



2026-2027 Parent Handbook

Mission: One Team. One Goal. Student Success.

Vision: Empowering people to work together to **Learn**, **Serve**, and **Lead** with integrity.

Welcome to the Murdock Mustangs Family!

At Murdock Elementary, we believe that a strong, connected community is the foundation of a thriving school. As proud Mustangs, we work together—families, staff, and students—to create a warm, inclusive environment where every child feels supported and inspired to grow. This handbook is your guide to understanding key operational expectations to make this school year a meaningful and successful one. Thank you for being an essential part of our Mustang community!

[2025-2026 CCSD Family Information Guide and Student Code of Conduct](#) (26-27 Coming Soon)

Table of Contents

Section	Page
ABSENCES & TARDIES	2
AFTER SCHOOL PROGRAM (ASP)	2
MORNING ARRIVAL PROCEDURES	3-4
AFTERNOON DISMISSAL PROCEDURES	4
BIRTHDAYS	5
CAFETERIA	5
CALENDAR	5
CELL PHONES & SMART WATCHES	5
COMMUNICATION	6
FORGOTTEN ITEMS	7
HEALTH/MEDICAL/ALLERGIES	7
LINKS & APPS	7
PTA & FOUNDATION	8
STAFF MONITORED STUDENT GROUPS	8
VISITORS & CLASSROOM VOLUNTEERS	8

ABSENCES & TARDIES

- You will receive an automated CTLS message each day your child is absent. Please reply to that message and attach any doctor/dentist notes you may have within 3 days of returning to school. Failure to return the CTLS message will result in the absence being unexcused. Please include the following information:
 - Child's name
 - Teacher's name
 - Date(s) of absence
 - Reason for absence
 - Upload of doctor's excuse, if applicable
- State law governs excused absences. If a child needs to be out for an extended period of time, please notify the teacher and the front office. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program. Communication will come through CTLS each day your child is absent or tardy. Please call the school office if you receive this communication by mistake.
- If a child comes to school after 11:10 am or leaves before 11:10 am, he/she will be counted absent. A child must be here for a minimum of half the school day to be considered present.
- Attendance Referral Process:
 - Three (3) unexcused absences: Teachers will communicate with parents regarding student attendance.
 - Five (5) unexcused absences: A district generated letter will be sent to the parents.
 - Seven (7) unexcused absences: A school social work referral may be generated by principal or principal designee listing specific school-based interventions (phone calls, letters, conferences, etc.) that have occurred prior to making the referral.
 - Ten (10) consecutive unexcused absences from school will result in automatic withdrawal.

Tardies

- Students who arrive to school after 7:50 am will be counted as tardy.
- An adult is required to sign-in any student who is tardy.
- We encourage students to ride the bus in order to avoid ever being tardy.
- Referrals to the school social worker will be made if tardiness becomes excessive.

Studies have shown excessive tardiness has a negative impact on a student's academic performance, social and emotional development, and overall school experience. They miss out on time to get settled in and prepared for the day, in addition to missing time to connect with peers during a less structured portion of the day. Tardiness also disrupts the learning of others in class since the teacher usually has to pause to get the student caught up with the class.

AFTER SCHOOL PROGRAM (ASP)

- [ELEYO](#) is the ASP website, and it is not connected to ParentVUE. The enrolling parent must register on ELEYO.
- **A new contract must be completed each year.**
- Registration fee: \$20
- Daily fee is \$10
- ASP runs from dismissal until 6:00 pm Monday-Friday on the days that school is in session.
- Photo ID is required for student pick up by approved adults on the registration form.
- Late fees accrue at the rate of \$1 per minute beginning at 6:00 pm.
- A nutritious snack is provided daily and is included in the fee.

For additional information about the ASP program, please visit the [ASP page on our school website.](#)

MORNING ARRIVAL PROCEDURES

Morning Arrival: Bus

The bus is the best. Students will never be counted tardy and typically arrive before 7:30. Students get time with their friends on the bus and with their peers in class before the academic day begins. We encourage you to allow your child to ride the bus for these reasons, and to help alleviate congestion in the car line.

[Find bus stop, morning pick-up, and afternoon drop-off times](#)

[Edulog Parent Portal](#): New Bus Tracking App

Morning Arrival: Car

At 7:15 am, the front doors open. Students should remain in the car and may not enter the building until that time.

All car riders must use the main entrance. **Drop off in the bus port is reserved for those with prior approval from administration. Avoiding a tardy is not an excuse to use the bus port to drop off. This is a matter of student safety.** There are no staff members in this area once buses depart.

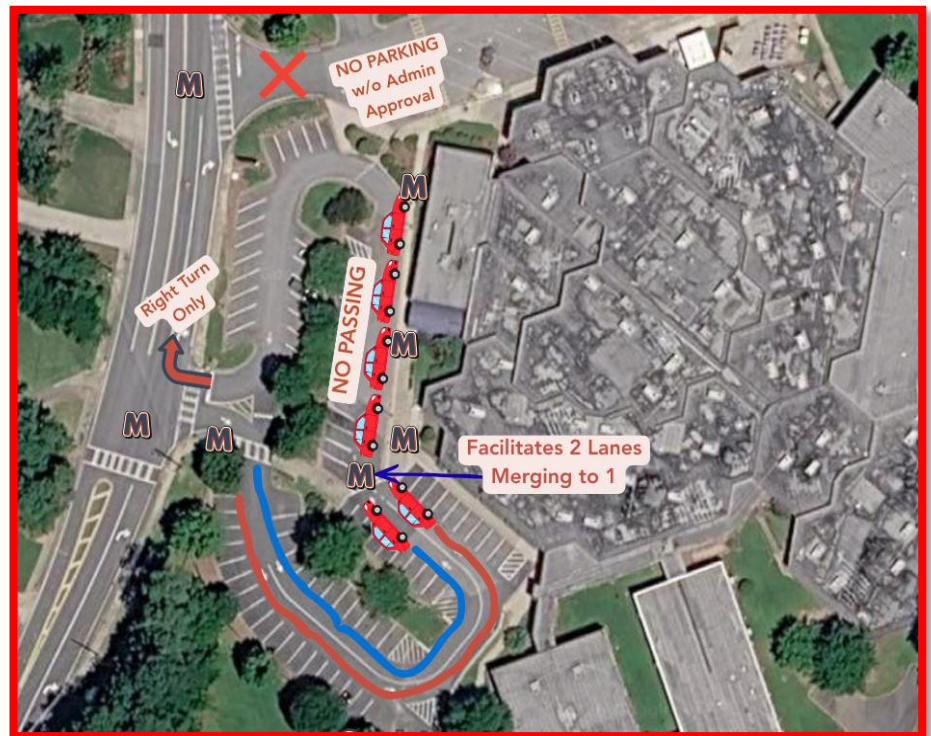
Students entering the building after 7:50 are considered tardy. If you arrive late and there are no adults outside, we ask that you park and walk your student inside.

Logistics of the Line

- Two lines merge into one using an alternate lane system.
- There is a staff member to direct this process and to ensure the crosswalk is safe for students.
- All cars pictured are in the 'drop-off zone.'
- **NO PASSING** is permitted in the car line. We wait for all students to exit safely, then the line moves forward.
- RIGHT TURN ONLY when exiting
- Morning carpool ends at 7:50 and Murdock staff members must head inside to begin the academic day.

Best Practices for Efficiency

- Help your student be ready to exit when approaching the drop off area.
- Parents ... exit
- Students should be prepared to exit the vehicle on their own once in the drop-off area. Staff members (M) move throughout the line assisting when needed.
- Students should exit on the right side of the car.
- Always pull as far forward as possible to drop off your student.



Morning Arrival: Walkers/Bike Riders

All walkers/bike riders should enter through the front doors. The bus port is not staffed after 7:30 and there is not an accessible door.

AFTERNOON DISMISSAL PROCEDURES

Normal Dismissal Times	Early Release Dismissal Times
• 2:10 – All ASP, Club + Walkers • 2:13 – 4/5 Bus + K-5 Car • 2:16 – 2/3 Bus • 2:19 – K/1 Bus • 2:23 – Clubs to Rooms/Buses Roll	• 12:20 – All ASP, Club, Walkers • 12:22 – 4/5 Bus + K-5 Car • 12:24 – 2/3 Bus • 12:26 – K/1 Bus • 12:30 – Clubs to Rooms/Buses Roll

Afternoon Dismissal: Car Line

- Please do not line up for the afternoon car line until 1:30 or later.
- Have your barcode (PVUE - Student Information – Dismissal Changes) ready – either phone or paper.
- If you have more than one child to pick up, you will need to display a barcode for each child.
- RIGHT TURN ONLY when exiting the school parking lot.
- Parents should alternate entry into the parking lot from Murdock Rd - one from the right turn, one from the left turn lane. Cooperation is essential to the efficiency of the line.

Afternoon Dismissal: Walkers/Bike Riders

- Walkers require a barcode for dismissal (PVUE - Student Information – Dismissal Changes) as well.
- **If your child is 9 or older, and you'd like them to walk/ride home on their own, the enrolling parent must complete this form: [26-27 Murdock Independent Walker Form](#)**

Enrichment Clubs – clarify by including info about staff sponsored + post club dismissal changes

- Clubs are not directly affiliated with CCSD or Murdock ES. If you enroll your student in a club, please ensure PVUE is updated with correct dismissal information for the duration of the club. ASP registration and fees are still applicable if your child needs to attend ASP before or after a club. There are never clubs on early release days, and any changes to club schedules (e.g. cancellations) will come directly from the club itself.
- Students must attend school on the day of his or her club in order to attend the club.
- [Club Information on the Murdock Website](#)

Dismissal Changes

- A dismissal change can only be submitted through **ParentVue and must be done before 1:30.**
- You are welcome to call the front office to confirm any change you attempted to make.
- Remember, transportation decisions are made by the enrolling parent and *only* communicated through ParentVue. **Emails or CTLS messages to teachers or the front office regarding dismissal changes will not be accepted.**
- We cannot take the word of the student in any circumstance. We always adhere to PVUE.

Early Check-Out

- Student checkouts must be completed by 1:45 PM and 11:45 AM on early release days.
- It is important that these deadlines are enforced as the front office begins dismissal procedures then.
- Identification will be checked for all student dismissals.
- Students will be released only to those authorized in PVUE, and this is managed by the enrolling adult.

Emergency Dismissal/Inclement Weather

Make sure to complete this portion of dismissal information in PVUE.

BIRTHDAYS

Birthday Treats

- Birthday treats for a class should be purchased through the cafeteria. This is the safest way to approach this and it also supports our self-sustaining cafeteria. Email our cafeteria manager, with as much advanced notice as possible to arrange this. More information about options can be found here: [Classroom Celebrations](#)
- We kindly ask that birthday celebrations are limited to treats only at school. Balloons, goodie bags, candles, etc. can be disruptive, and we ask that you save those ideas for outside of school.
- To join your child for lunch to celebrate their birthday, you still need to sign up for a lunch visit via the weekly newsletter.
- If you choose to provide your own treats, they must be store-bought with a visible or known ingredient list and should be ready to serve – either individually wrapped or pre-cut into the number needed. This procedure is in place out of abundance of caution for students' food allergies. Donuts and cupcakes are examples that meet these criteria.
- Treats without ingredient labels are not permitted.
- **Birthday treats of any kind CANNOT be shared with other classes.**

Teachers can pass out Birthday invitations ONLY if one is provided for all students.

- [Birthday Book Club](#) (PTA)
- [Birthday Marquee](#) (MESF)

CAFETERIA

- Lunch cost: \$3.75 for students and \$5.25 for guests.
- Families in need of free or reduced lunch pricing can complete a [Family Meal Application](#).
- Lunch visits are by sign-up only due to space limitations.
- The sign-up link can be found in each edition of the Murdock Weekly sent by the principal.
- Visitor lunch tables are indicated in the cafeteria.
- Visitors may not invite additional students to join them at these tables.

Extras at Lunch

Students are allowed to buy extras each time they go through the lunch line. To regulate the type or frequency of extras purchased, the enrolling parent should discuss expectations with the child and monitor the spending on the account. Alternatively, the enrolling parent can email our cafeteria manager to set parameters for the student.

Breakfast

The Murdock cafeteria does not provide breakfast.

CALENDAR: [Murdock Calendar](#)

Follow the instructions to subscribe to this calendar on your phone. This is the best place to keep track of events and happenings at Murdock.

CELL PHONES & SMART WATCHES

Cell phones and smart watches must be turned off and, in a backpack if brought to school.

COMMUNICATION

Our front office staff is here to assist you in any way we can. Please refer to the [calendar on the website](#) for important dates and scheduled events. You are able to subscribe to our calendar directly.

If you would like to get in touch with your child's teacher, the best way is via CTLS Parent. You should always hear back within 24 hours, and please feel free to reach out to the school if you do not.

Contacts

When determining who to reach out to, please know that it is **always** acceptable to begin your correspondence with the teacher. Teachers know how and when to route questions/concerns/feedback to the right destination. This is just a brief list with some common, broad topics. In turn, any member of administration is always willing to meet or speak on the phone about any topic.

Area of Responsibility	Contact	Example
K-2 Administrator	CAREY.CALLAHAN@COBBK12.ORG	Testing, Busses, ASP, Unresolved Classroom Issues, Clubs, Advanced Content
3-5 Administrator	CHRISTINA.MILLS@COBBK12.ORG	
CCSD Counseling Program: <i>Academic and Personal Growth</i>	K, 1, 5: ALLY.MARTIN@COBBK12.ORG 2,3,4: ANASTASIA.WEST@COBBK12.ORG	Family Changes, Support at Home, Social/Emotional Well-being, 504s
Front Office	AMIE.FRAGALA@COBBK12.ORG CAROLYN.PATEL@COBBK12.ORG	Attendance, Records, PVUE, Registration/Withdrawal
Gifted	LESLIE.GILBERT@COBBK12.ORG	Qualification, Program Format, Acceleration
Health/Medical	SUSAN.MURPHY@COBBK12.ORG	Medicine, Medical Conditions, Allergies, Injuries/Limitations
Lunch	TBD	Extras for Purchase, Birthday Treats
Special Education	OSMAN.KHAN@COBBK12.ORG	IEPs, Suspected Disabilities

Communication	Purpose	Frequency
Website	To answer any parent question and help prospective parents get a sense for our school community	Updated as needed – We welcome and need suggestions on improving this resource
Murdock Weekly	To provide a glimpse into Murdock Elementary and prepare the school community for the week ahead	Every Thursday @ 6pm
CTLS Posts: Class Newsletter	Prepare parents and students for the week ahead, while providing conversation points and for material already covered. Use templates/studio editor to avoid attachments	Shared on the same day and time weekly
CTLS Posts: Counselors, Library, Specialists	To provide updates from staff/departments that your child interacts with frequently and keep communication channels to all staff for parents	Varies: 1x/month, 1x/quarter, as needed
CTLS Messages	1:1 communication with the teacher or staff member that should be responded to within 24 hours	As needed
CTLS Texts/Voice Calls	To provide timely reminders or inform of late changes	As needed
Instagram/Facebook	Share the fun and exciting things happening at Murdock. Not typically information or reminders – just positive moments from the school	3x week

FORGOTTEN ITEMS

You are welcome to drop off school related items to the front office up until school begins at 7:50. After that, no late assignments or personal items will be accepted except the following: glasses, lunches, coats and medicine. This policy allows us to protect classroom instruction time and limit unnecessary interruptions.

Students will not be allowed back into the school following dismissal for forgotten items, such as homework, backpacks, etc. **Special circumstances do arise, and the front office will use appropriate discretion at that time.*

HEALTH/MEDICAL/ALLERGIES

Please communicate directly with our school nurse with any concerns or questions. There is a helpful [FAQ document](#) on the [District's School Health Services](#) page.

- [Authorization to Give Medication](#): This form must be completed by a physician and parent to administer medication to students at school. Students are not permitted to carry their own medication with them.
- What happens if my student is sick or goes to the clinic? Please refer to this [CCSD policy](#) and the infographic below for detailed information.

I NEED TO STAY HOME IF:

- I HAVE A FEVER**
TEMPERATURE OF 99.5 OR HIGHER WITH OTHER SYMPTOMS
TEMPERATURE 100.4 OR HIGHER WITHOUT SYMPTOMS
- I AM VOMITING**
WITHIN THE PAST 24 HOURS
- I HAVE DIARRHEA**
WITHIN THE PAST 24 HOURS
- I HAVE A RASH**
BODY RASH WITH ITCHING OR FEVER
- I HAVE HEAD LICE**
ITCHY HEAD, ACTIVE HEAD LICE
- I HAVE AN EYE INFECTION**
REDNESS, ITCHING AND/OR PUS DRAINING FROM EYE
- I HAVE BEEN IN THE HOSPITAL**
HOSPITAL STAY AND/OR EMERGENCY ROOM VISIT

I AM READY TO GO BACK TO SCHOOL WHEN I AM:

- Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil, etc.)
- Free from vomiting for 24 hours
- Free from diarrhea for 24 hours
- Free from rash, itching, or fever. I have been evaluated by my doctor if needed.
- Treated with appropriate lice treatment at home.
- Free from drainage and/or have been evaluated by my doctor if needed.
- Released by my medical provider to return to school.

LINKS & APPS: [Simplifying Cobb Digital Resources for Families](#)

The link beside the heading is a live version of this very helpful CCSD resource.

Student ID#

Many apps require the use of your child's 7-digit student ID number. This can be found in the PVUE app.

Additional Apps

[Beanstack App](#) (iPhone)

[Edulog Parent Portal](#) (Replacing Hear Comes the Bus)

Simplifying Cobb Digital Resources for Families

The following are digital resources often used by Cobb County School District families. All digital resources, with the exception of Ekeys are accessible through the web, the Apple App Store, and/or the Google Play Store.

Digital Resource	Download the App	This resource helps me	How do I get started?	How do I get help?
	 	- View child's official grades - View class schedule - View attendance - Change dismissal - View child's report card - Update contact information - Shortcut to apply for Meal Benefits and MySchoolBacks - Access student field trip permission forms - View athletic registration - View Student Device Liability	https://parentvue.cobbk12.org I am a Parent ↓ Activate Account (Login with online registration credentials or request Activation Key from school)	blh@ccs-support ParentVUE Information • EduLab • Ed Connect • Ed Portal For additional ParentVUE support contact your local school.
	 	- Receive communication from district, school and teacher(s) - Message teacher(s) - Access child's Digital Classrooms - Locate feedback and score for digital CTLS assignments - View certain State and District assessment results - View Attendance Notifications - Send Absence Notices - Conference Week Sign-Up	ctlsparent.cobbk12.org I am a Parent ↓ Sign in with ParentVUE	blh@ctlsparent-support How to Log In to CTLS Parent • EduLab • Ed Connect • Ed Portal For additional CTLS Parent support Email: CTLSParent-support@cobbk12.org Call: 770-426-3330

PTA and MURDOCK ELEMENTARY SCHOOL FOUNDATION (MESF)

At Murdock Elementary, we are proud of the strong partnership between our families and school through the Parent Teacher Association (PTA) and the Murdock School Foundation. These organizations play a vital role in enriching our students' educational experiences by supporting classroom initiatives, organizing events, and funding programs that go beyond the basics. We encourage every Mustang family to get involved—whether by volunteering, attending meetings, or contributing ideas. Your time, energy, and voice help strengthen our school community and ensure every child has the opportunity to thrive. Together, we make Murdock a place where learning is celebrated, and every student feels proud to be a Mustang!

[PTA](#) | [MESEF](#)

STAFF MONITORED STUDENT GROUPS

These are different than clubs as these are sponsored by Murdock staff members. Clubs are outside organizations that essentially 'rent' our building to run their program.

Student Group	Grade Levels	Begins	Typical Meeting Day	Contact
Student Council	3 rd – 5 th	Fall	AM	Ms. Wasik, Ms. Gilbert
Green Team	3 rd – 5 th	Fall	AM	Ms. Nanney, Ms. Robbins
Science Olympiad	4 th & 5 th	Fall	Wednesday PM	Ms. Hong
Reading Bowl	4 th & 5 th	Fall	Thursday PM	Ms. Valeanu, Ms. Ruggiero
Math Olympiad	4 th & 5 th	Fall	Friday PM	Ms. Vyas, Ms. Goines
Library VIPs	5 th	Fall	AM	Ms. Speir, Ms. Gonzalez
MBC	5 th	Spring Prior	AM	Ms. Speir
Chorus	4 th & 5 th	Fall	M/W PM	Mr. Hydo
Science Fair	1 st – 5 th	Fall	Ongoing	Ms. Gondek
Safety Patrol	5 th	Fall	AM	Ms. Lane, Mr. Bassett

VISITORS & CLASSROOM VOLUNTEERS

To maintain a focused learning environment, unscheduled visitors are not permitted during the school day. Volunteers are coordinated through classrooms, PTA, MESF, or other school programs.

- **All visitors, including parents and volunteers, are required to show identification and must check in with the front office.**
- All visitors must wear a visitor or volunteer badge while on school property. This includes our building and outdoor areas.
- If you are here without a badge, a member of the staff will ask you for your identification and purpose for visiting. You will be asked to report to the front office.
- Visitors should only go to the specific areas they are scheduled for.
- Classroom volunteers are still considered 'visitors' to the school and must complete a separate FERPA document each year.
- Pets are not allowed in the building at any time. Please contact the principal if there is an issue surrounding a service or support animal
- Field Trip Volunteers go through a separate vetting process that our office staff assists with.