

# Shallowford Falls Parent Handbook

## 2025-2026



Welcome to the 2025-26 school year! We are excited to work together as Team Fox to provide the best possible learning experience for your child. This guide will provide information on a variety of topics, listed in alphabetical order.

### ABSENCES

We recognize that students will be absent from time to time. Please see the CCSD policy regarding absences found at <https://www.cobbk12.org/page/6380/section-j>. In order for a student to be counted as present, he/she must attend school for at least ½ of the school day. Students checking out prior to 11:00 or checking in after 11:00 will be counted absent.

### AFTER SCHOOL CLUBS

A variety of after school clubs are offered at SFE. Click [HERE](#) for information regarding [FunClubs](#) (led by outside providers). Information about staff-led clubs will be distributed to students after the start of the school year.

### ARRIVAL

Students may enter the building each day starting at 7:15 AM. Please do not leave your student unattended prior to 7:15. Students entering the building after 7:50 AM must be signed in by a parent and will be marked as tardy. Students arriving on a late bus will not be marked tardy. We ask that parents do not walk students to their classrooms so that we can build student independence. Staff is always available to help students get to class if needed.

### ASP

The After-School Program (ASP) is offered daily from 2:15-6:00 PM for a fee of \$10 per day. A \$20 registration fee per student will be due prior to the first stay. Registration and payments are made through Eleyo, which is accessed through ParentVue. The enrolling adult must complete the registration. Activities during ASP include snack, homework time, outside play, and other age-appropriate games, crafts, etc.

### ASSESSMENT

Teachers use frequent and ongoing assessments (formal and informal) to monitor student progress toward standards and to adjust instruction. Students in grades 1, 3, 4, and 5 will participate in one or more standardized tests this year. Specific information about these tests will be sent to parents before testing.

### BACKPACKS

Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Backpacks should be clearly labeled with your child's first and last name.

We understand that birthdays are special. Please adhere to the following guidelines for school celebrations:

## BIRTHDAYS

- Small, individual treats may be sent in with your child to share during lunch or you may purchase items from the café. Any food items must be store-bought. Please coordinate this with the teacher prior to sending it, as they are aware of student dietary concerns.
- No balloons, candles, outside fast food or party favors.
- If you wish to have your child hand out party invitations at school, all students in the class must receive an invitation.

## BREAKFAST

The SFE Café no longer offers student breakfast. Please be sure your child has a healthy breakfast before arriving to school.

Morning Car Line: Students may begin exiting cars at 7:15 AM. Staff members will be present to supervise students. All students should be able to exit the car independently. We ask that parents remain in the car and follow the car line traffic pattern. We can keep the line moving quickly if students are ready to exit the car as soon as the car stops at the designated drop-off location. Please do not drop your child off outside of the designated area (front sidewalk) as this causes safety concerns.

## CAR RIDERS

Afternoon Car Line: We will begin dismissing students at 2:18 PM each day. Please have your child's ParentVue dismissal barcode (printed paper or phone screen) ready to be scanned. If walking to school for pick-up, please stay in the designated pick-up area, and be sure to bring your ParentVue barcode. If you drive a car into the parking lot for pick-up, please follow the established flow of traffic. Only parents who walk to the school may utilize the "walk-up" option. Please be mindful of our surrounding neighborhoods and do not block the entrances of our SFE neighbors.

Parents without the ParentVue barcode will be required to park and go to the office with a valid ID.

\*If you need to assist your student with buckling/unbuckling, please park in a parking space.

## CLINIC

Our school clinic is staffed by a licensed nurse from 7:15 AM-2:15 PM each day. Our nurse can treat students for minor injuries, assess for illness, and administer routine medications.

## CLASSROOM COMMUNICATION

Teachers will send weekly newsletters home each Friday by 5:00 PM via CTLS Parent. Newsletters will include details about current academics, upcoming special events, and other important information. Please be sure to read this each week. Teachers are not available for phone calls or email during instructional times.

## CTLS PARENT

Please download the CTLS Parent app. This is how schoolwide and classroom communication will be delivered.

## DELIVERIES

We recognize that from time to time, students forget items at home. Student eyeglasses are the only item that will be delivered to classrooms by office staff. Forgotten lunches, water bottles, etc. will be left on the deliveries shelf in the front lobby, and students will be responsible for collecting them at designated times.

## DISMISSAL CHANGES

All dismissal changes must be made within ParentVue prior to 1:45 PM. Please do NOT send an email to your child's teacher regarding transportation changes. Teachers may be absent or unable to check email before dismissal. The only transportation change that can be made by phone call to the office is a change to ASP. If no change of transportation is made in ParentVue, your child will be sent home by his/her usual method of transportation.

## DRESS CODE

Students should come to school in clothes appropriate for a classroom setting. We recommend closed-toe shoes and clothing that is comfortable and appropriate for the playground, PE, Art, STEM Lab, and a variety of learning environments. We advise that your child dresses in layers during the winter months. Please label all outdoor clothing with your child's name. Additional CCSO dress code requirements may be found [HERE](#).

## EARLY CHECKOUT/ LATE CHECK-IN

If you need to check your student out prior to dismissal, please come into the office with a valid ID. All early checkouts must take place before 1:45 PM. Only individuals listed in ParentVue as a "release to" contact can sign a child out. The enrolling adult (the person who filled out the registration) may grant "release to" permission within ParentVue for other adults.

When signing in late, please park in a designated parking space and walk your student into the office.

## EMERGENCY CLOSING

Emergency closings and delayed openings are broadcast on major radio and television stations. If an emergency occurs during the day, information will be announced through radio, television, CCSO website, CCSO Mobile Alerts, and email/CTLS Parent (time permitting). Due to time constraints during an emergency release, individual phone calls to parents cannot be made. SFE will follow the directions listed in your child's "Emergency Dismissal" information in ParentVue. Please be sure to update this as needed. When school is closed/canceled, ASP is also closed/canceled.

## EMERGENCY DRILLS

Emergency drills (fire, severe weather, and lockdown/Code Red) are held throughout the year. All students will participate and are expected to follow safety procedures.

## EVENTS

Information about school events will be shared via the school website, the classroom weekly newsletter (sent via CTLS each Friday) and the Quick as a Fox community newsletter (sent via CTLS each Monday).

HOMEWORK	Teachers will provide a reasonable amount of homework throughout the year. Homework assignments will be purposeful and should be limited to 20 minutes per day for grades K-2 and 40 minutes per day for grades 3-5. Reading may be assigned for an additional 20 minutes per day. No homework is assigned on Wednesdays or weekends. Per CCSD Policy, homework will not be graded, but may be used to determine proficiency with “Work/Study Habits” portion of the report card.
LOST AND FOUND	Lost and Found items will be placed in the designated area inside the gym. Please be sure to label ALL items (jackets, water bottles, lunch boxes, etc.) with your student’s name.
LUNCH	All classes will have a 30-minute lunch in the cafeteria. Students may eat a school lunch for \$3.50 or bring lunch from home. A monthly lunch menu can be found on the CCSD website <a href="https://www.cobbk12.org/foodservices/page/35131/menus">https://www.cobbk12.org/foodservices/page/35131/menus</a> . If sending a lunch from home, it’s helpful to practice opening any food packages and containers with your child. Some families may be eligible for free/reduced price school lunch. Click <a href="#">HERE</a> to apply for free/reduced price lunch.
LUNCH VISITORS	During the first four weeks of school, we establish routines and procedures and adjust schedules as needed in the cafeteria. Lunch visitors who are listed as contacts in ParentVue are welcome beginning September 2, 2025. Please sign in at the front office before going to the cafeteria. Student lunch times may be impacted by special events, and we do not allow lunch visitors on Early Release days. Fast food may not be brought into the cafeteria.
MEDICATION	All medications must be checked in by a parent through the Clinic. All medications must be in their original containers and labeled with your child’s name. Please contact Nurse Sue Ann with questions about medication at school.
PARENT MEETINGS	Parent-teacher conferences for all students will take place from October 14-17, 2025. Maintaining an open line of communication with you is important to us. Parents are always welcome to request a meeting or conversation with teachers/admin. All meetings with teachers and other staff members must be scheduled in advance.
PARENT VOLUNTEERS	We love and appreciate family/community involvement! Volunteers that support instruction will be pre-arranged through the classroom teacher, PTA and/or Foundation. All volunteers must complete the <a href="#">School Volunteer Privacy Form</a> .
RECESS	Students will have a 15-minute recess each day. Additionally, teachers will provide movement and “brain breaks” throughout the day.

REPORT CARDS	All students receive report cards every nine weeks. The first report card will be distributed during Parent-Teacher Conferences in October. Grades K-3 use a standards-based report card, and Grades 4-5 utilize a tradition letter grade system. Report cards for Quarters 2, 3, and 4 will be available digitally through ParentVue.
RECORDS REQUEST	If you are requesting your student's records for a doctor, tutor, etc., 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 plan ahead if you need records for an upcoming appointment or application deadline, as it takes time for a teacher to fill out the paperwork accurately.
SPECIAL CLASSES	Students in grades K-5 will attend a "specials" class each day. Art, PE, Music and STEM are scheduled during the specials time. Please ensure that your child wears tennis shoes on PE days. Additionally, students attend classes with the school librarian and the guidance counselor on a regular basis on a rotating schedule.
TECHNOLOGY	One-to-one classroom laptops are available for use by each student during the school day. These devices will remain at school. Any technology brought from home should remain in student backpacks. Students may not use personal technology to communicate or take photos/videos during the school day or on the school bus. SFE is not responsible for technology brought from home.
TRANSPORTATION	Students may ride the bus (if living within the SFE attendance zone), walk (with an adult), ride a bike (5 <sup>th</sup> grade only & must not be crossing a main road), or ride in a car to/from school. When utilizing the car rider line, please follow the guidelines listed in the "Car Riders" section of this handbook. We highly recommend the school bus if it is an option for your family.
WASTE-FREE WEDNESDAYS	As part of Shallowford Falls' commitment to being a Green School, we encourage students to bring waste-free snacks and lunch items on Wednesdays.
WATER	Refillable water bottle stations are available for student use. Students are encouraged to bring a <u>leak-proof</u> water bottle each day and always on PE days. All water bottles should be labeled with the student's first and last name.