



King Springs Elementary School

# Family Handbook

# King Springs Elementary

## **ARRIVAL: Morning Car Line**

7:10 AM: School doors open for students.

7:50 AM: Tardy bell rings

The drop-off zone begins at the speed breaker and ends at the crosswalk in the parking lot. Do not let students out before the speed breaker. Pull all the way forward to the staff member at the crosswalk. The right and left lanes alternate equally throughout arrival.

A secondary car line is available through the entrance at Gann Rd. and opens at 7:30 AM. The bus port door will close for all arrivals at 7:50 AM. Late arrivals will need to be adult escorted to the main front entrance.

We ask that students exit through the passenger side and have all belongings together before entering the drop-off zone. Adults are to remain in the vehicle.

The front car line takes between 4-8 minutes depending on the arrival time – earlier is significantly quicker.

Guest/visitor parking spots are reserved for exceptional circumstances (i.e., students with mobility issues) until 7:50 AM. All parents and guardians are welcome to park and walk their student to the exterior front door but a parking spot towards the back of the lot will need to be used.

All parking lot instructions and guidance are aimed at making the morning as safe and expedient as possible. We expect all families to follow our procedures.

Bus riders are never tardy.

## **AFTER SCHOOL PROGRAM (ASP)**

The After School Program (ASP) provides a safe, fun, and nurturing environment for the care of elementary students in the Cobb County School District who attend Face-to-Face instruction. ASP is open from after school until 6:00 PM each day school is in session, including early release days.

The program does not operate on Student Holidays or District holidays.

ASP will be closed upon the district's announcement of inclement weather.

ASP is a self-supporting program and receives no support from taxpayer funds.

### **ASP Highlights:**

- \$20 Annual Non-Refundable Registration Fee
- Attendance Fee Invoiced Weekly: \$10 Per Day, Per Child
- Register, pay for, and manage accounts on any device.
- View and print invoices, receipts, and annual tax statements
- Pay for programs using secure and convenient digital payment methods, including Apple Pay

After School Programs at the Cobb County School District have partnered with [ELEYO](#) to provide easy-to-use, mobile-friendly technology for online registration, account management, and payments. Online payments made with credit card and ACH/electronic check will be subject to a 4.75% processing/program fee. Cash or check payments may be made directly to your school's program with no processing/program fee. See KSE ASP Directors Suzi Lawrence and Allison Powers for further information.

### **BUSES**

- Riding the bus is the best way to get to and from school. Bus riders are NEVER counted as tardy.
- Bus stop locations and times can be found using the [CCSD Bus Route Finder](#).
- The [Here Comes the Bus](#) phone app is a fantastic tool to keep track of the student's bus and its expected arrival time.
  - School Code: 87881
  - Student's ID # is needed.
- Bus passes are only issued to students for their assigned bus. No bus passes will be issued for a student to ride a different bus for any reason.

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- Students 8-years-old and under must have an adult present at the bus stop. Otherwise, the student will be returned to school.

## **COMMUNICATION**

Families will receive a weekly [CTLS Parent](#) newsletter from the school that will include important dates, procedures, staff highlights and news from the PTA and Foundation.

In addition, teachers and other KSE staff will communicate through CTLS Parent. CTLS parent is the primary form of communication between KSE and parents/guardians.

## **DAILY SCHEDULE**

7:10 AM – 7:49 AM: Student Arrival

7:50 AM: Tardy Bell; Morning Announcements Start

7:55 AM – 2:10 PM: Instructional Time, Lunch, Specials, Recess, Etc.

11:30 AM: Student must be checked in before, or checked out after, this time to be counted as a full day at school.

1:40 PM: Deadline to change dismissal transportation.

1:45 PM: Last Early Check-Out

- Bring photo ID.
- Students will not be called to the office prior to the adult's arrival.

2:10 PM – 2:45 PM: Dismissal

2:46 PM: If a student is not picked up by 2:45 PM, they will be escorted to ASP. Registration and daily ASP charges will be applied.

6:00 PM: ASP Closes

## **DELIVERIES + DROP-OFFs**

Label forgotten items with the provided labels and place items on the assigned table in the entryway by the front office. These items will be delivered to students or staff in a timely manner.

Vendor food deliveries for students (Uber Eats, DoorDash, Grubhub, etc.) are not permitted and will be turned away.

## **DISMISSAL**

Dismissal information is to be entered and maintained by the student's Enrolling Adult through GoSafe. GoSafe is accessed through the Enrolling Adult's [ParentVUE](#) account.

Notes, emails, phone calls, texts, CTLS Parent messages will not be accepted as ways to change a student's dismissal transportation. GoSafe transportation change deadline: **1:40 PM.**

## **PM CAR LINE**

Afternoon carpool line opens at 1:40 PM. Have the GoSafe QR Code ready to be scanned. The QR Code is accessed through GoSafe using the Enrolling Adult's [ParentVUE](#) account.

The QR Code can be on the phone or printed. The QR Code can be shared with other adults.

Stay in your lane after your QR Code has been scanned. Students will be sent out in the order of the QR Code scans.

No QR Code? Park and come into the Front Office with a photo ID. Photo IDs will not be reviewed in the middle of the carpool line.

Students not picked up by 2:45 will be escorted to ASP. Registration and daily ASP charges will be applied.

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Lost and Found gets full very quickly. All items will be donated several times a year.

## **ELECTRONIC DEVICES**

Per CCSD Policy: Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast, or lunch. Devices are to be turned off and in backpacks. See section W in the [CCSD Student Code of Conduct](#) for further information. Instructional time is from 7:10-2:10.

Call the school at (678) 842-6944 if a message needs to be urgently relayed to a student. Messages, other than transportation changes, will be relayed to the student promptly.

## **REPORT CARDS**

Report cards can be found in [ParentVUE](#). Reports are made available quarterly. A message is sent to the student's Enrolling Adult when the report card is viewable.

## **LOST & FOUND**

The lost and found is located on the main floor near the Front Office. All parents and guardians are encouraged to visit Lost & Found to look for lost items after checking-in at the Front Office. Encourage students to check Lost & Found for missing items. Encourage your child to keep up with their personal items at recess and at lunch.

Label all items, especially coats, jackets, water bottles, gloves, etc. with the student's name. If there is a name on an item, the school will do everything within its power to get the item back to the student.

Keep valuable items, jewelry, and toys at home.

## **LUNCH + TREATS + EXTRAS**

- **Having lunch with a student**

Parents, guardians, and Enrolling Adult approved student contacts/guests are welcome to have lunch with their child. All adults will need to check-in with their photo ID in the Front Office and be verified as an approved Student Contact before entering the school and cafeteria.

Sit at the tables on the stage. No additional students are allowed to join. Outside food is permitted but do not share with any other students.

- **Birthday Treats**

Birthday parties are not held at school, cafeteria, or the classroom. Parents and guardians are welcome to bring in treats to celebrate.

Birthday treats for the class must be store bought with the ingredients clearly listed. Birthday treats can only be enjoyed during the student's lunchtime. Verify the class's lunchtime with the teacher. Small treats like cookies or cupcakes work best and are easy to distribute. Check with your student's teacher for specific allergy concerns.

Balloons, favor bags, and noise making devices are **NOT** permitted.

- **Purchasing Extras**

Email the KSE Cafeteria Manager Melissa Turner, [Melissa.Turner@CobbK12.org](mailto:Melissa.Turner@CobbK12.org), or send in a note with directions what items can be purchased a la carte at lunch. E.g., *Only on Wed, only one extra a day, Extras only with a note.* As a reminder the

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note will stay on the whole school year, unless otherwise contacted by the parent or guardian.

The cafeteria sells a variety of a la carte items every \* day:

Fresh baked cookies \$.60 | assorted crackers \$.60 | Fresh fruit \$.75 | Fresh vegetable \$.75 | Milk \$.75 | Juice \$.75 | Fruit Roll up \$.75 |

Mini Chocolate Chip Cookies \$ 1.00 | Low fat/ Baked Chips \$1.00 | Rice Krispy treats \$1.50| Low Fat/ low Sugar Ice Cream \$1.75 | Switch – a carbonated Juice Drink \$1.90 | extra entree \$3.25 | Beef Jerky \$3.25

All items meet snack smart guidelines.

Prices are based on last year and subject to change. Items offered subject to availability.

For a student to purchase any of these items, they only need to ask the cashier.

- **Adding Money to Cafeteria Accounts**
  1. Online: [MyPaymentsPlus](#) (student ID #)
  2. Cash or check with the student in an envelope.
    - a. Include the student's name and teacher's name.
    - b. Students are to bring the envelope to the cafeteria cashier in the morning upon arrival.

**There will be days throughout the year when the cafeteria will not be open for guests.** These dates will be announced in advance through CTLS Parent.

- **Menus and Prices**

The breakfast and lunch menu, with prices, are available through the [CCSD Food Nutrition Services](#) website and will also be included with the KSE Weekly CTLS Parent Newsletter.

## **MEDICAL MATTERS**

Parents and guardians must notify the school of diagnosed medical conditions. Information and requirements should be put in writing by the physician.

Medication is administered at school only under specific conditions and requires written permission on the "Authorization to Give Medication at School" form. The dosage and time to be given must be noted. All medication, prescription or over the counter, must be in the original, properly labelled container. The date of the bottle must be current within the past 12 months.

Students are NOT to transport any prescription medication containing a controlled substance. KSE's nurse is in the clinic from 7:50 AM – 2:15 PM. Medication drop-offs are accepted during these hours.

Medications will be stored and dispensed in the clinic. This includes medications dispensed by a parent/guardian directly to their child. Medications are never to be administered in a hallway, lobby, Front Office, classroom, cafeteria, etc.

The only exception is if a student needs an inhaler or EpiPen. Students may have inhalers with them during school with special approval.

If a child forgets to take medication at home, the parent/guardian may bring the medication to school. The medication must be administered in the clinic for privacy and documentation purposes.

KSE's nurse is there to provide medical assistance for minor issues such as scrapes, minor cuts, and triage concerns such as headaches, cold/flu symptoms, etc.

[CCSD does provide a written policy](#) on when a student must leave school due to an injury or illness. If a parent or guardian is contacted to pick up their child due to illness, the student must be picked up within an hour.

Students must be [symptom and fever free](#), without medication, for 24 hours before being allowed to return to school

## **SAFETY AND SECURITY**

Each school develops a safety plan that is provided to our Cobb County District Police Department. This safety plan is not shared with

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the public because that could make the school vulnerable.

Here are some ways parents and families can help keep KSE safe:

- All adults are to bring their photo ID each time they are on campus.
  
- Allow the door to close behind you if you do not personally know the next person in line. It is not rude.
- Keep your visitor sticker on when on campus. It is best to wear the sticker where it can be seen above the waist.
- Stay in the area you are visiting and do not wander the building towards other locations. Do not peek into classrooms.
- Teacher meetings should be set up in advance and scheduled directly with the teacher.
- Only adults on the student's contact list can visit the KSE campus and the student.
- All Visitors must enter through the front office doors, only. Alarms will sound if unauthorized access is attempted at any other exterior door.
- All interactions on campus should be respectful. Adults who yell, use profanity, or threaten students or staff will be issued a "no trespass" from the CCSD police.

Thank you for keeping our students and campus a safe place.

## **SCHOOL ORGANIZATIONS**

### **KSE Parent Teacher Association (KSE PTA)**

The KSE PTA is a wonderful hands-on organization that has a strong presence at King Springs Elementary School with the following:

- After School Enrichment Clubs
- Dad's Club
- Special after school events
- Field Day
- Teacher and Staff Appreciation Week
- Fall Festival

- Buddy Breakfast
- Springer Sprint
- STEM Night
- Walk to School Wednesdays
- And much more!

## **KSE Foundation**

The KSE Foundation was created to provide resources beyond those currently provided by CCSD to supplement elements and enhance education. The KSE Foundation has set a goal to provide funding for teacher support and training, field trips, education subscriptions, classroom needs and much more to support KSE goals.

The KSE Foundation's main fundraiser is "Support the Pride" which will take place at the beginning of the school year.

## **TRANSPORTATION CHANGES**

GoSafe is a CCSD program that is used for all students to indicate their daily dismissal transportation plan.

GoSafe is accessed and managed by the Enrolling Adult through [ParentVUE](#).

Transportation Changes will only be accepted through GoSafe. Notes, phone calls, emails, texts, or CTLS Messages will not be accepted.

## **VISITORS**

- All adult visitors to KSE must bring their photo ID and check-in with the Front Office.
- Visitors must wear their visitor sticker above their waist the entire time they are on campus.
- Parents/guardians are welcome to walk their student to the exterior front door. Students walk to their classroom on their own.

## **VOLUNTEERS**

- Classroom volunteers must be arranged ahead of time with the teacher.

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- Bring photo ID and check-in at the Front Office.
- Contact the KSE PTA directly for non-classroom ways to volunteer throughout the year.

## **DRESS CODE AND PE ATTIRE**

### **Per the CCSD Student Dress Code-JCDB-R**

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midribs shall be covered.
3. Appropriate undergarments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. No caps, hats, bandanas, or hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
8. Clothing or ornamentation that does any of the following is prohibited: a. Displays or advertises substances illegal for minors. b. Displays suggestive phrases, designs, markings, or profanities. c. Advocates, promotes, or suggests illegal activity.

### **Physical Education Days-Expected Dress**

Elementary students, though not required to dress out for PE, should be in appropriate clothing to allow participating in such activities as gymnastics and tumbling without embarrassment when such activities are scheduled.

Students must be in appropriate footwear on PE days: sneakers, running or tennis shoes. Crocs, sandals, flip-flip, boots, dress shoes, and shoes with heels are not allowed.

## **COMMONLY USED WEBSITES:**

- King Springs Elementary School
  - [www.cobbk12.org/kingsprings](http://www.cobbk12.org/kingsprings)
- ParentVUE/GoSafe
  - [Parentvue.cobbk12.org](http://Parentvue.cobbk12.org)
- CTLS Parent (aka ParentSquare)
  - [Ctlsparent.cobbk12.org](http://Ctlsparent.cobbk12.org)
  - CTLS Parent app is also available.
- ELEYO (for ASP)
  - [Cobbk12.ce.eleyo.com](http://Cobbk12.ce.eleyo.com)
- CCSD Bus Route Finder
  - [Cobbk12.org/page/310/bus-route-finder](http://Cobbk12.org/page/310/bus-route-finder)
- Here Comes the Bus
  - [Herecomesthebus.com](http://Herecomesthebus.com)
  - Phone app is available.
  - School code: 87881
  - Need Student's ID #
- Cobb County School District
  - [Cobbk12.org](http://Cobbk12.org)
- KSE PTA
  - PTA website TBA
- KSE Foundation
  - [Kingspringsfoundation.org](http://Kingspringsfoundation.org)
- My Payments Plus (lunch accounts)
  - [Mypaymentsplus.com](http://Mypaymentsplus.com)
  - Need Student's ID #

## **CCSD CALENDAR: At-A-Glance**

# King Springs Elementary



514 Glover Street, Marietta, GA 30060  
(770) 426-3300 • www.cobbk12.org

## 2024-2025 School Year Calendar

July 2024							August 2024							September 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

July 4 - Independence Day

October 2024							November 2024							December 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Oct. 2 - Labor Day

January 2025							February 2025							March 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	

Jan. 1 - New Year's Day

April 2025							May 2025							June 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Apr. 7-11 - Spring Holidays

May 26 - Memorial Day

### CALENDAR LEGEND

- First and Last Days of School
- Holiday - School Closed
- Student Holiday/Staff Day
- Digital Learning Day
- Elementary/Middle School Conference Week  
Tuesday, October 15-Friday, October 18  
(Early release for elementary and middle schools only)
- Early Release Days - All Levels  
December 19 & 20, and May 19, 20, & 21

7/1/2022  
Updated: 4/24/24