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<p>Absences</p> 	<p>When your child is absent from school for any reason, send an absence note or email to the attendance clerk (mountbethelessupport@cobbk12.org) no later than 3 days after they return. The note should include:</p> <ol style="list-style-type: none">1. Child's name2. Teacher's name3. All dates student was absent4. Reason for absence.
<p>Arrival</p> 	<p>Students may enter the building at 7:15 a.m. when staff supervision begins. Students must be in the classroom promptly at 7:45 a.m. or they are tardy and are required to sign in at the Front Office and receive a tardy slip. No early arrivals are accepted.</p>
<p>ASP</p> 	<p>The After School Program (ASP) is a supervised childcare program available every school day from dismissal until 6:00 p.m. There is an annual \$20 registration fee per child with a daily attendance fee of \$10. There is a late fee of \$1/minute after 6:00 p.m.</p>
<p>Backpacks</p> 	<p>Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Make sure to clearly label your child's backpack with first and last name. Rolling backpacks are only allowed for 4th and 5th graders. <u>Backpacks left at home cannot be delivered to the classroom.</u></p>
<p>Breakfast and Lunch</p> 	<p>There will be a cost associated with breakfast and lunch for students this year. Students will eat in the cafeteria each day.</p> <p>Children may either get their lunch or bring it from home. A monthly menu will be available through the CCSD Food Services website. You may send in a check or cash to add money to your child's breakfast/lunch account. You may also add money to their account online. Please visit www.mypaymentsplus.com and follow the directions.</p>
<p>Bus Passes</p>	<p>No guest riders are allowed on buses this year.</p>
<p>Carpool</p> 	<p>Carpool tags are issued from the Front Office and are a requirement for any student who will be picked up in afternoon carpool. Parents display the car tag in their front windshield. If your student will be riding in carpool with another family, please complete a Transportation Change Form and list the other child's last name.</p> <p>Carpool runs in the front of the school and through the fire lanes outside the gym. It begins at approximately 2:20 p.m. After buses are loaded. Any student not picked up by 2:35 p.m. will be placed in ASP. All ASP fees will apply.</p>

<h2 style="text-align: center;">Conferences</h2> 	<p>2022-2023 Parent-Teacher Conference Week will take place from Tuesday, October 18th to Friday, October 21st. Your child’s teacher will discuss your child’s accomplishments, strengths, and overall progress. Dismissal will occur two hours early each day of conference week.</p> <p>If you have concerns throughout the year, contact your child’s teacher to schedule an additional conference.</p>
<h2 style="text-align: center;">Dismissal Changes</h2> 	<p>When there is any change to your child’s normal transportation method, <u>you must send in a written change</u> no later than 10:00 a.m. (See “Transportation” and “Bus Passes” for additional information.) <u>If you need to pick up your child early, do so prior to 1:30 p.m.</u> No pickups will be allowed after 1:30 p.m. The Front Office will be closed between 1:30 and 2:20pm to ensure safe dismissal of all students.</p>
<h2 style="text-align: center;">Dress Code</h2> 	<p>Students should come to school in clothes appropriate for learning. The school day is active with daily opportunities for recess and frequent movement. Tennis shoes are recommended as is clothing that is comfortable and appropriate for the varied activities throughout the day. We advise that your child dress in layers during the winter months. <u>Please label all outdoor clothing with your child's name.</u></p>
<h2 style="text-align: center;">Emergency Closings</h2> 	<p>Emergency closings and delayed openings are broadcast on major radio and television stations. If an emergency occurs during the day, information will be announced through radio, television, CCSD website, CCSD Mobile Alerts and email (time permitting). Due to time constraints during an emergency release, individual phone calls to parents cannot be made. When school is closed/cancelled, ASP is closed/cancelled.</p>
<h2 style="text-align: center;">Emergency Drills</h2> 	<p>Emergency drills (fire, Code White (weather) and Code Red (lockdown)) are held throughout the year. All students will participate and are expected to follow safety procedures.</p>
 <h2 style="text-align: center;">Forgotten Items</h2>	<p>If your child forgets his glasses or lunch at home, you may bring them to the Front Office prior to 10 a.m. No other items, including water bottles, homework, projects etc. will be delivered.</p>
<h2 style="text-align: center;">Got Questions?</h2> 	<p>If you have any unanswered questions, please see the Cobb County School District website (www.cobbk12.org) and the Mt. Bethel website (www.cobbk12.org/mountbethel) for a wide variety of information.</p> <p>If you cannot find your answer there, please call the Front Office (770-578-7248).</p>
<h2 style="text-align: center;">Homework Request</h2>	<p>If your child has been absent for <u>two or more days</u>, you may email your child’s teacher to arrange pick up of assignments when they return.</p> <p>It is best that your child rest and recover to be back in the classroom. Time will be given to complete and turn in any missed work.</p>

<p style="text-align: center;">Illness</p> 	<p>Children function more effectively in the classroom when they are healthy. The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. Parents should monitor children daily for fever, cold/flu like symptoms, and rashes. If any of these symptoms are present, <i>do not</i> send them to school.</p> <p>Cobb County policy requires children to stay home when they have a fever of 101 degrees or higher, have had episodes of vomiting or diarrhea, or have a rash. They may return when symptom-free <i>un-medicated</i> for 24 hours. This helps to make your child more comfortable and prevents others from becoming ill.</p>
<p style="text-align: center;">Lost & Found</p> 	<p>We have a Lost and Found area outside in front of the school. We encourage parents and children to check the lost and found collection for any missing items. Periodically unclaimed lost and found items are donated to local charities.</p>
<p style="text-align: center;">Lunch Visitors</p> 	<p>Visitors will not be permitted at lunchtime due to space.</p>
<p style="text-align: center;">Medication</p> 	<p>All medications must be checked in by a parent through the Clinic. Children may not bring medications for check in on the bus. Once the medication has been checked in, it will be determined if the nurse must dispense it or the child may carry it with them. All medications must be in their original containers and labeled with your child's name.</p>
<p style="text-align: center;">Nurse</p> 	<p>The School Nurse's office is located just past the front office on the main hall. Nurse Steuer is available from 7:30 a.m. until 2 p.m. daily. The children go to the School Nurse for persistent complaints, injuries, and illnesses. The nurse will contact you if needed based on your child's symptoms. The nurse dispenses necessary medications to children during the school day. If your child requires medication, please see "medications".</p>
<p style="text-align: center;">Parent Volunteers</p> 	<p>Mount Bethel welcomes parent volunteers. There are opportunities to help in the classroom, outside of the classroom, and through PTA and the Mt. Bethel Foundation. If you would like to volunteer, please reach out to our Mount Bethel Foundation or the Mount Bethel PTA.</p>
<p style="text-align: center;">Recess</p> 	<p>The children go outside for a 15-20 minute recess every day (weather permitting). Please keep this in mind when your child is dressing for the day. As the seasons change, please dress your child in layers and clearly label coats, jackets, & sweatshirts!</p>
<p style="text-align: center;">Report Cards</p> 	<p>All students receive digital report cards each nine weeks. The first report card will be available via ParentVUE during Conference Week in October. Kindergarten through 3rd grade have a standards-based report card. 4th and 5th grades receiver letter grades.</p>

<p>Record Requests</p> 	<p>If you are requesting your student's records for a doctor, tutor or for an application to a private school please be aware that there is a Request for Confidential Records form that must be completed and given to the Front Office. Once we receive that completed form, teachers and staff have, by state law, 45 days to complete the necessary assessments and paperwork. Please do not wait until the day before an appointment or application deadline to turn these requests in as it takes quite a bit of time for a teacher to accurately fill out the paperwork.</p>
<p>Signing your child in or out from school</p> 	<p>If your child arrives at school late or is returning from an appointment, parents must sign in at the Ident-a-Kid station in the Front Office.</p> <p>If you need to pick your child up for an appointment during the school day, please sign him out at the Ident-a-Kid station at the Front Office. <u>Please do not go to your child's classroom.</u> It is helpful to send a note to your child's teacher telling him/her of the change.</p> <p>Only individuals listed on the enrollment form can sign a child out. Only the enrolling adult (the person who filled out the registration card) may grant written permission to release a child to an individual not listed on the card or change the list of people with permission.</p>
<p>Transportation</p> 	<p>Any change in transportation must be communicated via <u>a written note and received no later than 10:00 a.m.</u> Verbal instructions cannot be followed (with one exception—keeping a child in ASP.) Do not send an email to your child's teacher or Front Office staff regarding transportation changes. Staff may be absent or may not always have the opportunity to check email before dismissal</p> <p><u>If no written note is received, your child will be sent home by his/her usual method of transportation.</u> This is for the safety of all the children.</p>
<p>Visitors</p> 	<p>In order to increase student independence and building safety, parents will not be allowed to walk students to class. We will operate "all hands-on deck" with our staff for the first few weeks of school to help our students find their way. Visitors are required to sign in at the front office and wear a visitor's sticker at all times.</p>
<p>Website</p> 	<p>Mt. Bethel's website is https://www.cobbk12.org/mountbethel. It is updated frequently to provide Mt. Bethel families information about events going on at the school. There are links to the PTA, Foundation, Cobb County website, etc.</p>

If you have any questions, please do not hesitate to call the Front Office at (770)578-7248. We are always happy to answer questions or help you. Make sure to follow our Instagram @mtbetheles.