

2021-2022 Keheley A - Z for Families

Absences	When your child is absent from school, 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. Automated absence phone calls from CCSD will be received daily until your child returns to school.
Arrival	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.
ASP	The After School Program is a supervised , pre-paid child care program, available every school day from dismissal until 6:00 p.m. There is an annual \$10 registration fee per child with a daily attendance fee of \$7. One day pre-registration is required to attend. There is a late fee of \$1 per minute after 6:00 p.m.
Backpacks	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 left at home cannot be delivered to the classroom.
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. No homemade items are permitted. • Please makes 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. There will be no invitations given out to students in other classes or in the lunchroom. Please make your own arrangements to get invitations to students in other classrooms.</p>
Buses	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
Carpool	Carpool numbers are issued from the front office and are a requirement for any student who will be picked up in afternoon carpool. Parents display the numbers in their front windshield. If your student will be riding in carpool with another family please send a note in to their teacher and list the other student's name, teacher and the other child's carpool number. During morning and afternoon carpool, please follow the directions of the duty staff members and continue to the end of the carpool likne for drop off and pick up. Please

	<p>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.</p> <p>Carpool pickup begins at 2:15 p.m. and ends at 2:35 p.m. <u>If your student has not be picked up by 2:40 p.m, they will be placed in ASP and you will need to come into the building to check them out.</u></p>
Class Change Requests	Class/teacher placement is a very detailed process, therefore we will not take class/teacher schange requests until the beginning of the third full 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.
Contact Tracing	If a positive Covid-19 case is identified within the building, we will contact trace and notify you of required next steps for your particular situation.
Dismissal	Afternoon dismissal begins at 2:15 p.m. 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.
Dress Code	<p>Students should come to school in clothes appropriate for learning. The school day is active with daily opportunities for recess and frequent movement. Tennis shoes are recommended and clothing that is comfortable and appropriate for the playground, PE, art, science lab, and learning that could be a little messy. We advise that your child dress in layers during the winter months. Please label all outdoor clothing with your child's name.</p> <p>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.</p>
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 directions on your child's emergency release form. Please keep your copy of the emergency form easy access (taking a picture on your Smart Phone is a great option!) 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 2 nd through 6 th we invite one adult to walk their kindergarten and/or first grade student to their new classroom. After August 6 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.
Forgotten Items	<p>If your student forgets their lunch, medication, glasses, or water bottle at home, you can drop the item in the front office.</p> <p>Other items, including books, homework, projects etc. will not be accepted.</p>

<p>Work Request</p>	<p>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.</p>
<p>Lost & Found</p>	<p>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.</p>
<p>Lunch and Breakfast</p>	<p>Students may either get their lunch from the cafeteria or bring it from home. Breakfast is also offered each day. Lunch and breakfast are free again this year. Menus are located here: https://www.cobbk12.org/foodservices/page/35131/menus No outside fast food or drink is allowed in the café for students or visitors.</p>
<p>Lunch Visitors</p>	<p>Due to the ongoing Covid-19 pandemic, at this time a limited number of visitors will be allowed to eat lunch in the café. Please make arrangements with the front office by 9:00am the morning you wish to visit for lunch. Only one lunch guest per student. No lunch guest until the third week of school.</p>
<p>Mask</p>	<p>At this time masks are optional for students and staff.</p>
<p>Medication and Nurse</p>	<p>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.</p> <p>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.</p>
<p>Recess</p>	<p>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!</p>
<p>Report Cards</p>	<p>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.</p>
<p>Record Requests</p>	<p>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</p>

	out.
Signing Student In and Out of School	<p>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.</p> <p>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 telling her of the change.</p> <p>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.</p>
Transportation Changes	<p>When there is any change to your child's normal transportation method (not ASP), <u>you must provide written notice (no emails or phone calls)</u> prior to 1:30 p.m. If you are changing to send your child to ASP, since you are required to sign out of ASP, you may make that request over the phone. Send all transportation change notes in with your student to give to their teacher. Transportation notes can be dropped off in the office prior to 1:30 p.m.</p>
Visitors and Volunteers	<p>Due to the ongoing Covid-19 pandemic, volunteers in the building will be in a limited capacity and scheduled through the front office only. Teachers will not organize volunteers. For the safety of our staff and students, all visitors to the building must present their picture ID before entry.</p> <p>During the first week of school, one adult can walk kindergarten and first grade students to their classrooms.</p>
Questions?	<p>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.</p>

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