



King Springs Elementary School

# Family Handbook

2026-2027

# King Springs Elementary

## ARRIVAL: Morning Car Line

7:10 AM: Students may exit cars in the car rider line.

7:50 AM: Tardy bell rings

The drop-off zone is only between the speed breakers. Pull all the way forward before unloading. Right and left lanes take turns during 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 escorted by an adult to the main front entrance.

We kindly request that students exit through the passenger side and gather all their belongings before entering the drop-off zone. **Adults are to remain in the vehicle and always follow staff directions.**

The front car line moves fastest at the start of arrival. Early arrival leads to a quicker drop-off experience.

**Guest/visitor parking spaces are reserved for special circumstances** (for example, students with mobility needs) until 7:50 AM. Adults may park and walk their student to the exterior front door using spaces at the back of the lot. All student drop-off occurs only in the designated drop-off zone – *never in the parking lot.*

All instructions and guidance are intended to make the morning as safe and efficient as possible. We expect all families to follow procedures and staff directions.

## 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 ASP 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 a 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.

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## ATTENDANCE

See District Administrative [Rule JB-R](#) (Student Attendance).

**Students arriving after 7:50 AM are tardy** and will require an adult to park in the parking lot and walk the student into the building. The adult is required to have their physical government photo ID and to check in the student in the Front Office.

## BUSES

- Riding the bus is the best way to get to and from school. **Bus riders are NEVER tardy.**
- Bus stop locations and times can be found using the [CCSD Bus Route Finder](#).
- The [Edulog Parent Portal phone app](#) is a fantastic tool to keep track of the student's bus and its expected arrival time.
- Bus passes are only issued to students for their assigned and zoned bus. Bus passes will not be issued for a student to ride a different bus for any reason.
- Students 8-years-old and under must have an adult present at the bus stop. If the parent is not present at the stop, 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, 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

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

1:40 PM: Dismissal change deadline

1:40 PM: Early Check-Out Ends

- Bring a photo ID.
- Students will not be called to the office before 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 begins at 2:10 PM. All student pickup takes place through the designated car line or assigned dismissal areas. Early checkout ends at 1:40 PM.

Dismissal information is to be entered and maintained by the student's Enrolling Adult through [ParentVUE](#). At the beginning of every school year, the Enrolling Adult must enter the default and emergency dismissal for each student.

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Notes, emails, phone calls, texts, and CTLS Parent messages will not be accepted as ways to change a student's dismissal transportation. The deadline to complete transportation changes in ParentVUE is 1:40 PM.

## **PM CAR LINE**

The afternoon carpool line opens at 1:40 PM. Have the dismissal barcode ready for scanning. The QR Code is accessed using the Enrolling Adult's [ParentVUE](#) account.

The barcode can be printed or saved as an image on a phone. The barcode can be shared with other adults.

Stay in your lane after your bar code has been scanned. Students will be sent out in the order of barcode scans.

No barcode? Park and come into the Front Office with a valid photo ID. Photo IDs will not be reviewed while in the carpool line.

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

## **ELECTRONIC DEVICES (cell phones, smartwatches, etc.)**

Per CCSD Policy:

[JCDAF-R Use of Personal Electronic Devices by Students 7/1/26](#)

**RATIONALE/OBJECTIVE:** The Cobb County School District (District) seeks to promote a positive learning environment free from electronic distractions. In accordance with the "Distraction Free Education Act" (O.C.G.A. § 20-2-324.8), this rule establishes the foundation for the implementation of state law

### **RULE: A. USE OF PERSONAL ELECTRONIC**

**DEVICES:** Students in grades K-8 are not permitted to access personal electronic devices while on school grounds during school hours,

including but not limited to **cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities** such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours. Any student found in violation of this policy and/or district rules/procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct (Administrative Rule JCDA-R).

**B. STORAGE:** All personal electronic devices must be turned off prior to entering the school building. Students should store their devices in their personal backpacks, purses, or school locker during the school day. Neither the Cobb County School District (District), individual schools, nor District employees shall assume any responsibility or liability for theft, loss, or damage to a personal communication device.

**C. FIELD TRIPS:** Student may access personal electronic devices for non-instructional purposes during off-campus activities that occur during the school day (i.e., field trips) in accordance with restrictions in District rules (see Administrative Rules IFBG-R and JCDA-R).

Emergency Communication: 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 in a timely manner. Students will not be called out of class for a phone conversation.

## **REPORT CARDS**

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

## **LOST & FOUND**

The Lost & 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

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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 items at recess and lunch.

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

Keep valuable items, jewelry, and toys at home.

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

## **LUNCH + TREATS + EXTRAS**

### **• Having lunch with a student**

Parents, guardians, and Enrolling Adult approved student contacts/guests are allowed to have lunch with their child. All adults will need to check-in with their photo ID in the Front Office.

**Use the tables on the stage, when available, and sit with your child.** Only your child may participate. Outside food is allowed for your child only.

**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.

### **• Birthday Treats**

Birthday parties are not allowed at school, including in the cafeteria. Only pre-packaged treats for the class may be brought in prior to lunch. **Balloons, favor bags, and noise-making items are prohibited.**

Birthday treats for the class must be store-bought with the ingredients listed. Birthday treats can only be enjoyed during the student's lunchtime. Verify the class's lunchtime with the teacher. Small treats, such as cookies, cupcakes, and donuts, work best and are easy to distribute. Check with your student's teacher for specific allergy concerns. Treats can also be purchased through the KSE Café. Contact the Cafeteria

Manager Melissa Turner at [melissa.turner@cobbk12.org](mailto:melissa.turner@cobbk12.org)

### **• 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 on 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.*

### **• Adding Money to Cafeteria Accounts**

1. Online: [MySchoolBucks](#) (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.

### **• 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.

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

## **MEDICAL MATTERS**

Parents and guardians must notify the school of diagnosed medical conditions. Information and requirements must 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, whether prescription or over the counter, must be in its original, properly labeled container. The date of the bottle must be current within the past 12 months.

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**Students are NOT to transport any prescription medication containing a controlled substance.**

KSE's nurse is in the clinic from 7:10 AM – 2:15 PM. Medication drop-offs are accepted during these hours.

**Medications will be stored and dispensed in the clinic. This includes medicines dispensed by a parent/guardian directly to their child.**

Medications are never to be administered in hallways, lobbies, the Front Office, classrooms, cafeterias, or other similar areas. 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.

**Review the [CCSD's 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 the Cobb County District Police Department. This safety plan is not shared with 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 physical photo ID each time they are on campus.
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- Do not keep the door open for other visitors. Everyone must show their ID and be allowed in by the office.
- Keep your visitor sticker on your shirt while on campus.
- Stay in the area you are visiting and do not wander to other locations within the building.
- Teacher meetings must be set up in advance and scheduled directly with the teacher.
- 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 must be respectful. Adults who yell, use profanity, or threaten students or staff will be issued a "no trespass" by the CCSD police.

Thank you for keeping our campus safe.

## **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
- Teacher and Staff Appreciation Week
- Fall Festival
- Springer Sprint
- STEAM Night
- Walk to School Wednesdays
- And much more!

### **KSE Foundation**

The KSE Foundation was established to provide additional resources beyond those currently offered by CCSD to supplement and enhance educational opportunities. The KSE Foundation has set a goal to provide funding for teacher

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support and training, field trips, educational subscriptions, classroom needs, and more to support KSE's School Improvement goals.

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

## **TRANSPORTATION CHANGES**

ParentVUE is a CCSD program that is used for all students and is to indicate their daily dismissal transportation plan. This app is managed by the student's Enrolling Adult.

Transportation Changes will only be accepted through ParentVUE. Notes, phone calls, emails, texts, or CTLS Messages will not be accepted. The deadline to complete transportation changes in GoSafe is 1:40.

## **VISITORS**

- All adult visitors to KSE must bring their physical government-issued 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 allowed to walk their students to the exterior front door in the morning. Students walk to their classroom by themselves.

## **VOLUNTEERS**

- Classroom volunteers must be arranged ahead of time with the teacher.
- Bring a physical government-issued 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 P.E. 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, although not required to dress for P.E., must wear appropriate clothing to participate in potential activities such as gymnastics and tumbling without embarrassment when these activities are scheduled.

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

## **OTHER FORMS OF DISMISSAL**

### **Walkers**

There are two different types of student walkers: independent and parent/guardian pick-up. Both types of walkers require the Enrolling Adult to bring their photo ID and complete a walker form in the Front Office.

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- Independent Walkers are students who have parent/guardian authorization to leave campus on their own at dismissal.
- Parent/Guardian Pick-up Walkers are not authorized to leave the building unless an adult is waiting outside of the ASP door with that student's walker sign. These students are dismissed at 2:15 PM from the ASP door. All parents/guardians must be ready with the student's walker sign at 2:10 PM.

- KSE Foundation
  - [Kingspringsfoundation.org](http://Kingspringsfoundation.org)
- MySchoolBucks (lunch accounts)
  - [MySchoolBucks.com](http://MySchoolBucks.com)
  - Need Student's ID #

## Bicycles

KSE does have a bicycle rack by the main/front doors. Students who ride a bicycle to school will need to go through the same Independent Walker process if they ride the bicycle home without adult supervision.

## Off-Campus Care

Parents and guardians are allowed to contract a local Off-Campus Care business to handle after-school care. A list of businesses that currently serve KSE can be found on the KSE website.

## 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)
  - Managed by Enrolling Adult
  - App available
- 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)
- Bus Tracking
  - [Edulog parent Portal](http://Edulog parent Portal)
- Cobb County School District
  - [Cobbk12.org](http://Cobbk12.org)
- KSE PTA
  - <https://kingspringspta.membershiptoolkit.com/home>

## CCSD CALENDAR: At-A-Glance

