



FREY Frey Elementary 2865 Mars Hill Rd. Acworth GA, 30101
770-975-6655 FAX 770-975-6657

FREY ELEMENTARY 2023-2024 STUDENT AND PARENT HANDBOOK

Mission

EMBRACE--ENCOURAGE--EMPOWER

Vision

Embrace all children and their unique talents. Encourage them to reach their full potential. Empower them to meet the world.

Collective Commitments

We are committed to maintaining a positive school culture to grow as educators and promote student success.

We are committed to getting to know our students. We will motivate and inspire them to become lifelong learners and productive members of society.

We are committed to respecting each other's differences and accepting new ideas.

School Information and Office Hours

2865 Mars Hill Road Acworth, Georgia 30101
770-975-6655 and Fax 770-975-6657
Office hours are 7:15 AM – 3:00 PM during the school year.

Front Office Staff Email Links

<u>Laura Fiedler:</u> <u>Principal</u>	<u>Melissa Faklaris:</u> <u>Assistant Principal</u>	<u>Magen Kittrell:</u> <u>Student Support</u> <u>Administrator</u>	<u>Shannon Keely:</u> <u>School Nurse</u>
<u>Millie Baird:</u> <u>Bookkeeper</u>	<u>Cindy Bowling:</u> <u>Secretary</u>	<u>Rhonda Stephenson:</u> <u>Attendance Clerk</u>	<u>Nicole Hamilton:</u> <u>Enrollment Clerk</u>
<u>Sydney Jones:</u> <u>Counselor</u> <u>Grades</u> <u>3-5</u>	<u>Kristin Hartzheim:</u> <u>Counselor</u> <u>Grades K-2</u>	<u>Kimberly Philp:</u> <u>ASP Director</u>	<u>Ashley Sherman:</u> <u>Media Specialist</u>

[Cobb County School Calendars](#)
[23-24 Year At A Glance Calendar](#)



Quick Links and Find it Fast

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

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.
- 2:10 Day Care Riders are dismissed.
- 2:15-2:40 Car Riders are dismissed.
- 2:20 Buses are dismissed.
- 2:25 ASP students are checked in.
- 2:40 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 1:30 pm each day.
- [How to make dismissal changes:](#) Please click on the link for dismissal instructions.

- 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.

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.

- Students may not be checked out during off campus events. You must return to the school and follow checkout procedures.



- Visitors will be asked to show ID at the front door camera and again when signing students in or out of school.

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 sign in at the front office and receive a tardy pass. We have someone in the front lobby who will direct students to the office when the bell rings at 7:50 AM.
- 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.

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 CTLS.

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

- Please pull forward to stations 1-6 before your child exits the car.
- Students should be ready to exit the vehicle when you arrive to the station in the morning. This includes backpack in hand, shoes on, lunch & water bottle ready to go.
- Additionally, please have all students exit the car from the passenger side of the vehicle.
- If you are parking at Durham, please walk your student all the way to station 6 or the front of the building. Please do not drop off students at the Frey sign.
- In the afternoon, you will need a printed bar code sign or the bar code on your phone in the ParentVue app to scan for afternoon dismissal.
- In the afternoon, please pull forward to stations 1-6. Students will be dismissed to cars once all vehicles are stopped. Please keep the flow of traffic moving and keep pulling forward to the next available station.
- If you need to buckle your child or need extra time, please pull forward to the B wait station 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 station B while you wait for your student's arrival.

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 ParentVUE. Students may not ride the bus home with a friend.

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 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 front lobby.

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 ParentVue to CLUB.
- Please click on the link: [Directions for changing dismissal to CLUB](#).
- You will follow car line procedures when the student participates in an after-school activity. You will wait in your car in the bus port, and the teacher of that event will bring the student out for pick up. You should NOT go to the lobby to pick your child up from the event. That is reserved for ASP students only.
- 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 in the front lobby.



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.

What does early release mean?

- Early Release means that students will be released from school at 12:30 PM. Dismissal procedures will begin at that time. Please also note that students follow a different specials and lunch schedule on early release days.
- Dismissal changes must be made by 11:30 AM on early release days.
- Students will need to be checked out prior to 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. However, if the student is 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.

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

- Frey 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.
- Click on the link: [Directions to Change or Update ParentVue](#)

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.



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

- [MyPaymentsPlus Link](#) and [ELEYO ASP Link](#)
- The Off-White Safe is located in the middle of the hallway leading from the front office area to the gym area. All money, except for lunch money, goes in this safe.
- The Light Gray Box Safe located in the cafeteria between the double doors where the lunch line begins is for lunch money 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](#)

May I eat lunch with my child?

- Please sign in at the main office first. All visitors will sit with your child in the annex area of the cafeteria at the visitors' table.

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 send birthday treats for the class to share at lunch to the school. You may also purchase birthday treats from our cafeteria. Please email our café manager ginger.suttles@cobk12.org to place your order.

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 visits will be coordinated by the teacher. Visits may not interrupt instruction. ALL visitors 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.

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

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

What is the dress code at Frey?

- [School Dress Code Link](#)

Where is Lost and Found?

- All found items will be in the Lost and Found bin near the gym or main lobby area. Please see front office staff if you need to search for an item or to inquire about items like eyeglasses, lost phones, or jewelry.

How do we order a student yearbook?

- We encourage you to order yearbooks early to receive the discounted amount. The price of the yearbook increases throughout the year and can only be ordered online.
- To order a yearbook:
 - [YearbookOrdercenter](#)
 - Code: 18885
- To submit pictures:
 - [HJeshare](#)
 - Code: 18885
- Extra orders cannot be placed after the March deadline and once yearbooks are gone, they are gone. Pricing and deadline information comes out via CTLS parent.

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. 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.



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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.

Do you charge for overdue or late library books?

- We do not charge for overdue/late library books. We only charge for damaged or missing items.