



ELIZABETH COBB MIDDLE SCHOOL

915 Hillcrest Street, Tallahassee, FL 32308

Excellence
Character
Purpose

IMPORTANT POLICIES: **2021-2022 SCHOOL YEAR**

Dear Cobb Families,

Please be aware of the following school policies as we enter the 2021-2022 school year on August 11. Thank you for being our partners in creating an ideal learning environment and ensuring your child's emotional and physical safety.

Cell Phones are not allowed between 9:25 AM and 3:50 PM. They must be placed out of sight in the student's bookbag. If a cell phone is seen or heard, it will be confiscated and held in the front office until a parent or guardian signs for it. Cell phones may not be used during lunch, during breaks, in the hallways, in the gym, in the media center, outside, or anywhere else on campus.

Wireless Headphones/Ear Buds such as AirPods are not allowed on campus at any time. If wireless headphones or ear buds are seen, they will be confiscated and held in the front office until a parent or guardian signs for them. Students should bring wired headphones or ear buds with them to use at school. The correct headphones have a 3.5 mm mini headphone jack so they can plug into a Chromebook or desktop computer.

Cobb's Front Office does not accept outside deliveries for students at any time. This includes take-out/delivery lunch, balloons, flowers, candy, cupcakes, or any other such items. If a parent or guardian brings a forgotten item to the front office, students will be called up BETWEEN classes to retrieve it. Students will not be called during class time to pick up items.

Check-Out Procedures Valid photo ID is required for any adult to check out any student for any length of time. The person picking up the student must be listed on the student's FOCUS profile and have pick-up permission noted next to their name. Please access the FOCUS Parent Portal to add everyone who may pick up your child from school.

Afternoon Check-Out In order to safely dismiss all of our students, please do not check your student out of school after 3:30 PM. This allows us to end our day and get all students home. Please plan accordingly when scheduling doctor's visits, etc.

Sarah Hembree, Principal
Eileen Mayer, Assistant Principal
Jameeka Wallace, Assistant Principal



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Emergency Contacts Please access the FOCUS parent portal to verify each emergency contact's name, address, and phone number. It is very important to have accurate and up-to-date information so we can reach parents/guardians in an emergency.

Dress Code

Pants\Shorts\Skirts\Leggings: Clothing should have at least a 3-inch inseam around the entire leg; slits and holes may not be above this. Pants should fit appropriately, without sagging, and hide all undergarments (e.g. underwear, boxers, shorts).

Shirts: Shirts, tops, jackets, dresses or blouses should cover all aspects of the chest. Sheer materials, extremely tight clothing, beachwear, and sleepwear/pajamas/bedroom clothing are not permitted. Undergarments should not be visible at any time.

Shoes: Shoes must be worn at all times and conform to the safety requirements of any activity in which the student will take part. Bedroom shoes or slippers are not permitted.

Accessories and Jewelry: Accessories and jewelry must not be sexually suggestive or feature crude or vulgar commercial lettering, printing, or drawings which would be offensive or insensitive. They may not depict drugs, tobacco, alcohol, or be indicative of gang membership. Accessories and jewelry must not be capable of causing physical harm.

Head Coverings: Students may wear a hat, beanie and/or hair wrap, as long as the face and ears are visible to staff, and the item not interfere with the line of sight of any student or staff. Head coverings may not be worn if they are depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, hate speech, or are indicative of gang membership.

Chromebooks and Supplies Every day, students should bring the following items to school in a backpack or bookbag:

- Assigned Chromebook, fully charged
- Chromebook charger
- Wired headphones or earbuds
- Pens, pencils
- Notebook paper or a notebook

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Important Contacts

Registrar – Joscelyn Register registerj1@leonschools.net

Guidance (6th Grade) – Wendi Davis davisw@leonschools.net

Guidance (7th and 8th Grade) – Clyde Allen allenclyde@leonschools.net

Dean of Students – Rhone Francis francisr1@leonschools.net

Sarah Hembree, Principal
Eileen Mayer, Assistant Principal
Jameeka Wallace, Assistnat Principal