



# Clarkdale's Frequently Asked Questions

## What are the school hours?

- **School Day:** 7:10 AM – 2:20 PM
- **Arrival:** 7:10-7:49 AM – The building opens for students at 7:10 AM. No student may be dropped off prior to 7:10 AM. Students must be in their classrooms, ready to learn when the tardy bell rings at 7:50.
- **Early Release:** 7:50 AM- 12:10 PM

## What is ParentVUE?

ParentVUE is where you will access all your student information. This is the application that you used to register your child. Please keep your information current in ParentVUE. Your phone number, address, and even list of emergency contacts needs to be up to date. Some of the things you will use ParentVUE for: control who can pick up your child, change your child's transportation, give permission for your child to attend a field trip, access your child's report card. **It is EXTREMELY important that you know how to login to your ParentVUE account!**

## How do I access ParentVUE?

You can login at [https://parentvue.cobbk12.org/PXP2\\_Login.aspx](https://parentvue.cobbk12.org/PXP2_Login.aspx) Your username and password are the same as what you used to register your child online.

## What is the time for school to dismiss, and how does it work?

Dismissal begins at 2:20 PM. It is critical that your child's teacher knows how your child is going home each day. You must keep the information current in ParentVUE. Any transportation change must be made by the enrolling adult in ParentVUE. **We do not accept phone calls, emails, texts, or notes.**

**Car riders:** Cars will enter and wait in a line through the parking lot. All cars in line for pick up must have a car rider bar code displayed. Anyone without a bar code must park in the parking lot and bring identification to the front office to pick up their child. Staff members will be outside to help students get into vehicles safely. The enrolling adult may get a car rider bar code at the beginning of the school year during Sneak a Peek or by visiting the front office. Car riders who are not picked up by 2:40 may be checked into the After School Program. ASP requires an approved contract, a \$20 registration fee, and a daily fee of \$10.

**Bus riders:** Bus riders are dismissed to the bus lanes by bus color. Staff members meet students at the bus port. Second load bus students are dismissed when their bus arrives. Please download and sign up for the "Here Comes the Bus" app to track the location of the bus in real time.

**ASP:** After school, students are dismissed to a designated check-in location where attendance is taken. CCSD will continue to use the Eleyo app, where the ENROLLING parent registers their student(s) and pre-pays their student(s)' ASP accounts. For safety purposes, ALL students must register in Eleyo by the enrolling adult. The registration fee is not charged until your child stays in ASP the first time; however, we highly recommend you register your student. It will prompt you to enter a payment method, just continue without doing so and your child will be registered but you will not be charged. Please read the registration carefully and select the option to not pay until your student stays in ASP. <https://www.cobbk12.org/page/57475/eleyo-parent-guides>

**Walkers:** The enrolling adult must sign the Walker Procedures document and consent for students to be dismissed as walkers. Please fill out this information and pick up a walker tag at Sneak-a-Peek or in the front office. Students who walk home are dismissed first and assemble in a designated location.

## Can I walk my child into their classroom?

To increase student independence and maintain a safe, secure environment for everyone, parents will not be allowed to walk students to class except for the first week of school for kindergarten and first grade students

# Clarkdale's Frequently Asked Questions

## What happens if my child is tardy?

If you bring your child to school after 7:50 AM, you will be required to park your vehicle and walk your child to the main entrance door so that you can sign-in your child in the lobby. Your child will receive a tardy slip that he/she must give to their homeroom teacher. Students must be in their classrooms at 7:50 when the bell rings. Any student entering the building when the bell rings is considered tardy. Please make every effort to have your child at school on time to ensure a successful start to their school day. If a habit of tardiness develops, school personnel will work with parents to help plan for solutions to change the habit.

## What if my child is absent?

When a child returns to school after an absence (s), he/she needs to provide a note to the teacher that is signed by the parent/guardian and indicates the absence date(s) and reason for the absence. If you e-mail the excuse to your child's teacher, please copy our Attendance Clerk at [Ruth.Hall@cobbk12.org](mailto:Ruth.Hall@cobbk12.org). All absence notes must be sent to school within 3 days of student's return to school. Per Georgia State Law, excused absences are those for personal illness, serious illness, or death in the family, and special recognized religious holidays of the student's faith. If a student will be out for an extended period, please notify the attendance clerk & teacher.

When your child is absent, even if you notified the school prior to the absence, an automated message is sent through CTLS. You can reply to the message with the reason for the absence. These messages go out after every absence and the school cannot turn off the notifications. Although the messages states to call the school, you do not need to call the school.

## What if I need to pick up my child from school early?

A student must attend at least 1/2 of the school day to be counted present.

A student must be present 7:50 AM - 11:15 AM or 11:15 AM - 2:10 PM to be counted present for that day. Students who arrive after 7:50 AM are counted tardy. A student shall be dismissed before the school day officially ends only when a parent or person designated by the enrolling adult comes to the office and signs the student out. Please send a note to the teacher stating when you will be picking up, as it is helpful for the teacher to know when a student will be leaving early. **All checkouts MUST be done by 1:45 PM to avoid disrupting the school's dismissal procedures. Please come to the front office to pick up your child with a valid photo ID. If a parent arrives at the school after 1:45, the student will not be released.**

## What is ASP? ASP is the After School Program.

Clarkdale Elementary offers an after-school care program (ASP) for its students from dismissal to 6:00 PM on days school is in session. Students may attend every day or stay on an as-needed basis if they are registered for the program.

- **For safety purposes, ALL students must register in Eleyo by the enrolling adult. You never know if an emergency may arise, and you need your child to stay in ASP.** The registration fee is not charged until your child stays in ASP the first time; however, we encourage you to register your student. Please read the registration carefully and select the option to not pay until your student stays in ASP, when you are prompted to enter payment information, don't enter it and continue. <https://www.cobbk12.org/page/57475/eleyo-parent-guides>. There is a \$20 annual non-refundable registration fee. The cost of the program is \$10 per day. A snack, art activity, playtime, games, homework, and enrichment activities are part of the program. Students signed up for ASP must go directly from the classroom. We ask that you always communicate dismissal changes in ParentVUE, in addition to marking ASP attendance in the Eleyo app. This is a way to ensure children dismiss safely each day.

## What if I need to change the way my child comes home from school?

For the safety of ALL our students, the only way that transportation changes can be made is in **ParentVUE**. **We DO NOT accept faxes, e-mails, texts, or phone calls as transportation changes.** ALL changes must be

# Clarkdale's Frequently Asked Questions

made through ParentVUE and must be completed by 1:30 PM. Clarkdale students are only allowed to ride home on the bus they are assigned. They cannot ride home on a different bus with friends. To check bus routes, go to: [www.cobbk12.org](http://www.cobbk12.org).

## **Can I volunteer or visit my child's classroom during the school day?**

Volunteers that support instruction will be pre-arranged through the classroom teacher. To establish routines and procedures at the beginning of the year, classroom volunteers will be limited.

For the safety and security of our students, we ask that you prearrange an appointment with the teacher to volunteer/visit. Once you have signed in, you should go straight to that location and then straight back to the office to sign out when finished. It interrupts instructional time when you visit different locations other than the one you signed in to join. If you wish to learn more about volunteer opportunities, please consult with our Parent Liaison, Mrs. Cheryl Bush.

## **What is an emergency drill?**

The safety and security of our students is our top concern. Throughout the year, we hold emergency drills. These drills include fire drills, tornado drills, and code red drills. All students participate in the drills and are expected to follow all safety procedures. We do not announce these drills, nor do we share once they are completed. This is another safety precaution. If there is ever a true emergency, you will receive communication through CTLS from the school.

## **How will I know if school is closed due to weather conditions?**

When the Cobb County School System is going to close due to inclement weather, the decision is usually made and given to the radio and television stations by 6 AM and posted to <https://www.cobbk12.org/>. If a decision to close is made during the working hours of the school day, the statement will be given to the media. We will then follow the information listed in ParentVUE for that day and how your child should be dismissed. We have local school plans for early dismissals (we cannot accept transportation changes in the event of early closures due to weather conditions). Each parent cannot be called, so please discuss with your child what should happen if school is closed during the day. Also, we ask that you keep your information current in ParentVUE. It is extremely important to be able to log in. During times when schools are dismissed for inclement weather, it is very busy in the office. When parents call to ask for help with login information, it delays dismissal. There is NO ASP in the event of early emergency closures.

## **What does my child need to know about behavior on the bus?**

Behavior on the school bus is considered an extension of classroom behavior. Students shall observe the code of conduct listed in detail in the full handbook, accessible through the school website. 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.

## **What if my child becomes sick or injured at school?**

Our clinic is staffed by a RN/LPN from 7:45AM to 1:45 PM daily. 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.

## **What if my child needs to take medicine while at school?**

Many of our students require medicine from time to time. Parents are required to bring the medication to school and complete an "Authorization to Give Medication" form. Students are not allowed to transport medication. It is the parent's responsibility to keep the clinic staff updated as to any changes in medication dosage, etc.

# Clarkdale's Frequently Asked Questions

## **What if my child forgets something needed for school that day?**

We accept glasses, medication, and lunch after the bell rings at 7:50. Please bring items to the front office and we will ensure your student receives them.

## **What if my child forgets something at school?**

Our goal is to encourage students to be self-sufficient and responsible for their materials and belongings. Students and/or parents are not allowed to re-enter to access a classroom after dismissal to retrieve a forgotten item. The item may be retrieved the following school day during school hours.

## **Do I need to label my child's things with his or her name?**

Please label ALL outerwear clothing, such as jackets, sweaters, gloves, etc. with your child's first & last name. Any lost items will be taken to the Lost & Found located in our school's cafeteria.

## **May I join my child for lunch?**

Yes, please come to the front office and sign in. You will be given a visitor's sticker. As soon as your student's lunch is over, please report back to the front office to sign out.

## **May I send gifts to my child?**

Students **are not** permitted to receive deliveries (food, flowers, balloons, candy, etc.) while at school.

## **May I bring a birthday treat for my child and the class?**

We understand that birthdays are special. Please adhere to the following guidelines:

- Only prepackaged and sealed food will be allowed. Items must include a list of ingredients. No homemade items are permitted.
- Please make sure all students in the class receive a treat.  
Treats will be enjoyed in the café at lunch only.
- No balloons, candles, outside fast food or party favors.
- Refrain from passing out treats to students in other classes.

## **How do I access Office 365 and CTLS?**

You need your student's email address and password. To find that, login to ParentVUE and click on the Office 365 consent, located on the left side. Once you click on that, a link should appear in the middle of the page that says, "Office 365 consent." Open that, and you will see your child's email near the top of the page and the password is their student ID number.

# **Clarkdale's Frequently Asked Questions**