



# Cobb Middle School

## *Excellent on Purpose*

### COBB FAQ's

Welcome to Elizabeth Cobb Middle School. This sheet is intended to provide information to parents and our community about our school. We look forward to working with you and making your year at Cobb successful. Welcome and let us know how we can help!

#### Mission Statement

Our mission is to provide high standards of education in a caring and safe learning environment that prepares all students for high school and beyond.

#### Contact Information

Front Office:	(850) 488-3364	Fax Number:	(850) 922-2452
Guidance Office:	(850) 488-3363	Fax Number:	(850) 921-5736
School Web Address:	<a href="http://www.cobb.leon.k12.fl.us/">http://www.cobb.leon.k12.fl.us/</a>	District Web Address:	<a href="http://www.leon.k12.fl.us/">http://www.leon.k12.fl.us/</a>
School Address:	915 Hillcrest Street, Tallahassee, Florida 32308		

#### Administration Information

Principal:	Tonja Fitzgerald	<a href="mailto:fitzgeraldt@leonschools.net">fitzgeraldt@leonschools.net</a>
Assistant Principal for Administration:	Mike Holmes	<a href="mailto:holmesr@leonschools.net">holmesr@leonschools.net</a>
Assistant Principal for Curriculum:	Giselle Marsh	<a href="mailto:marshg@leonschools.net">marshg@leonschools.net</a>

#### Guidance Information

Registrar:	Dee Ann Jackson	<a href="mailto:jacksond3@leonschools.net">jacksond3@leonschools.net</a>
School Counselors:	Gail Mosley	<a href="mailto:mosleyg@leonschools.net">mosleyg@leonschools.net</a>
	Yvonne Jones	<a href="mailto:jonesy@leonschools.net">jonesy@leonschools.net</a>

#### Athletic & Extra Curricular Information

Athletic Director:	Gary Rady	<a href="mailto:radyg@leonschools.net">radyg@leonschools.net</a>
Before School Program Coordinator	Yvonne Jones	<a href="mailto:jonesy@leonschools.net">jonesy@leonschools.net</a>

#### School Day

Cobb's day is from 9:30 A.M. - 3:50 P.M. Supervision is provided from 8:45 A.M. - 4:20 P.M. On Early Release days, students will be released at 1:20 P.M.

#### Late Arrival Information

Students arriving after the tardy bell must be escorted to the office by the parent/guardian where they will sign in and their Agenda Book will be written in as their pass.

*Students that are chronically tardy or leave early without an acceptable excuse more than (5) times in a calendar month or (10) times in a 90 day period are in violation of the school board policy and will receive written notification from the school. Florida law allows absences for illness or medical care, death in the family or religious holidays.*

#### Students Leaving During the School Day

Students must never leave campus without notifying the office. Parents must come in and sign the student out through the office. Parents must present a valid state issued picture ID when visiting our campus. Students will not be called to check out for dismissal after 3:30 p.m.

#### Attendance

All absences are unexcused unless a written note from a parent/guardian giving an explanation for a student's absence is given to the office prior to reporting to first period.

#### Agenda Books

All students need to have an agenda book. Agenda books will be on sale for **\$5.00** each. This will serve as a hall pass for them throughout the year as well as serve as their organizational tool for academic success. These books will be available for purchase in the fall.

#### Bathrooms

There is ample time between classes to handle any bathroom needs. There are boy/girl bathrooms at the end of each hall.

#### Book Bags

Students using book bags to transport materials to and from home must place the book bag in his/her locker before the first tardy bell. The bag stays in the locker until dismissed for the afternoon. There will be two extra minutes given at the end of the day to retrieve their bags before the bus will leave for the day.



### Cafeteria

Food is prepared in the self-contained kitchen at Cobb. For lunch the cafeteria provides a choice of regular hot lunch or a-la-carte items each day. Breakfast is served in the cafeteria.

### Clinic

The clinic is available for students who are too ill to remain in class or for emergency purposes. Before any medication may be left at school for administration, parent permission and instructions must be provided. The parent or legal guardian shall file with a school administrator a dated, signed permission form (available at the office) authorizing the school to supervise the student in self administration of medication. All prescription and non-prescription medication must be kept in the clinic.

### Communication

The administration, faculty, and staff are looking forward to working with you! There are several active committees that facilitate smooth communication. We encourage your participation:

Parent Teacher Organization (PTO).....Dates to be announced  
School Advisory Council (SAC).....Quarterly – Dates to be announced

We also produce and *e-mail* our school newsletter entitled the *Cub Claws* three/four times a year. Cobb will also send out weekly announcements and information on the Listserv. Print copies are available in the guidance and front offices.

To sign up for the Listserv visit: <http://listserv.leon.k12.fl.us/archives/cms-parents.html>

Teacher email addresses are posted on our website. Please allow 48 hours for a response to written (email) notification/phone calls.

### Conferences

Parent-teacher conferences can be scheduled Monday, Tuesday, Wednesday and Friday mornings from 8:45 a.m. – 9:15 a.m. To schedule a conference please call the guidance office at 488-3363.

### Dress Code

All students are expected to dress in a manner that respects the rights of all and demonstrates appropriate Cobb campus attire. If a student is not in compliance of the dress code, parents will be called to bring appropriate attire. (a more detailed description is in the Agenda Book)

- Dress, skirts, and shorts lengths should be no shorter than 6 inches from the top of the knee. (The length of a dollar bill)
- All shirts or dresses must have a shoulder seam of at least 3 inches, with no cleavage visible; shirts must cover the chest, and mid-section including when arms are raised.
- Pants shall not be sagging nor shall they allow undergarments to be shown.
- Hats, hoods, caps, headbands, sleepwear or head coverings will NOT be allowed on campus. Items will be confiscated. (HATS will only be allowed on school approved hat days or school approved field trips/functions.)
- Curlers, finger-nail polish, and other grooming aides should be used at home and not brought to school.

### Hall Time

In between classes there is ample time, 4 minutes, in which a student will be able to go to their locker, use the restroom, switch classes, prepare for the next class etc. There are passes in the school agenda book for emergency purposes.

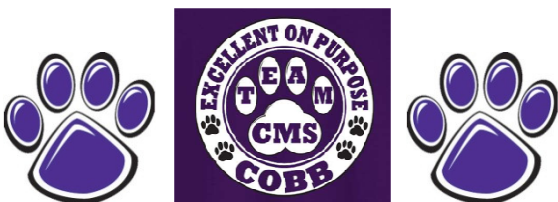
### Lockers & PE Uniforms

The school provides students the opportunity to rent a combination lock and locker. Students who wish to have access to a lock and locker will be charged a **\$5.00** rental fee. Additionally, each student enrolled in P.E. will be assigned their own P.E. locker at the beginning of the year. All students must provide a combination lock (ONLY) for use of P.E. lockers. Students are not to share locks or lockers with their classmates. Students will be required to dress out each day. The P.E. uniform consists of solid BLACK shorts and a PURPLE or GRAY t-shirt. P.E. uniforms are to be purchased through the Physical Education Department at the beginning of each semester and are also available for purchase throughout the year.

### Supervision

Supervision is provided for students from 8:45 A.M. to 4:20 P.M. We are concerned that too many students are on campus prior to 8:45 A.M. Please note the current rules that are in place for child safety:

- General supervision is from 8:45 A.M. to 4:20 P.M.
- School dismisses at 3:50 P.M.
- All students must go to an authorized area, bus stop or parent pick following the 3:50 P.M. dismissal bell.
- Supervision is provided at bus pick up until the last bus departs campus.
- Supervision is provided at parent pick up until 4:20 P.M. (see posted signs)
- **Students on campus before supervision times are subject to disciplinary actions to include suspension, exclusion from extracurricular activities to include games, field trips and other campus activities.**



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#### **Volunteering & Mentoring Contact Information:**

Mrs. DeeAnne Jackson, Coordinator: [jacksond3@leonschools.net](mailto:jacksond3@leonschools.net) (488-3363)

#### **Partner Information:**

Mrs. Crvstle Rudd, Coordinator: [ruddc@leonschools.net](mailto:ruddc@leonschools.net) (488-3364)