct the proper handling of all medications at school:

1. All medicines, prescription or otherwise, brought to school shall be carried to the school office immediately upon arrival at school and must be accompanied by written permission from the parent/guardian stating what the medication is, why the student is required to take it during the school day, the number of pills in the bottle, the dosage to be taken by the student and at what times. The parent/guardian should also state any potential adverse reaction the student may experience. Any student not complying with this policy and possessing any medication on the school campus shall be subject to discipline as set forth in the Student Code of Conduct.

2. Any medication brought to school must be contained in its original container with the nature of the medication and instructions for use clearly indicated. All prescription medication must be contained in the original prescription-labeled container with the student’s name, date, name of the prescribing physician, name of the medication, instructions for administering the medication and the name of the pharmacy filling the prescription stated on the label.
3. Written parental permission must be given on at least a yearly basis or when changes in medication occur. Parents must immediately notify the school of any changes in medication. No medication shall be given contrary to label instructions, regardless of parent permission, without specific written instructions from the child’s physician.
4. Medications that are out-of-date or discontinued will be available for parent/guardian to pick-up. Medications not picked up within one week of expiration or by the end of the school year will be properly disposed of in the presence of a witness.
5. Other than topical first aid ointments, no medicine shall be bought or supplied by the school or any employee. The school nurse may use first aid topical ointments, approved by the school nurse, for first aid purposes such as insect bites, abrasions, poison ivy etc., unless a parent/guardian requests in writing that first aid topical ointments not be administered.
6. Nurses authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.
7. If a student requires frequent doses of over the counter medication, a doctor’s order may be required. Medication Policy

Medications
Parents should bring all student medications to the office and complete a medical permission form. All medications will be secured by the school nurse. Under no circumstances should children carry medicine around in their pockets or book bags. This is a violation of the discipline code and is a mandatory offense that will result in suspension from school.

Medical
Fevers: The health, welfare, and safety of your child are of utmost importance. Your child will be sent home if he/she has a fever of 100.4 or higher. Your child should remain at home until he/she is fever-free without the use of fever-reducing medication for 24 hours.

Promotions and Retentions
Polk School District policy will be followed in regard to promotion and retention. Promotion and Retention Rules
SACS
The Southern Association of Colleges and Schools have accredited our school since 1998.

School Hours
The instructional day begins at 7:50 a.m. at 2:45 p.m. Students should not arrive to school before 7:20 a.m. Classroom activities and instruction begin at 7:50 a.m. Students who come to school after 7:50 a.m. are counted tardy. Car riders will be dismissed at 2:45 p.m. Bus riders will begin dismissing at approximately 2:50 p.m. In order to ensure the safety of everyone on our campus, all parents and visitors are required to sign in/out when entering/exiting our building. This means if you are walking your child to his/her classroom in the morning, you will need to stop by the office to sign in prior to heading down the hallway.

School Closing
In case of extreme weather or other emergencies, school closings are determined by Polk School District officials. Announcements will be broadcast over the local radio, television stations, and the Polk School District website. Time permitting, we will also utilize our One Call system to contact you directly via your phone number you have provided and updated as needed. It is critical that you keep this information (phone number) updated! Office Hours: The front office is open from 7:15 a.m. until 3:45 p.m.

School Campus after Hours
Students are to leave the school campus immediately upon dismissal. Students should not return to campus to participate in school sponsored programs and events without a parent or guardian. Students participating in school-sponsored events must have been in attendance at school during the day.

Smoking
This school is a smoke-free environment. No smoking is allowed at Northside Elementary School. Georgia Smoke Free Act

Student Information Card
Please complete the student information card and return it to the office. Please notify the office and provide a copy of any official documents that would help us to deal with any unusual circumstances, such as custody situations or emergency situations. Please note that the parent/guardian who completes the enrollment card is the only one who can make any changes or withdraw the student.
**Textbooks**  
Students are expected to pay for lost or damaged textbooks and library books.

**Vandalism**  
Students who damage or destroy materials will be expected to make restitution or clean up any damage caused to materials or property.

**Visitors**  
Visitors are welcome at Northside Elementary School. All visitors must report to the office, sign in, and receive a visitor’s pass. If you need to speak with a teacher directly, school personnel will make necessary arrangements.

**Withdrawal of Students**  
Parents or guardians who withdraw students from Northside Elementary School must notify the office. Any school property or debts must be cleared through the office before a withdrawal form will be issued. The enrolling parent/guardian is the only person who can withdraw the student unless there are extenuating circumstances.