



# Cheatham Hill Elementary School

## Student and Parent Handbook

### 2024-2025

#### **Mission**

To develop the minds, hearts, and spirits of Champions.

#### **Vision**

A school of excellence where ALL students succeed.

#### **School Information and Office Hours**

Address: 1350 John Ward Rd SW Marietta, GA 30064

Phone: 678-594-8034

Office hours are 7:15 AM – 3:00 PM during the school year.

#### **Cobb County School Calendar: Click on the link below**

[24-25 Year At A Glance Calendar](#)

#### **Quick Links and Find it Fast:**

<a href="#"><u>Cheatham Hill Website</u></a>	<a href="#"><u>PTA Website</u></a>	<a href="#"><u>Foundation Website</u></a>	<a href="#"><u>Cobb Family Information Guide</u></a>
<a href="#"><u>Food and Nutrition Services</u></a>	<a href="#"><u>My Payments Plus</u></a>	<a href="#"><u>Bus Routes</u></a>	<a href="#"><u>How to Make Dismissal Changes</u></a>
<a href="#"><u>After School Program (ASP)</u></a>	<a href="#"><u>Eleyo ASP Payments</u></a>	<a href="#"><u>ParentVUE</u></a>	<a href="#"><u>CTLS Parent</u></a>
<a href="#"><u>Cobb SHIELD</u></a>	<a href="#"><u>CCSD Board Policies</u></a>	<a href="#"><u>Dress Code Policy</u></a>	<a href="#"><u>Attendance Policy</u></a>



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#### Frequently Asked Questions

##### What is the student transportation schedule?

- 7:15-7:50 am Students arrive at school.
- 7:50 Tardy bell rings and school begins at 7:50 am.
- 2:05 Day Care Riders are dismissed.
- 2:05 Walkers are dismissed
- 2:05-2:30 Car Riders are dismissed via Go Safe
- 2:08 Bus dismissal begins.
- 2:25 Approx. time Buses leave campus
- 2:30 ASP students are dismissed
- 2:30 Any students remaining in classrooms will be signed into ASP. ASP fees may include a \$20 registration fee and a \$10 per day charge.
  
- Dismissal changes are made in ParentVue. Please make sure your defaults are set and that you make changes prior to 1:40 pm each day.
  
- How to make dismissal changes:  
[ParentVue Dismissal Changes Mobile App Reference Sheet](#)  
[ParentVue Dismissal Changes Parent Guide](#)
  
- The classroom teacher and the office will not accept changes via phone or email. Also, notes in a student folder will not be accepted to change a student's transportation.

##### When is my child considered absent/tardy?

- [Attendance Policy Link](#)
  
- A student will be considered absent if he/she does not attend school for the day. The student will be considered absent if he/she is checked in AFTER 11:05 AM or checked out BEFORE 11:05 AM. Please be aware of this when making appointments. There are no exceptions to this rule.
  
- The tardy bell rings at 7:50 AM, and all students not in the building will be considered tardy. After 7:50 AM, students will need to be walked into the building by the adult bringing them to school and sign in at the front office to receive a tardy pass.
  
- Per district policy, a notice will be sent home when students are absent or tardy unexcused three times. Five unexcused absences/tardies will receive a letter from administration. Seven unexcused absences will result in a social worker referral.



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#### **When do I let the teacher know of my child's absence?**

- You may send in a written excuse to the teacher with the student when he/she returns to school. Please include the dates absent, the reason for the absence, and any doctor's excuses. The teacher will send all excuse notes to the office. If the student does not bring an excuse upon return, the absence will be considered unexcused.
- Excuses may also be sent in through CTLS.

#### **What time may I check out my child?**

- Parents/guardians may check out students any time before 1:45 PM. There are NO checkouts after 1:45 for safety reasons.
- Students may not be checked out during off campus events. You must return to the school and follow checkout procedures.
- Visitors will be required to show ID at the front door camera and again when signing students in or out of school.

#### **My child would like to ride home with a friend. What am I allowed to do?**

- This is only allowable for carpool. Parents must have the bar code tag and be on the pickup list for that child in Parent VUE.
- Per transportation guidelines, students may not ride the bus home with a friend.

#### **What if I can't make it to the school to pick up my child, and I need to send someone in my place?**

- In Parent VUE, there is a place to list emergency contacts. The enrolling adult will list contacts that can pick up the student in case of emergencies. Students are not allowed to be picked up by anyone not on the emergency contact list. If the person picking up the student is not on the registration form's emergency contact list, your student will NOT be released from school.
- Please make sure your emergency contact person knows to bring their ID.



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#### **My child is a car rider. What important things do I need to know about car line?**

##### **Morning Car Riders:**

- Carline begins as one lane, then splits into two lanes. This is per DOT, in order to get cars off the main roads. A staff member will direct car lanes in an alternating order to proceed. We typically pull 8 cars from each side. If you are the leading car, please pull forward to the blue pole. Additional cars should follow and stack closely filing in along the entire sidewalk. This will allow for approximately 16 cars to drop off at a time.
- Students should be ready to exit the vehicle when you arrive at the station in the morning. This includes backpack on, shoes on, lunch & water bottle ready in hand.
- For student safety, students must exit the car from the passenger side of the vehicle. If there is a car seat for a younger child on the passenger side, please work with your child to navigate around the seat or go through the front.
- Parents should remain in the car. Students will need to get out of the car independently. Staff will help if there is an issue, but students should be able to get out once the car stops.
- For the safety of everyone, please do not pass a stopped car. Please wait for the line to move.
- The bell rings at 7:50 for school to start and students are expected to be in their classrooms when the bell rings. Students getting out of cars at 7:47 or later run the risk of being tardy to class. If the bell rings as students are exiting the car or walking down the hall, those students may receive a tardy pass in the car rider lobby inside the building.
- If you arrive once carline has ended, and the staff is no longer on duty, you will need to pull to the front of the school, park, and walk your student into the front office and sign him/her in.



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#### **Afternoon Car Riders:**

- In the afternoon, you will need a printed bar code sign or the bar code on your phone in the Parent Vue app for a staff member to scan for afternoon dismissal.
- Please be sure any adult that is permitted to pick up your child has been added in the Parent Vue portal and has your child's QR code for scanning.
- If a parent does not have a car tag or a picture of the tag, they will need to park, go into the front office, and show ID for pickup. If you need an additional Go Safe bar code tag, please call the office.
- In the afternoon, please pull forward to stations 1-10 as assigned. Students will be dismissed to cars once all vehicles are stopped. Please keep the flow of traffic moving.
- Please know, that Cheatham Hill staff cannot buckle your child for you. If you need to buckle your child or need extra time, please pull forward and park in a parking space to allow the car line traffic to move efficiently.
- If your child does not come out when you are waiting at a station, please move forward to the blue pole while you wait for your student's arrival.
- Other Reminders: Per DOT, It is RIGHT TURN ONLY onto John Ward Road from 7:15-7:50 and 2:15-2:45.
- For everyone's safety, please keep in mind the Georgia Hands Free Law as you are driving in the car rider line in the morning and afternoon. Thank you!

#### **My child walks to school or rides a bike to school. What are the proper procedures?**

##### **Walker/ Bike Rider Procedures:**

- Walkers will enter the bus port door entrance off Irwin Road regardless of the direction they come from. Crossing guards are located at each crosswalk.
- Afternoon pickup for walkers is in the bus port – parents should have either the Go Safe bar code tag or a picture of the tag on their phone to show staff at pickup.

**Thank you for your help in ensuring the safety of ALL our Champions!**



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#### **My child is participating in a club or event after school. Where do I pick up my child?**

- Please make sure that you change your child's transportation in the dismissal area of Parent Vue to CLUB.
  - [Directions for changing dismissal to CLUB.](#)
- You will follow directions from your child's club on specific dismissal procedures. Since we have many clubs each day, their dismissal locations vary.
- If the student stays in ASP after the activity, he/she will automatically be signed into ASP immediately following the activity and you will pick them up from the ASP door.

#### **What happens when my child needs to go home, but a parent cannot be reached?**

- The Cheatham Hill front office staff will contact the people you listed under emergency contact information. Only these contacts can pick up the student. You may add/update contact information to this list throughout the year in your Parent Vue account.

#### **What does early release mean?**

- Early Release means students will be released from school at 12:30 PM. Dismissal procedures will begin then. Please also note that students follow a different specials and lunch schedule on early release days. We do not allow guests to lunch on Early Release Days.
- Dismissal changes must be made by 11:30 AM on early release days.
- Students must be checked out before 11:45 AM on early release days.

#### **What happens during inclement weather?**

- Please watch the news or view the Cobb County website for inclement weather school closings.
- If students are at school, and we need to dismiss early due to inclement weather, the teacher will follow the inclement weather mode of transportation that is marked in the dismissal site of ParentVue.



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#### What is ASP?

- ASP stands for After School Program. ASP begins at 2:25 PM and closes at 6:00 PM sharp. The ASP registration fee is \$20.00. This fee will need to be renewed each year. It costs \$10.00 per day when a student stays in ASP.
- Any students participating in after-school clubs or school-organized events after school should also be registered for ASP. If the student does not actually stay in ASP after the club or event is dismissed, you will not be charged the \$20.00 registration fee. However, if the student is not picked up from the club or event on time, he/she will be placed in ASP and you will be charged the \$20.00 registration fee as well as the daily charge of \$10.00.
- Snacks are provided when students stay in ASP.
- ASP payments can be paid online through [ELEYO](#) or by cash/check using a brown ASP envelope. ASP envelopes should be placed in the school safe.
- Pick up from ASP is in the back (bus port) of the school at the ASP door.
- For safety reasons, students may not be checked out from ASP prior to 2:40.

#### Where do students place money for ASP, school events and lunch?

- [MyPaymentsPlus Link](#) and [ELEYO ASP Link](#)
- There are several black metal Box Safes around the building for students to deposit all money, except lunch money.
- The Box Safe in the cafeteria near the tray return is for lunch only. No special envelope is required; however, make sure to mark your sealed envelope with student's name, teacher's name, grade, and lunch money.
- If you write a check, please make sure to write the student's name and reason for payment in the 'for' section of your check.

#### How do I pay for my child's account at school for breakfast and lunch?

- [Food and Nutrition Services \(cobk12.org\)](#)
- [MyPaymentsPlus Link](#)



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#### May I eat lunch with my child?

We are happy to welcome families to our school to have lunch with students throughout the school year. In order to ensure that we keep this process safe and efficient, please be sure to follow the guidelines below when having lunch with your child:

- When you arrive at Cheatham Hill to have lunch with your child, please ring the front doorbell. Sign in at the front office, and visibly wear your Visitor Sticker the entire time you are in the building.
  - If you need to verify your child's lunch time, please contact your child's teacher before your arrival.
- After checking in at the front office, please **go directly to the cafeteria stage** and wait for your child's class to enter the cafeteria. Please do not wait in the hallway outside of the cafeteria.
- We ask that all parents/guardians eat with their child at the designated tables on the cafeteria stage. Only your child can join you on the stage. **Other students/friends of your child cannot eat at the tables on the stage unless their parent/guardian is present with them.**
- Parents/guardians who come to our school for lunch can purchase a school lunch in the cafeteria line (guest lunches cost \$5.00) or bring outside food for yourself and your child. **PLEASE DO NOT SHARE FOOD WITH OTHER CHILDREN.** This will help us ensure that we are protecting those with food allergies.
- If you want to bring a treat for your child's class, please follow the procedures we sent out at the beginning of the school year. See below:
  - If you would like to donate a treat to your child's class, please contact the classroom teacher to ensure there are no food allergies. All treats must be scheduled with the teacher and delivered to the front office no later than 10:00 AM on the morning you would like them distributed.
  - Classroom treats must be individually wrapped/store bought (with ingredient label present) or purchased through the school cafeteria.
- Please be aware of when your child's lunch time is over. Your child will need to join the class as they line up to return.





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- We ask that parents/guardians **do not walk back to the classroom with your child**. If you want to volunteer in your child's classroom or discuss anything with a teacher, please contact them to schedule this in advance or at another time.
- If you have more than one child you would like to have lunch with and their lunch times are not within 5 minutes of each other, please check out at the front office and return to the building to check back in when your other child's lunch time begins.
- One additional safety note: We can only allow those listed in your child's registration information as Allowable Contacts to have lunch with your child. If the person who comes to lunch is not on the Allowable Contacts list in your child's registration, they cannot have lunch with your child. You can check this list in Parent VUE by clicking the "Student Information" tab in your profile.
- Note that lunch visitors may not be able to join their students due to early release, special school events, etc.
- We do not allow lunch visitors until after Labor Day so students can adjust to their new lunch procedures.

To ensure that there is enough room in the cafeteria each day for parents/guardians, we will follow a set schedule to allow parents of students in specific grade levels to have lunch with their children. Please only come to lunch during your child's grade level weeks as designated in the schedule posted on your child's CTLS homepage. If you have a conflict with this schedule, please call our front office at 678-594-8034.

- Availability for parents to eat with their child are as follows:
  - Week A~ 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>
  - Week B~ K, 3<sup>rd</sup>, 5<sup>th</sup>
  - A semester schedule for lunch visitors is posted on your child's CTLS homepage but is always subject to change.



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#### May we celebrate our student's birthday?

- Please do not send balloons, flowers, gift bags, or party favors to school or on the bus. You may provide birthday treats for the class to share at lunch. You may also purchase birthday treats from our cafeteria. Please let your child's teacher know ahead of time if you will be bringing in treats.

#### May my child pass out party invitations in the classroom?

- Students may only distribute party invitations if you send in one for every student. If you would like to only invite a select group, you will need to distribute the invitations off campus and not in the school environment.

#### May I volunteer in the classroom?

- Classroom volunteers will be coordinated by the teacher, and may not interrupt instruction. ALL volunteers must watch the FERPA video then print, sign, and bring a copy into the office before the first visit. Please see the front office staff with questions about volunteer requirements.
- Visitors will need to provide an ID at the front door camera and also use the ID to sign in the office and receive a visitor tag.
- The visitor tag will provide a QR code to scan in the front office to sign out.

#### What happens when my child forgets something at home that they need for the day?

- Please feel free to drop off the forgotten item in the front office with the student's name and teacher's name. We will make sure the teacher receives it.

#### What is the student dress code?

- [School Dress Code Link](#)

#### Can my student bring a cell phone to school?

- Students may have a cell phone or smartwatch at their parent's discretion; however, they must remain turned off and in the student's book bag. The school is not responsible for any lost or stolen items.



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#### What happens if there is a discipline problem on the bus?

- Please notify the bus driver at the bus stop for all discipline concerns.

#### My child didn't get off at the bus stop, or I missed being at the bus stop. What should I do?

- Please download the "**Here Comes the Bus**" app. It provides real time updates for your child's bus. A parent/guardian must be present at the bus stop for the student to be dropped off. If a parent/guardian is not at the bus stop, the student will be brought back to school after the bus route is over and placed in ASP upon arrival.

#### Do students have fire drills, severe weather drills and safety drills at school?

- Safety and weather-related drills are conducted throughout the year.

#### My child lost an item at school. What should we do?

- All items found will be in the Lost and Found area. Please reach out to the front office staff if you need to search for an item.

#### When do students take school pictures?

- Picture Day is offered in the fall season and the spring season. The student will receive the information packet regarding picture purchases a few days before the picture day. Please hold onto this envelope and return it with the student ON picture day. The student must bring in the money ON picture day in the appropriate envelope given or the student's picture will not be available for purchase. You may also place orders online at [www.gciporraits.com](http://www.gciporraits.com). Usually, pictures are taken in the morning hours and are over quickly; so please make sure the sealed envelope with your order and money is placed in the student's backpack the night before.