

2025–2026
Student and Family Handbook



Hendricks Elementary School

**5243 Meadows Road
Powder Springs, GA 30127**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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2025-2026
Hendricks Elementary School

Principal

Tangela Hendrix

Assistant Principal

Dr. LaCretia Lewis

Student Services Administrator (SSA)

Dr. Jelyne Jenkins

School Information

Address 5243 Meadows Road
Powder Springs, GA 30127
Main Phone # 770-819-2387
Fax # 770-819-2389

Office Staff

Attendance Clerk Aretha Brooks
Bookkeeper Whitney Gable
Registration Clerk Diane Letts
Secretary Laura Beth Postell

School Nurse

Regina Weeks, LPN

School Counselors

Ayiesha Scott (K – 2)
Breana O'Shea (3 – 5)

School Social Worker

Kim Evans

Parent Facilitator

Stephanie Jackson

Mission Statement

Inspiring Excellence Through Engagement

Vision

To provide an innovative learning environment built on strong relationships

Collective Commitments:

- *Use innovative, research-based practices to develop conceptual understanding*
- *Being fair, firm, and consistent with ALL learners*
- *Establishing collaborative relationships with families and community members*

The HUSKY Way



***Huskies are safe.
Huskies are cooperative.
Huskies are responsible.
Huskies take ownership.***

School Staff

Kindergarten Teachers

Jalynda Drumgoole
Chaundra Fletcher
Dr. Jonna McGaughy
Wykeitha Walker

1st Grade Teachers

Stephanie Atchley
Breianna Fenner
Jamilla James

2nd Grade Teachers

Tiana Armwood
Julie Bishop
Kimberly Crawford
Shannon Williams

3rd Grade Teachers

Analicia Blanco
Todd Hull
Tanekia Love
Jennifer Odom
Keyri Trejo-Rivera

4th Grade Teachers

Carol Hepler
Greg Mosley
Janice Ramos
Teresa Reddish

5th Grade Teachers

Michelle Lawrence
Goldie Nwankwoh
Marsha Odom
Erica Rabsatt

Multi-grade Teachers

Nicole Bass
Dr. Wynter Deans
Jarae Farrell
Corey Latham
Monica Reed

Interrelated Resource Teachers

Hannah Carlile
Kaylan Cooley
Kenshia Reedus-McDonald
Jene Singleton

After School Program

Nicole Bass, Co-Director
Greg Mosley, Co-Director
Laura Beth Postell, Clerk
Whitney Gable, Bookkeeper

Art

Aundrea Lee

Cafeteria Staff

Bridgett Gholston, Cafeteria Manager
Natasa Brajenovic
Cheryl Brown
Juana Ruiz Hernandez
Robin Roberts
Kenya Williams

Custodial Staff

Cedric Riddle - Head Custodian
Marisol Lopez
Rosa Sebastian
Monroe Turner

EIP

Sheila Elkins
Shanele Moultrie

ESOL

April McKinney

Media Center

Cindy Coker

Music

Amanda Esposito

Paraprofessionals

Siobhan Burchell
Mildred Dow
Yashante Foster
Grace Jackson
Shachia Jones
Kaylyn Mixon
Miriam Mory
Gregory Ragland
Gladys Reedy
Janice Robertson
Esther Soberanis
Rakhi Verma

Physical Education

Joe Tackett

Psychologist

Dr. Clint Perkins

Speech

Camaron Jones
Mya McGee

Target

Dr. Shakoiya Aiken

2025-2026
Hendricks Elementary School

Emergency Procedures for Early Dismissal in Case of Inclement Weather

Child's Name

Teacher's Name

My child is to:

- ☐ Ride the bus home _____ (Bus #)
- ☐ Be picked up by parent. (Phones are not available to students)
- ☐ Be picked up by _____

If school is closed or dismissed early, the After School Program (ASP) will NOT be open.

Current Address:

Street

City

Zip

Home Phone #

Parent/Guardian Work #

Parent/Guardian Work #

IN CASE THE CHILD IS NOT PICKED UP OR MISSES THE BUS, PLEASE CALL:

NAME

PHONE

Signature of Parent/Guardian

DATE

During the winter months when we have icy and snowy weather, please listen to the local television and radio stations! They will announce school closings or early dismissals. Telephone lines must be open in the event of an emergency. We want to ensure all children arrive home safely when school releases early.

Please complete this form and leave in agenda for reference should inclement weather occur.



2025-2026 Hendricks Elementary School Student and Family Handbook

The Policies and Procedures covered in the Hendricks Student and Family Handbook are subject to change based on state and district health and safety protocols.

Arrival

School Day: 7:50 a.m. - 2:10 p.m.

Arrival Times: 7:15 a.m. - 7:50 a.m.

School staff responsibility for the supervision of students begins at 7:15 a.m. Students are not allowed to be dropped off or enter the school building before 7:15 a.m.

Teachers begin working with students at the 7:15 a.m. bell. Visits to classrooms and/or conferences with teachers must be arranged in advance.

Breakfast

Served: 7:15 a.m. - 7:50 a.m.

To eat breakfast, students need to be in the breakfast line no later than 7:50 if they are a car rider.

Tardiness

Students arriving at school after the 7:50 a.m. bell must be accompanied by a parent/guardian into the school and then into the front office to be signed in. Please remember that unscheduled classroom visits are not permitted during this time. Students must be IN THEIR CLASSROOMS at 7:50 a.m. to avoid being considered tardy. Instruction begins promptly at 7:50, so a late arriving student begins their day behind schedule.

Dismissal

Students are dismissed at 2:10 p.m. in the following order: Bus Riders/Car Riders/ASP

- **Car Riders: PLEASE DO NOT PARK YOUR CAR AND WALK ACROSS TRAFFIC TO PICK UP YOUR CHILD.** If everyone stays in the traffic lane, dismissal will be quick, orderly, and safe.
- If your child is not picked up by 2:40 p.m. from car dismissal, he/she will be checked into the After School Program at a cost of \$10 per day. There will be an additional \$20 registration fee for ALL students the first time they stay in the ASP program.

Please be mindful of our 2:10 dismissal time. We are very busy during this time of day ensuring that every one of our students is safely on their way home or to their afterschool destination. IF your child must leave before the end of the school day, **please arrive before 1:45 as we will NOT call students up for dismissal after that time.**

Change of Dismissal

08/04/2025-08/13/2025- Any changes in your child's transportation should be sent in writing to the teacher no later than the morning of the change. **Emergency transportation changes can only be made through email by the enrolling adult. The email must include the student's name, grade level and homeroom teacher and be sent to aretha.brooks@cobbk12 and diane.letts@cobbk12.** A phone call to the front office (770-819-2387) must be made after the email was sent to ensure it was received.

New Dismissal System- Hendricks Elementary School will begin using CCSD's dismissal system, GoSafe, at the start of the 2025-2026 school year. GoSafe is a student dismissal application designed to streamline the dismissal process while providing an added layer of security.

- GoSafe will be used in two ways.
 - First, it will be used as an electronic way for parents to communicate dismissal defaults and daily dismissal changes. With this system, we will eliminate notes, emails, and phone calls to the office.
 - Additionally, GoSafe will be used for our carline. It will allow electronic scanning and dismissal of students by individual student barcodes. We will no longer use the carline numbers.
- GoSafe is accessed by the Enrolling Adult from [ParentVUE](#) on a mobile device or through [ParentVUE](#) website on the computer.
- **How to Use the Electronic Dismissal System:**
 - The Enrolling Adult logs into ParentVUE to set a child's transportation default. This is required for every student.
 - Download the student's barcode onto the phone or print the barcode. **ONE BARCODE PER CHILD.** Multiple students? Download or print multiple barcodes. The Enrolling Adult is welcome to share this barcode with trusted friends and family.
 - The adult picking up the child will arrive in their vehicle and get in line behind the other vehicles in the parking lot. The adult will make sure that the student's barcode is ready to be scanned (either the downloaded version on the phone or the printed copy).
 - The adult will show the barcode to the Scanner and then follow further instructions on when to pull forward to the student pick-up area.
 - Student will get into the car on the passenger/curb side of the vehicle. Continue to follow staff instructions while exiting campus.
- No barcode? Park and bring your photo ID into the Front Office. The Front Office will be able to assist once carpool has ended. Photo IDs will not be checked in the carpool line.

ATTENDANCE

School attendance and instructional is a top priority at Hendricks Elementary. We need your child to be here at school each day. Scheduling dental and doctor appointments after the school day is over does not disrupt your child's schedule or instructional time. We realize that emergencies come up and appointments that occur during the school day are sometimes unavoidable, however; please be respectful of instructional time and schedule ahead for those "well" checkups outside of the school day. Each time we need to call a student out of class is an interruption to that class's educational process. Thank you for your assistance with this.

Excused Absences are a child's illness, death in the family, and religious holidays recognized by the child's faith. This procedure is established by Georgia State Law. If a student will be out for an extended period or acquires a contagious disease, please notify the school. Cobb County has an established policy for students with excessive unexcused absences. This policy will be initiated on the 3rd unexcused absence. Unexcused absences include but are not limited to: Vacation/Out of Town, no note received explaining absence, note that does not explain reason for absence. If your child is absent from school, please send an email within 3 days to your child's teacher and our Attendance Clerk, Aretha Brooks, using CTLS. Extended absences may require a doctor's excuse.

To view the attendance policy in its entirety, please go to:

<https://sbcobbstor.blob.core.windows.net/media/WWWCobb/medialib/jb-r.b1eba336521.pdf>

Students who need to leave during the school day will be released from class once the parent/guardian has officially signed them out of the front office.

Make-up Work when Absent

Students will have an opportunity to make up missed work when/if they miss school. **School work will not be given ahead of time for planned absences (other than illness). This work will be made up after the student returns to school.**

Early Release Days

Cobb County allows student to be dismissed early during the school year. On these days, dismissal will begin at 12:30 PM. Please see the calendar for early release days.

School Closing Inclement Weather

When the Cobb County School System is going to be closed due inclement weather, the decision for closing schools is usually announced in the radio and television stations by 6:00 AM. If a decision to close schools occurs during the day, the statement will be given to the media. We will then follow parent's written information and our local school plans for such early dismissal situations. Please discuss with your child what you expect to do if school is closed during the day. Each parent cannot be called.

TRANSPORTATION

Buses

Bus transportation is provided for all students who reside in the Hendricks district. Routes and schedules are available on the Cobb County School District website <http://transportation.cobbk12.org/livewqweb/webquery/>. Parents may track their child's bus by downloading **Here Comes the Bus App** more information can be found by clicking this link <https://www.cobbk12.org/page/19019/here-comes-the-bus>. The bus port, located in the back of the building, is for buses and school use so parents and visitors are asked not to park in this area at any time. It is reserved for buses, physical education classes, and other instructional activities.

Bus drivers have a tremendous responsibility in transporting our students safely each day. They need our cooperation. **Parents and guardians are responsible for establishing the behavior they expect of their children, including at the bus stop. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** Please review bus behavior expectations with your child. General bus rules include:

BUS BEHAVIOR EXPECTATIONS:

- Remain seated.
- Use a quiet voice.
- Do not bother other students.
- Keep hands, arms, and objects inside the bus.
- Use polite language.
- No littering. Keep the bus clean.
- No eating or drinking on the bus.
- Be respectful to the driver.

Students may ride other buses if a note is provided to the front office by the parent/guardian with the bus #, the name of the person they are going to ride home with, however; **due to limited space, some buses may be unable to accommodate the request.**

Parent-Provided Transportation

Parents who transport their children to and from Hendricks Elementary are to use the one-way traffic driveway designated for all vehicles other than buses. Arrival and dismissal procedures for this area are designed for one-way traffic and SAFETY. **DO NOT LEAVE YOUR CAR UNATTENDED IN THE DRIVEWAY, NEXT TO THE CURB OR IN THE PARKING LOT BEHIND OTHER CARS.** If you must get out of your car for any reason, please park in a designated parking space. Drive safely, with caution, and follow these procedures:

1. Stay in a single-file line next to the sidewalk.
2. Keep children in the car until you are at the front of the school and follow the directions of adult staff members on duty.
3. **Children should exit on the right side only.**
4. Never drive around another car in line.
5. Thank you for not using your cell phone in the carline.

THANK YOU FOR KEEPING OUR CHILDREN SAFE AS THEY ARRIVE AND LEAVE HENDRICKS.

Access Control System

Our school is equipped with a security and surveillance system, which includes several HD quality cameras, Access Control doors, and a "Buzz-In" door at the front of the school. Visitors who come to the front door of the school during school hours will need to ring the bell located outside of the front door and show a photo ID. An office staff member, who can see all visitors with a camera, will ask the visitor about the nature of the visit and verify their ID before "buzzing" the visitor in.

AFTER SCHOOL PROGRAM

ASP is available for students from 2:40 – 6:00 p.m. on days school is in session. Registration for the program is available through ELEYO, which can be accessed from www.cobbk12.org, and **must be completed by the enrolling adult before a child can attend**. The cost per day is \$10 after an initial \$20 registration fee.

An after-school snack, time to complete homework, art projects, playtime, games, and enrichment activities are all included in the cost of the program.

Failure to pick students up by 6:00 p.m. will result in a late fee of \$1 per minute per child in addition to the \$10 daily fee. **If a student is picked up after 6:00 PM more than once, the student may be removed from the ASP program for the remainder of the school year.**

FOOD SERVICE PROGRAM

CCSD Food and Nutrition Services (FNS) is providing no cost meals at Hendricks ES as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a USDA program called the Community Eligibility Provision (CEP). This will be CCSD's pilot year for CEP and we anticipate being able to continue this beneficial program through School Year 2027-2028.

Benefits of CEP

- Every student at your school will have access to breakfast and lunch meals at no cost.
- No meal application is needed from parents for students at your school.
- **Please note that this program is school specific**, and it is possible for the Elementary age student in a family to be at a CEP school and for the Middle and High School students to be at a non-CEP school.
- Please direct families with questions related to when/if to do a Family Meal Application or about CEP in general to the FNS office. meals@cobbk12.org

All meals served are planned to meet one-third of a student's food needs each day. The school's lunch menu is published monthly. If a child has a food allergy, parents may discuss their needs with the Food Service Manager.

A LUNCH BROUGHT FROM HOME must meet the same nutritional requirements as our school-prepared lunches. **NO CANDY. NO CARBONATED DRINKS. NO FAST FOOD.** Drinks brought from home to be consumed at lunch are to be in a thermos, box, or in a juice can. No glass is permitted at school.

Eating in the lunchroom is a learning experience. It is here that students may be introduced to and can try new or different foods. Students will have the opportunity to practice courtesy and good manners with their classmates and students from other grade levels and classes. To maintain a happy and orderly cafeteria, it is necessary that all students conduct themselves in an acceptable manner. While eating in the lunchroom, students are under the supervision of adult lunchroom monitors employed by the Cobb County Board of Education. In a typical school year, parents are welcome to come and have lunch with their child/children. A visiting parent could either purchase a lunch from the Café or bring in a lunch that is **NOT** fast food and adheres to the nutritional requirements of the cafeteria.

Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: www.cobbk12.org → (click) **Menu** → **Parents & Students** → **Resources** → **Breakfast/Lunch Menus** (located on the left side of the page). This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page. Nutrient analysis, staff contacts and more can be accessed from our Food and Nutrition Services website.

Our school food service program is an established part of the school day. Its purpose is to provide a nutritionally balanced breakfast and lunch to all children at a reasonable rate.

As students purchase snacks or meals, the amount is debited from the cafeteria balance. A notice is sent to parents when additional payment is needed.

Meal Pricing:

Adult Lunch (non-employee):	\$5.25
Adult Breakfast:	\$2.75
Staff Lunch (Employee):	\$5.00
Staff Breakfast:	\$2.75
Extra Milk:	\$0.75
Extra Juice:	\$0.60
SMART Snacks:	\$0.60 - \$2.00

Cobb County school administration has adopted a limited charge policy. If a student arrives at school without money, they are allowed up to \$10.00 in charges at elementary school and \$7.50 at middle school. Charges are not allowed for a la carte, adults, or at high school. For the students that have reached the charge limit, an alternate meal (such as a peanut butter sandwich and milk or a cheese sandwich and milk) will be provided. No alternate meal will be provided at breakfast.

Payments

To save time when coming through the serving line, you can add funds to your cafeteria account with a major credit card at www.myschoolbucks.com. To set up an account, you will need each child's CCSD Student ID number (or your EID if a CCSD employee). The student ID can be obtained by contacting your child's local school. For information on setting up an account please visit www.cobbk12.org/foodservices. Registering online allows you to view your student's account balances, purchase history, and payment history online, and even be notified by email when account balances fall below a designated amount. You do not have to make prepayments to use these features. Please note that a program fee applies to each payment. More information about the new payment system will be sent out in CTLS.

You may pay into an account for your student with cash or check sent to the school. If paying with cash at elementary school, put it in a sealed envelope with your student's first and last name and "Meal Payment" on it. Also, please write the teacher's name and grade on the outside of the envelope.

INSTRUCTIONAL PROGRAM

Please visit <https://www.cobbk12.org/page/11311/academic-division> for information regarding academics and the Cobb Teaching and Learning Standards.

Specials

In addition to the core curriculum in language arts, mathematics, science and social studies, students participate each day in one of the scheduled specials which include physical education, art, music, and Technology lab. Specials classes expand and enhance our students' learning experience.

Physical Education

Physical Education instruction is required by Georgia law and is mandatory for all students except for those with health reasons. A written note from a physician or parent explaining the nature of the illness or injury should be presented to the physical education instructor and specifically state the length of restricted time before normal participation can be resumed.

Everyday school dress is acceptable for participation in physical education activities. Flat rubber-soled shoes are required, and this requirement is strictly enforced for safety reasons and the prevention of possible injury to the ankles.

Parent-Teacher Conferences

Communication is an essential part of our educational program. It is very important for parents to keep in close contact with their child's teacher. Parent-teacher conferences are held once during the year to review a child's academic progress and personal/social growth. During Conference Week, held in October, students will be dismissed two hours early for parents/guardians to attend pre-arranged conferences with their child's teachers.

Report Cards

Effective communication with parents regarding their child's progress in school is essential in fostering successful home-school partnerships. In Cobb County elementary schools, the goals of the reporting process, which includes report cards and conferences, are to:

- Effectively communicate with parents.
- Indicate developmental progress of the student.
- Show strengths and weaknesses of the student.
- Report progress of the whole child, both socially and academically.

Report cards are sent to parents based on grading periods each 9 weeks. Report cards are available within ParentVue. Please download your child's report card every nine weeks for your records.

Standardized Testing

A schedule for tests and dates per grade level is published on the Cobb County School District website.

Media Center

The Media Center is operated as an "open media center". Individuals, small groups, and classes come to check out a book, work on a report, find the answer to a question, read a story or magazine, work on developing library and media skills. A student must have their teacher's permission to go the Media Center.

Target/ALP

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills and communication skills beyond the experience of the regular classroom. Cobb's gifted program is part of the School Improvement Division and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education. For further information, contact the gifted education specialist/Target teacher at the school.

Special Education

Services are provided for students with special learning needs who qualify for the programs. They include Interrelated Resource for students diagnosed with learning disabilities or behavior disorder, Speech/Language, Self-Contained Learning Disabilities, Mildly Intellectually Disabled and Itinerant Services (such as physical therapy, occupational therapy, adapted P.E., orthopedic impairments).

Response to Intervention

Response to Intervention (RTI) provides help for those children experiencing academic or behavioral difficulties in the classroom. It functions by developing strategies (adjustments in instruction) that will increase the child's success, whenever possible, in the regular classroom. Should strategies prove ineffective over time, further action is taken to clarify the child's needs through screening tests, observations, and evaluations. The RTI committee consists of the School Psychologist, Principal, Counselor, the Classroom Teacher making the referral, other teachers, and the parents. Our ultimate goal in the use of strategies and/or special placement, is to help children function within the regular classroom among their peers.

Homework

Students in all grade levels will be assigned homework consistently throughout the year. The amount of time that students spend completing homework will increase gradually from Kindergarten through 5th grade. Keeping track of successful completion of your child's homework is an excellent way to learn about what your child is doing in school. Additionally, holding your child accountable for doing homework ensures that they are practicing the most important skills that they are also working on in class. If, at any time, you observe that your child is struggling to complete homework, contact the classroom teacher as soon as possible to discuss possible solutions. Our teachers greatly appreciate the support you provide them by monitoring your child's homework every day.

GENERAL SCHOOL GUIDELINES

Clinic and Medication

The school clinic is staffed by a nurse from 7:30 AM – 2:00 PM each day. Children who become ill or injured at school are given health care in the clinic. Minor injuries are treated. Parents are contacted when the injury or illness is of a more serious nature so that they may pick up their child.

Whenever it is necessary for your child to receive medication (prescription or Over the Counter) at school, the guidelines below **MUST BE FOLLOWED**:










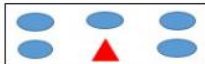

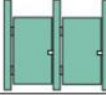









- Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given. If your child takes daily medication, please send an extra bottle to be used for field trips and ASP.
- Written permission from the parent/guardian is required for the administration of all medications.
- The parent/guardian must inform the school of any medication changes. New medications or new doses will not be given unless a new form is completed.
- Medications must be brought to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued. If medication is given throughout the school year; medication will be disposed of according to the medication regulations.

Cell Phones/Personal Devices

There may be times that the use of cell phones or personal devices will be allowed for instructional purposes only. These times will be clearly defined by the teacher and accompanied by very specific guidelines for use. ***At all other times cell phones must remain off and in backpacks during the school day, including BUS, ASP, and after-school activities.*** If a child is found with a phone during these times, it will be taken away by administration and returned to a parent/guardian only.

Discipline

At Hendricks Elementary, we incorporate PBIS (Positive Behavioral Interventions and Supports) to create positive relationships between school personnel, students, and families. We are dedicated to sound discipline practices and work to provide our students with an effective and safe learning environment. We encourage maturity and productivity in learning during the school day and all school-related activities. Please refer to the Cobb County Code of Conduct for detailed information related to specific behaviors and resulting consequences.

Husky Way 	Cafeteria 	Hallway 	Restroom 	Playground 
Safe	Stay in seat 	Walk to your location 	Use the restroom for its intended purpose 	Use equipment as intended 
Cooperative	Talk to your "Soft Sweet Six" 	Walk in a single file line 	Keep hands, feet, and eyes to yourself 	Play by the rules 
Responsible	Keep your hands and food to yourself 	Be silent 	Be silent Return to class promptly 	Line up quickly and quietly 
Take Ownership	Clean up your area 	Go directly to your location 	Wash your hands with soap and water 	Be kind 

Dress Code

We are aware of the current clothing trends and how difficult it may be when shopping for school clothes. Our school dress code was written to assist in maintaining a positive educational environment with student success in mind. All students shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions. Our dress code is listed below:

1. Shorts, skirts, and dresses must be of a length which covers appropriately when standing AND sitting. (*to the knee as a rule of thumb).
2. Leggings must be covered with shirts/dresses that cover the bottom completely.
3. Pants with holes must not reveal undergarments.
4. Pants/shorts must be worn at the waist. A belt will be required for any loose-fitting pants/shorts.
5. Midriffs shall be covered.
6. Appropriate under-garments shall be worn and may not be visible.
7. Strapless garments shall be covered.
8. Tank-tops shall be covered.
9. Appropriate shoes shall be worn, no flip-flops.
10. No caps, hats, or bandanas covering the head are to be worn inside the building during the school day, unless on a designated special event day.
11. Students wearing a hooded jacket or sweatshirt shall not wear the hood on their head in the building. Students violating this rule will no longer be allowed to wear hooded jackets or sweatshirts inside the school building.
12. Clothing or ornamentation that displays any of the following is prohibited:
 - Displays or advertises substances illegal for minors
 - Displays suggestive phrases, designs, markings, or profanities
 - Advocates, promotes, or suggests illegal activities
 - Advocates, promotes, or suggests any form of violence. I.e.: WWE, Smackdown, etc.
13. Clothing items that display pictures of people must be appropriate and in compliance with the dress code. I.e.: No graphic material such as obscene language, nudity, gestures, smoking, etc.

Field Trips

Field trips are an extension of the classroom curriculum. They enrich a unit of study or extend a class project. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home written information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from the participating students to help cover costs. No individual student will be excluded from a field trip for financial reasons. At the same time, sufficient funds must be available to cover the cost of a field trip. If sufficient funds are not available, a trip will be cancelled. Parents must sign field trip permission forms within ParentVue. Please see the illustration below for more details:

PASSPORT Directions for Field Trip Permission or Denial

Field Trips in ParentVue

1. Log in to ParentVue
2. Select Student
3. Scroll & Select Student Information
4. Click on Student Field Trip Permission
5. Click on Field Trips (Green tile indicates Action is Required)

The screenshots illustrate the following steps:

- 1. Log in to ParentVue:** The login screen shows fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password' link.
- 2. Select Student:** The 'Student List' screen shows a list of students. A red box highlights a student entry.
- 3. Scroll & Select Student Information:** The 'Navigation' menu shows various options. 'Student Information' is highlighted with a red box.
- 4. Click on Student Field Trip Permission:** The 'Student Information' screen shows various options. 'Student Field Trip Permission' is highlighted with a red box.
- 5. Click on Field Trips (Green tile indicates Action is Required):** The 'Field Trips' screen shows a green bar at the bottom labeled 'Field Trips - Action Required(1)' with a red arrow pointing to it.

Note: Volunteer parents on field trips are important. We appreciate your willingness to assist, however; we require that you not bring along another child or anything that would distract you from your chaperone responsibilities. Chaperones are asked to honor all Cobb County and school policies and procedures.

Games or Toys

Musical instruments, games or toys may be brought to school *only with the teacher's permission*. The student bringing the item is responsible for care of the item.

Gum

Students **are not permitted** to chew gum at school or on the bus.

Lost and Found

Please write in permanent ink or sew your child's name into coats, sweaters, and book bags so that they can be returned when misplaced. Check the lost and found, located to the left of the gym, to look for missing items. Clothing that is left at each holiday break (December, Spring, Summer) will be donated to a charitable organization.

Messages for Students and Staff

Please make necessary arrangements with your children regarding after-school activities prior to their coming to school. Phone calls and messages to students (unless of an emergency nature) tie up valuable office time and interrupt your child's instructional program.

Messages for teachers may be emailed through CTLS, written and sent in with your child, or phoned into the front office. Teachers are asked to check their mailboxes and email for messages before school and after school. Instructional time is not interrupted unless a clear emergency is evident.

If students forget to bring an item they need or must have at school, please bring the item to the office. We will deliver it to the student or have the student come to the office for it.

Responsibilities for Materials

Students are expected to responsibly care for books and Media Center materials that are checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay replacement or damage costs. If a lost book is found, money paid will be refunded.

Returned Checks

Parents who have a returned check during a school year because of insufficient funds must pay all future transactions in cash.

Snacks

Nutritious, healthy foods are allowed for snacks during the day. Guidelines and procedures for snacks and snack time are established by the teachers as individuals and as instructional teams.

Social Events, Parties, Celebrations

Cobb County elementary students shall be permitted one party each year on school time. There will be no elementary school sponsored social activities off school property. There are no exceptions to this policy. No food or refreshments are brought to a classroom unless the food or drink is to supplement a unit of study or part of a nutrition program for the students (Cobb County Policy). Refreshments in honor of a student's birthday may be provided and will be shared with the class at the end of the instructional day. In addition, cookies and pizza are available for birthday celebrations from the Hendricks cafeteria. Order forms need to be completed three weeks in advance and can be found at www.cobbk12.org.

Student Envelopes

Funds collected at the school will need to be in a Student Envelope. No Change Can Be Returned, please send exact change. Send ASP, Lunch, PTA, and School Money in separate envelopes. Black Payment Boxes are labeled throughout the school for the appropriate collection boxes.

Visitors and Volunteers

We encourage parents to visit and be an active part of their child's school. Visitors and volunteers to the school, including all parents, **must** report to the Office, sign in, and get a Visitor or Volunteer tag to wear while in the building. This policy and county ordinance serves three purposes:

1. If a parent is helping in a classroom or somewhere else in the building, we need to know where that parent can be contacted.
2. Our children need to be assured that a person should not come to the classroom and deprive students of instructional time by engaging in conversation when the teacher needs to be attending to students; and we must protect our children from strangers of questionable intent who have no reason to be in the building.
3. Volunteers enrich and expand our educational setting. Anyone wanting to volunteer may contact the school office, their child(ren)'s teacher(s) or PTA officers or committee chairman. All volunteers are expected to maintain confidentiality in respect for each child. Any concerns a volunteer may have should be communicated to one of the schools' administrators by scheduling an appointment with the school's secretary.

RULE: KM-R Visitors to the School

- A. To ensure the safety and confidentiality of students, the District limits visitors to:
 1. The parents/guardians of current students.
 2. Other family members of current students who are approved by the student's parent/guardian.
 3. Those persons invited by the District for official business.
- B. The principal or designee may, at his/her discretion grant permission for visits.
- C. All visitors must sign-in at the school office and obtain written permission to visit any part of the school. To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel generally require notice at least 24 hours in advance.
- D. Classroom visitations are not a time for parent-teacher conferences, and parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.
- E. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia.
- F. The presence or visitation of unauthorized persons in and about school system facilities may subject violators to criminal prosecution under the laws of the State of Georgia.

(Please note that the entire Administrative Rule related to Visitors at School can be located on the Cobb County website:

<https://media.cobbk12.org/media/WWWCobb/medialib/km-r.73587035907.pdf>