



King Springs Elementary School

Family Handbook

July 2025

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 (Bus riders are never tardy)

The drop-off zone begins at the speed breaker and ends at the crosswalk in the parking lot. Do not let students out before the speed breaker. Pull all the way forward to the staff member at the crosswalk. The right and left lanes alternate throughout 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.**

The front car line takes between 4-8 minutes, depending on the arrival time; earlier is significantly quicker.

Guest/visitor parking spots are reserved for unique circumstances (i.e., students with mobility issues) until 7:50 AM. All parents and guardians are welcome to park and walk their student to the exterior front door, but a parking spot towards the back of the lot will need to be used. No students should be dropped off in the parking lot or at the crosswalk.

All parking lot instructions and guidance are aimed at making the morning as safe and expedient as possible. We expect all families to follow our procedures.

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.

ATTENDANCE

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

King Springs Elementary

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 [Here Comes the Bus](#) phone app is a fantastic tool to keep track of the student's bus and its expected arrival time.
 - School Code: 87881
 - Student's ID # is needed.
- 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 return 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 Start

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

11:30 AM: Student must be checked in before, or checked out after, this time to be counted as a full day at school.

1:40 PM: Deadline to change dismissal transportation.

1:40 PM: Last Early Check-Out

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

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 GoSafe is 1:40 PM.

PM CAR LINE

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

The barcode can be on the phone or printed. The barcode can be shared with other adults.

King Springs Elementary

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

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

Per CCSD Policy:

Elementary and Middle School: Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time (7:10-2:40), class change time, recess, breakfast, or lunch.

Devices are to be turned off and put in backpacks. See section W in the [CCSD Student Code of Conduct](#)

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](#). Reports 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 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 welcome to have lunch with their child. All adults will need to check-in with their photo ID in the Front Office and be verified as an approved contact before entering the school and cafeteria.

Sit with your child at the tables on the stage. No additional students are allowed to attend. Outside food is permitted - do not share it with any other students.

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** held at school. This includes the cafeteria. Parents and guardians are welcome to bring in treats for the class.

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

King Springs Elementary

Manager Melissa Turner at
melissa.turner@cobbk12.org

Balloons, favor bags, and noise-making devices are **NOT** permitted.

- **Purchasing Extras**

Email the KSE Cafeteria Manager Melissa Turner, Melissa.Turner@CobbK12.org, or send in a note with directions 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*. As a reminder, the note will stay on the whole school year, unless otherwise contacted by the parent or guardian.

- **Adding Money to Cafeteria Accounts**
 1. Online: [MyPaymentsPlus](#) (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 should 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.

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 our Cobb County District Police Department. This safety plan is not shared with the public because that could make the school vulnerable.

King Springs Elementary

Here are some ways parents and families can help keep KSE safe:

- All adults are to bring their photo ID each time they are on campus.
- 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 should be set up in advance and scheduled directly with the teacher.
- Only adults on the student's contact list are permitted to visit the KSE campus and the student.
- 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 should 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
- Buddy Breakfast
- Springer Sprint
- STEM 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 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

GoSafe is a CCSD program that is used for all students and is to indicate their daily dismissal transportation plan.

GoSafe is accessed and managed by the Enrolling Adult through [ParentVUE](#).

Transportation Changes will only be accepted through GoSafe. 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 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 welcome to walk their students to the exterior front door in the morning. Students walk to their classroom by themselves.

King Springs Elementary

VOLUNTEERS

- Classroom volunteers must be arranged ahead of time with the teacher.
- Bring 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., should 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.

- 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.

Bicycles

KSE does have a bicycle rack by the main/front doors. Students that do 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 welcome 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.

King Springs Elementary

COMMONLY USED WEBSITES:

- King Springs Elementary School
 - www.cobbk12.org/kingsprings
- ParentVUE/GoSafe
 - Parentvue.cobbk12.org
- CTLS Parent (aka ParentSquare)
 - Ctlsparent.cobbk12.org
 - CTLS Parent app is also available.
- ELEYO (for ASP)
 - Cobbk12.ce.eleyo.com
- CCSD Bus Route Finder
 - Cobbk12.org/page/310/bus-route-finder
- Here Comes the Bus
 - Herecomesthebus.com
 - Phone app is available.
 - School code: 87881
 - Need Student's ID #
- Cobb County School District
 - Cobbk12.org
- KSE PTA
 - <https://kingspringspta.membershiptoolkit.com/home>
- KSE Foundation
 - Kingspringsfoundation.org
- My Payments Plus (lunch accounts)
 - Mypaymentsplus.com
 - Need Student's ID #

CCSD CALENDAR: At-A-Glance

