



2023-2024 A-Z Handbook for Families

<h3>Absences</h3>	<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. A phone call is not needed. You may also send an absence note the day they 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.</p> <p>The 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>
<h3>Arrival</h3>	<p>Students may enter the building at 7:20 a.m. when staff supervision begins. No early arrivals are accepted inside the building. Students must be <u>in the classroom</u> promptly at 7:50 a.m. or they are tardy and are required to be signed in by a parent in the front office and receive a tardy slip. Please bring your ID in with you.</p>
<h3>ASP</h3>	<p>The After School Program is a supervised, <u>pre-paid</u> child care 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. One day pre-registration is required to attend. There is a late fee of \$1 per minute after 6:00 p.m. https://www.cobbk12.org/page/57475/eleyo-parent-guides</p>
<h3>Backpacks</h3>	<p>Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Make sure to clearly label your child's backpack with first and last name. Backpacks and other materials that are not essential left at home cannot be delivered to the classroom.</p>
<h3>Birthdays</h3>	<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. No homemade items are permitted. • Please make sure all students in the class receive a treat. Only students in the class will participate in the treat. • Treats will be enjoyed in the café at lunch only. • No balloons, candles, outside fast food or party favors. <p>If you wish to hand out invitations at school, to a party outside of school, we have an all or nothing policy. Every student in the class receives one, or no student in the class receives one. Please make your own arrangements to get invitations to students in other classrooms.</p>
<h3>Buses</h3>	<p>Your child may <u>not</u> ride a different bus home. They can get off at another stop, on their bus, only with written permission from a parent. Please send the note in with your student to give to their teacher. 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>
<h3>Carpool</h3>	<p>Carpool numbers will be assigned to students. If your student will be riding in carpool with another family please change their transportation within ParentVUue. 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. Students should enter and exit their car on the passenger side only. Carpool pickup begins at 2:15 p.m. and ends at 2:35 p.m. If your student has not be picked up by 2:40 p.m, they will be placed in ASP with daily rates applying. You will need to park and come into the building to check them out.</p>
<h3>Class Change Requests</h3>	<p>Class/teacher placement is a very detailed process; therefore, we will not take class/teacher change requests until the beginning of the third week of school. At that time, if you would like to request a class/teacher change, please contact the front office to obtain the request form.</p>

Dismissal	Afternoon dismissal begins at 2:10pm. Buses depart the building at 2:20pm, car riders and walkers begin departing the building at 2:15pm. If you need to pick up your child early for any reason, do so prior to 1:45 p.m. <u>No early dismissals will be allowed after 1:45 p.m.</u> The Front Office will close between 1:45 and 2:30 p.m for afternoon dismissal. All adjustments to afternoon transportation and dismissal is completed in Parent Vue GoSafe by 1:45 each day, no changes can be made after 1:45.
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 keep a complete change of clothes in their backpacks at all times. No extra clothing is available in the clinic.
Emergency Closings	Emergency closings and delayed openings are broadcast on CCSD website, via CTLS, TV, and radio. If an emergency occurs during the day, information will be announced through radio, television, CCSD website, 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 dismissal directions in ParentVue for that day. 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.
First Week of School	From August 1 st through 4 th we invite up to two adults to walk their students to their new rooms. After August 4 th , 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 not invited into the building until the 3 rd week of school.
Forgotten Items	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.
Work Request	If your child has been absent, assignments will be in CTLS and your child can get any missed work upon return to school. Please email your teacher to arrange this. Work will not be given in advance for absences.
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. Menus are located here: https://www.cobbk12.org/foodservices/page/35131/menus No outside fast food or drink is allowed for students or visitors. Pre-pay for your student here: https://www.mypaymentsplus.com/welcome
Lunch Visitors	Due to limited space in the café, up to two lunch guests per student are allowed. No lunch guests are permitted until the third week of school. Guests will sit on the stage with their students for lunch.
Medication and Nurse	All medications must be checked in by a parent through the Clinic. Children may not bring medications in, only parents. Once the medication has been checked in, it will be determined if the nurse must dispense it or the child may carry it with them. All medications must be in their original containers and labeled with your child's name. Our nurse is Shannon Pierce. The School Nurse's office is located right inside the main entrance of the school in the lobby. She is available from 7:30 a.m. until 2 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.
ParentVue	Transportation changes will now be made through ParentVue only. https://cobbk12org-my.sharepoint.com/:f/g/personal/lauren_rabil_cobbk12_org/EqkGiwTMUApJizOFWITBsZoBfOKsrGfLlNBvGd3tH5jTcq?e=CyMvep

	Report cards, direct messaging teachers, etc. are only accessible through ParentVue. Detailed directions for logging in, downloading the app, how to communicate with teachers, and much more can be found here: https://www.cobbk12.org/page/34659/ctls-parent Contact the front office to get your username and password.
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! Throughout the day brain breaks are given to help break up the school day.
Report Cards	All students receive report cards each nine weeks. The first report card will be distributed during your Parent-Teacher Conference in October. 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. Report cards are accessible in ParentVue.
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. The front office can give you the Records Request form to fill out.
Signing Student In and Out of School	If your student arrives at school late (after 7:50 a.m.) or is returning from an appointment, he/she must be signed in by their parent at the front office. Students cannot sign themselves in to school. If you need to pick your child up for an appointment during the school day, please come to the front office prior to 1:45 p.m. No checkouts are allowed after that time. It is helpful to send a note to your child's teacher stating the change. Only individuals listed on Parent Vue/OnTrack as a "release to" contact are able to sign a child out. The enrolling adult (the person who filled out the registration card) may grant written permission to release a child to an individual that is listed on the form. If the adult is not listed on the form, they cannot sign the student out of school. The enrolling adult has access to edit this list anytime through their ParentVue. You will need to present your ID to check a student out.
Transportation Changes	New for 23-24, all transportation changes are now made via GoSafe within ParentVue. No written notes, emails, phone calls, etc. will be accepted. Transportation changes cannot be made after 1:45pm. Help documents have been emailed to each family and are accessible here: https://cobbk12org-my.sharepoint.com/:f/g/personal/lauren_rabil_cobbk12_org/EqkGfwTMUApJzOFWITBsZoBfOKsrGfLINByGd3tH5jTcg?e=CyMvvp
Visitors and Volunteers	Visitors and volunteers are welcome at Keheley. Please arrange volunteer times with teachers prior to arriving. During the first week of school, parents can walk their students to class. After the first week, students will walk to class themselves. For the safety of our staff and students, all visitors to the building must present their Drivers License ID before entry into the school and to sign in on our Identa Kid computer. All guests must wear a visitor sticker when visiting.
Questions?	If you have some 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.

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