



2025-2026 A-Z Handbook for Families

Absences	<p>Attendance is an essential component to a student's academic success. When your child is absent from school, you will receive an automated absence phone call/text. Please reply to that text with the reason for their absence. <u>A phone call is not needed.</u> You may also send an absence note upon their return. The note should contain your child's name, date(s) of absence, and a brief explanation. A doctor's note is not required but is helpful to excuse the absences. Failure to submit a note <u>within three school days after a student's return from an absence</u> will result in the absence being marked as unexcused.</p> <p>The CCSD attendance policy states the following: After 3 unexcused absences, you will receive notification from the classroom teacher. After 5 unexcused absences, you will receive notification from the office. After 7 unexcused absences, a referral to the school social worker will be made.</p>
After School Clubs	<p>Keheley offers a variety of After School Clubs. Club schedules align with semesters (Fall/Spring). For information, please visit: https://www.keheleyfoundation.org/cometclubs</p>
After School Program (ASP)	<p>The After School Program is a supervised childcare program, available every school day from dismissal until 6:00 p.m. There is an annual \$20 registration fee per child with a daily attendance fee of \$10 per child. There is a late pick-up fee of \$1 per minute after 6:00 p.m. See "Payments" section below. Registration is done through Eleyo (accessed through ParentVue) https://www.cobbk12.org/page/57475/eleyo-parent-guides</p>
Agendas	<p>All Keheley students have an agenda that travels to and from school each day. Please check your student's agenda for daily updates, homework, and events in class and at school. Thank you to our Foundation for funding our agendas!</p>
Assessments	<p>Teachers use frequent and ongoing assessments (formal and informal) to monitor student progress toward standards and to adjust instruction. Students in grades 1, 3, 4, and 5 will participate in one or more standardized tests this year. Specific information will be sent to parents prior to testing.</p>
Backpacks, Deliveries, and Forgotten Items	<p>Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, water bottle, etc. Make sure to clearly label your child's backpack with their first and last name. Backpacks left at home cannot be delivered to the classroom after the 7:50 a.m. tardy bell. If your student forgets their lunch, medication, glasses, or water bottle at home, you can drop the item off in the front office. Other items including books, homework, backpacks, projects, etc. will not be accepted.</p>
Birthdays	<p>We understand that birthdays are special. Please adhere to the following guidelines:</p> <ul style="list-style-type: none"> • Only prepackaged and sealed food will be allowed. Homemade items are not permitted. • Please make sure all students in the class receive a treat. • Treats will be enjoyed in the café during lunch and for the students in your child's classroom only. • No balloons, candles, outside fast food, or party favors. • If you are joining your student for lunch, please allow time to sign in and have the nurse review the food label for allergies. • Optional cookie order (from the café to the class): email heather.broadaway@cobbk12.org three weeks in advance. • Optional Birthday message on the marquee: https://www.keheleyfoundation.org/birthdaymarquee Complete one week in advance. • If you wish to hand out party invitations at school for an outside party, every student in the class must receive one. Please make your own arrangements to get invitations to students in other classrooms.
Check In - Tardies	<p>Students should be in class when the tardy bell rings at 7:50 a.m. After the 7:50 a.m. bell, students must be walked inside and signed in by an adult (park car, show ID to the front door camera, sign in on the kiosk). Please try and limit tardies, as late arrivals are disruptive and interfere with the learning environment of ALL students. We understand that things happen, and appointments are needed. When checking in from an appointment, please provide the front office a note from the doctor's office. Check Ins after 11:15 a.m. (1/2 day) will be considered an absence.</p>
Check Out – Early Dismissal	<p>To pick your student up early, you must bring your ID to the front door/office. Only individuals listed with "release to" contact rights can sign a student out. The enrolling adult (person who completed registration) grants permission and edits the contact list through ParentVue. Check outs prior to the 11:15 a.m. (1/2 day) will be considered an absence unless the student returns. All early checkouts must take place before 1:45 p.m. No action is required within ParentVue to notify the school.</p>

Clinic, Medication, And Nurse	Our nurse is Shannon Pierce. Her office is located to the right inside the main entrance of the school in the lobby. She is available from 7:30 a.m. until 2:00 p.m. daily. Students go to the nurse for persistent complaints, injuries, illnesses, and required routine needs. The nurse will contact you, if needed, based on your child's symptoms. All medications must be transported and checked in by a parent/guardian through the Clinic. Students may not transport medication. Completion of the CCSD authorization form (JGCD-2) is required. Medications must be in the original pharmacy container. Medication in an unlabeled container will not be given.
Cobb Digital Library and Office 365	All Cobb students have access to Office 365 and Cobb Digital Library, which houses many wonderful learning tools such as: BrainPop, Discovery Education, Galileo, eBooks, etc. Username: firstname.lastname@students.cobbk12.org Password: school computer password
CTLS (Cobb Teaching and Learning System)	Please download the CTLS Parent app. This is how schoolwide and weekly classroom communication will be delivered. You can also access it online: https://ctlsparent.cobbk12.org/signin/cobb 
Curriculum	Students are taught using a variety of research-based strategies, including small-group and explicit literacy instruction. The ELA curriculum aligns with Georgia's Reading Education House Bill, employing the Science of Reading research. The math curriculum follows evidence-based strategies, ensuring a solid foundation in mathematical concepts and problem-solving skills, aligned with Georgia's state standards. Science, Social Studies, and Health are taught in isolation as well integrated with Math and Reading. This increases vocabulary, background knowledge, and real-world higher-level thinking.
Digital Learning Days	Digital Days are days when students do not report to Keheley for in person learning. Instead, they stay home, and access assignments sent from their teacher through CTLS. Staff reports to the building to participate in professional learning opportunities. Digital learning days for this year are: Aug 18, Oct 13, Dec 2, and Mar 2.
Dress Code	Students should come to school in clothes appropriate for learning. Tennis shoes are recommended each day. We advise that your child dress in layers during the winter months. Please label all outdoor clothing with your child's name . Students in kindergarten and first grade should always keep a complete change of clothes in their backpacks. The clinic does not have extra clothing.
Emergency Closings	Emergency closings and delayed openings are broadcast on the CCSD website, through CTLS, TV, and radio. If an emergency occurs during the day, information will be announced through CCSD Mobile Alerts and/or email. Due to time constraints during an emergency release, individual phone calls to parents cannot be made and Keheley will follow your emergency dismissal directions in ParentVue. When school is closed/cancelled, ASP is also closed/cancelled.
Emergency Drills	Emergency drills (fire, tornado, and code red) are held throughout the year. All students will participate and are expected to follow safety procedures.
Enrolling Adult	The enrolling adult is the person who completed the registration. The enrolling adult is the only person who has access/login to ParentVue, who signs all legal forms, edits contact list, updates information, etc.
Field Trips	Field trips scheduled throughout the year may include in-house or offsite experiences. Offsite field trips require permission, which must be given by the enrolling adult through ParentVue. When payment is needed, exact amount of cash/check can be sent in to the school in a labeled envelope OR a credit card payment can be submitted through https://www.mypaymentsplus.com/welcome . See "Payments" section below.
First Week of School	During the first five days of school, two adults are permitted to walk their students to their new rooms, if desired. After the fifth day, parents will not be permitted to walk their students to the classroom. Our staff is all hands on deck for the first two weeks of school and will help your student find their locations and feel comfortable navigating the building. Volunteers, visitors, and lunch guests are invited into the building AFTER the 3 rd week of school.
Homework	As a school, we expect students in K-5 th grade to read or be read to and practice math concepts (counting, adding, subtracting, multiplication, and division) each night. Your teacher may assign additional items such as studying for a test, working on a project, watching a video, or completing an unfinished assignment. Please check your student's agenda for nightly homework. Homework is not graded but encourage to build independence and stamina.
Hours	Office hours: 7:15 a.m. – 3:15 p.m. ASP hours: 2:10 p.m. – 6:00 p.m. Student Drop off: 7:20 a.m. – 7:50 a.m.

Lost & Found	We have a Lost and Found area located in the café. We encourage parents and children to check the lost and found collection for any missing items. Before winter break and after the last day of school, unclaimed lost and found items are donated to local charities. Please label your student's items with first and last name.
Lunch and Breakfast	Students may either get their lunch from the cafeteria or bring it from home. Breakfast is also offered each day. See "Payments" section below. Menus are located here: https://www.cobbk12.org/foodservices/page/35131/menus
Lunch Visitors	Due to limited space in the café, up to two lunch guests per student are allowed. Lunch guests are not permitted until the third week of school. Guests will sit on the stage with their students for lunch. No outside fast food or drink is allowed for students or visitors.
Parent Meetings	Parent conferences, RTI meetings, and IEP meetings will be available in a face-to-face or virtual setting. All meetings with teachers, administration, and other staff members must be scheduled in advance.
ParentVue	<p>Please download the ParentVue App (for enrolling adult). This is your dashboard to do the following:</p> <ul style="list-style-type: none"> • Dismissal plans/changes • Field Trip permissions • Access report cards • Change/edit contacts • Update address, phone number, etc. • Much more! <p>You can also access it online: https://parentvue.cobbk12.org/PXP2_Login.aspx</p> 
Payments	<p>When submitting payments to school via cash/check, please send the exact amount in a labeled envelope with the following information: Student name, reason for payment, amount, teacher name. Payments can also be made online: https://www.mypaymentsplus.com/welcome</p> <p>Please note that separate payments are required for each entity (ex: lunch, field trip, ASP). Payments cannot be combined, and change cannot be given.</p>
Recess	Weather permitting, each student has an outside 20 minute recess break each day. Please keep this in mind when your student is dressing for the day. As the seasons change, please dress your child in layers and clearly label coats, jackets, & sweatshirts. Additionally, teachers will provide movement and "brain breaks" throughout the day.
Record Requests	If you are requesting your student's records for a doctor, tutor, or for an application to a private school, please be aware that there is a Request for Confidential Records form that must be completed and given to the Front Office. Once we receive that completed form, teachers and staff have, by state law, 30 days to complete the necessary assessments and paperwork. Please do not wait until the day before an appointment or application deadline to turn these requests in, as it takes quite a bit of time for a teacher to accurately fill out the paperwork.
Report Cards and Progress Reports	All students receive report cards each nine weeks. The first report card will be distributed during your Parent-Teacher Conference in October. Report cards for Quarters 2, 3, and 4 will be available digitally through ParentVue. Kindergarten through third grade have a standards-based report card and fourth and fifth grade receive letter grades. Progress reports are also given for each student halfway through each quarter.
Schedules	Students begin their day with morning announcements and a class meeting. Core subjects are taught daily using differentiation. Science, Social Studies, and Health are rotated and taught weekly based on standards/curriculum mapping for each 9-week grading period. The day is broken up with scheduled breaks such as: recess, snack, lunch, brain breaks, specials classes, etc. Specials classes are provided to all students and include Art, PE, Music, and STEM. Students visit the learning commons weekly and check out books. Our guidance counselor visits each class biweekly and teaches a guidance lesson. Please remember to send a healthy snack and water bottle to school each day.
Technology	One-to-one classroom laptops are available for use by each student during the school day. These devices will remain at school. Any technology brought from home should remain in student backpacks. Keheley is not responsible for technology brought from home. Students may <u>not</u> use personal technology for communication purposes during the school day.
Transportation	The enrolling adult is required to set up a dismissal default plan through ParentVue but can make changes as needed. All transportation changes are made through ParentVue before 1:30 p.m. (No notes, emails, phone calls, etc.) Changes can NOT be made after 1:30 p.m. Afternoon dismissal begins at 2:10 p.m. The Front Office closes between 2:00 p.m. and 2:20 p.m. for afternoon dismissal.

<p>and Dismissal</p>	<p>Buses - Buses depart at 2:20 p.m. Your child may <u>not</u> ride a <u>different</u> bus home. They may get off at a different stop from their same bus (only with written permission given to the front office). You can find information about your bus route here: https://www.cobbk12.org/page/310/bus-route-finder You can track your student's bus here: https://www.cobbk12.org/page/19019/here-comes-the-bus</p> <p>Car Rider - During morning and afternoon carpool, please follow the directions of the duty staff members and continue to the end of the carpool line for drop off and pick up. Please keep the line moving and pull into a parking spot if you need more time to load or unload. <u>Students should enter and exit their car on the passenger side only.</u></p> <ul style="list-style-type: none"> • AM Car Riders- Students <u>must</u> remain inside the car until the 7:20 a.m. bell, when adult supervision begins. • PM Car Riders - Each student is assigned an individualized barcode, which must be shown in the car rider line each day. You will be provided a hard copy. Barcodes are also located electronically within the transportation page of ParentVue. Sharing your barcode with others is how you give permission for them to pick your student up as a car rider. Carpool pickup begins at 2:15 p.m. and ends promptly at 2:30 p.m. If your student has not been picked up by 2:30 p.m., they will be placed in ASP, where daily rates and registration fees apply. You will need to park and come into the building to check them out of ASP. <p>Walkers - With permission, children ages 9+ may walk alone and will have a green tag on their backpack. If younger than 9 (or without permission to walk alone), there will be a red tag with a number placed on the backpack. The adult picking up will receive a matching walker number to show at dismissal. <u>Walkers go out at 2:10 p.m. and must be picked up at that time</u> (or will go to ASP).</p> <p>ASP - Students attending the After School Program will report directly to ASP at dismissal for check in.</p> <p>Clubs - Students that attend after school clubs will report directly to the Media Center for check in.</p> <p>*Remember, If you need to pick up your child early for any reason, do so prior to 1:45 p.m. Students will go home based on the transportation plan shown that day in ParentVue.</p>
<p>Visitors and Volunteers</p>	<p>Visitors will be permitted after the 3rd week of school. For the safety of our staff and students, all visitors to the building must present their Driver's License ID before entry into the school and to sign in on our Ident-a-Kid computer. All guests must wear a visitor sticker when visiting. Please arrange volunteer times with teachers prior to arriving. Lunch visitors, please see the "Lunch and Breakfast" section. For student performances, arrive early to allow time for parking and check in.</p>
<p>Volunteers, PTA, and Foundation</p>	<p>Volunteers that support instruction will be pre-arranged through the classroom teacher, PTA and/or Foundation. All volunteers must complete the School Volunteer Privacy Form. Copy Parents will receive training and arrange a time to make copies. If there are opportunities for mystery readers, that will be communicated through the teacher.</p> <p>There are also opportunities to help our wonderful PTA and Foundation with school planning, events, etc. https://keheleypta.membershiptoolkit.com/ https://www.keheleyfoundation.org/</p>
<p>Work Request</p>	<p>If your child has been absent, assignments will be in CTLS or your child can get missed work upon returning to school. Please email your teacher to arrange this. Work will not be given in advance for absences.</p>
<p>Questions?</p>	<p>If you have any unanswered questions, please see the Keheley website, the Cobb County website, or call the front office at 679.494.7836. We are always happy to help.</p>

Please note, any items in this document are subject to change. We will send updated version if/when changes occur.



**Keheley
Elementary School**

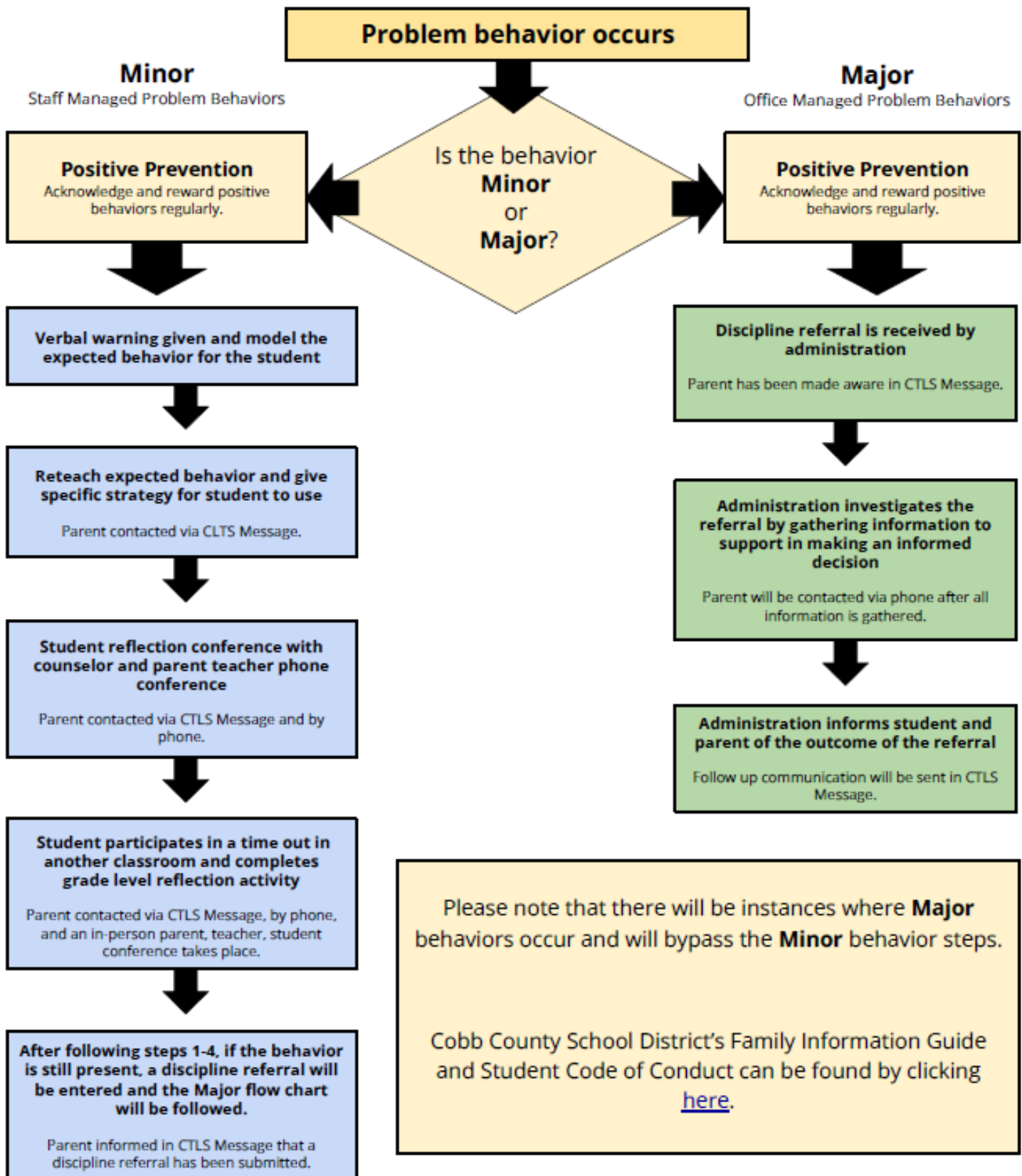
Comet 5

Updated: 3-19-25

	Safe	Respectful	Kind	Accountable	Collaborative
Classroom	Give personal space and maintain self-control. Follow directions inside and outside the building.	Give active listening to adults and peers. Take care of Keheley and materials.	Speak positively. Use appropriate language, both spoken and unspoken.	Take responsibility for your actions with assignments, materials, and equipment.	Be considerate of everyone's ideas. Be an active team player and participant.
Hallway	Keep hands and feet to self; walk quietly; voices off.	Listen to directions. Be mindful of items posted in the halls.	Be considerate of others working in their classroom.	Be the role model for others around you.	Work together to move from one location to another.
Café	Stay seated and raise your hand if you need something. Keep a quiet volume.	Use appropriate manners while in the café. Speak to peers at your table only.	Speak positively to adults and peers. Use appropriate language, both spoken and unspoken.	Clean up the table and floor around you. Keep your food to yourself.	Work together to get through the serving line quickly. At the end of lunch, work together to clean area and line up.
Restroom	Give personal space and maintain self-control. Use facilities properly.	Respect the privacy of others. Respect all areas of the restroom.	Maintain a calm presence. Have positive and quick conversations.	Take responsibility for personal cleanliness and hygiene.	Work together to keep the restrooms tidy.
Bus	Stay seated, facing forward. Quiet voices.	Follow directions from bus driver. Give personal space.	Speak positively. Use appropriate language, both spoken and unspoken.	Keep personal belongings in your backpack.	Work together with the peers around you to ensure a fun and safe ride.

Keheley Elementary School

Behavior Intervention Flow Chart for Families



I NEED TO STAY HOME IF...

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

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.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given your child permission to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

**See COVID-19 guidance if exposed or test positive: <https://www.cobbanddoughpublichealth.com/services/epidemiology-infectious-disease/novelcoronavirus/>