

SEDALIA PARK STUDENT AND PARENT HANDBOOK 2023-2024

Where do I obtain up-to-date information about school events, operations, and safety?

- [Sedalia Park Elementary](#) 770-509-5162
- [Cobb SHIELD](#)
- [CCSD Board Policies](#)
- [CTLS parent](#) – PLEASE SPEND TIME HERE!!! ALL Parent communication will take place through CTLS.
- [ParentVUE](#) – PLEASE SPEND TIME HERE!!!
- [Meals and Nutrition](#)
- [Transportation – Here Comes The Bus app Code 87881](#)

- **Hot topics:**
 - The enrolling parent is responsible for all GoSafe transportation choices and changes.
 - ALL visitors must check in using the Ident-A-Kid system in the main office. You will need your ID.
 - **Best Practice: ALWAYS have your Identification with you.**
 - Student checkout and transportation changes are not allowed after **1:30PM**.
 - 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.
 - We always want you to feel welcome in the front office, and we are there to serve you to the best of our ability. Please be aware that the front office staff are at times extremely busy. Please be patient. We are here to serve you.
 - Students may NOT be dropped off at school prior to 7:15 AM. Please plan accordingly.
 - ASP begins at 2:45PM. ASP fees may be charged at \$10 per day after a \$20 registration fee.
 - Carpool parents, for the purpose of safety, it is recommended that you have your child enter and exit from the passenger side of the vehicle.

Where can I go when driving on to the school campus? The parking lot for all visitors is in front of the school and faces Lower Roswell Rd. You may use the bus parking lot on the right side of the school from 8:00AM-1:30PM. Always report to the main office first and have your ID ready.

How does Student Transportation work? [ParentVUE](#) is where you will set up GoSafe!

- **This is a list of the absolute MUST know GoSafe items for parents:**
- Paper notes, texts, phone calls, and comments in the student agenda will NOT be accepted for transportation arrangements or changes. The teacher and main office staff are not responsible for the transportation choice you make.
- You will not be able to make changes to transportation after 1:30PM. The GoSafe app will not allow it.

- You must have a barcode for EACH kiddo. You can have a printed copy, the actual barcode in the GoSafe app, or save a screenshot into your photo favorites. You will have to park and come into the main office if you don't have the barcode.
- Please make sure to add all EMERGENCY contacts and check "Release to" so they may pick up your kiddos.
- The classroom teacher will have a GoSafe dismissal screen in each classroom that includes a picture of your kiddo(s), teacher name, grade level, and how they will go home. There will be a color and an icon (ASP, Walker, Bus, Club, Carpool). It's very user-friendly for students and teachers.
- **What time may I check out my child?**
- Parent/guardian may check out the student any time before 1:30 PM. After 1:30 PM there are NO checkouts. You must wait until the dismissal process is complete at 2:45 PM. This is due to the amount of movement taking place in the building for dismissal.
- After a classroom or school event, students may only be checked out from the front office. We will then call the student to the front office.
- During off campus school organized events, students may not be checked out. You must return to the school and follow checkout procedures.
- Best Practice: **ALWAYS have your Identification with you.**
- **How do I change my child's transportation? ALL** transportation changes must be made through GoSafe in Parentvue and must be completed prior to 1:30PM.
- **When is my child considered absent/tardy?**
- 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 11:15 AM or checked out BEFORE 11:15 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 their classroom 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 five times. Five unexcused absences/tardies will receive a letter from administration. Seven unexcused absences will result in a social worker referral.
- **Knowing the check in/check out rule and tardy rule, how do I prevent my child from being absent or tardy when they have an unavoidable appointment before 11:15 AM?**

- You may allow your child to come to school on time so that he/she may be marked present and then follow checkout procedures for the appointment. You have a two-hour window to bring the student back to school, and the attendance status will not be changed. ID is required.
 - If you bring your child to school after 11:15AM, then your child is not allowed to stay in ASP or attend a club.
 - **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 doesn't bring an excuse upon return, the absence will be considered unexcused.
 - **May I eat lunch with my child?** Yes, of course. Please sign in at the main office first. Please do not follow your child back to class. You must depart the building after your child's class lunch time.
 - **Birthday Celebrations?**
 - Balloons, flowers, gift bags, or party favors are not allowed in the classroom due to the potential for interrupting instruction. These items are not allowed on the bus as well. There are NO exceptions to this rule. Outside treats will not be allowed into the classroom, but you may purchase birthday treats from our cafeteria. Please email our café manager Jannaya.Lafrance@cobbk12.org to place your order. The cookies are fantastic!
 - **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.
 - **When is it ok to visit my child in the classroom or meet with the teacher?**
 - The option exists now to have face-to-face or virtual meetings with teachers. Email your child's teacher through CTLS parent to set up a meeting. School administration and the classroom teacher must approve all parent visits to classrooms as we must avoid instructional interruptions.
 - **May I volunteer to help in the classroom?**
 - Classroom visits will be coordinated by our parent facilitator and the teacher and must be approved by the administration. 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.
- [English Version to Submit](#)
- [Spanish Version to Submit](#)

- **How do I register my child for next year?**
 - Current students will automatically be registered for next year. New students from an existing Cobb County family can be registered using Parent Vue. Students new to Cobb County may register at any time via our online registration system available at www.cobbk12.org.

- **What are office hours?**
 - Office hours are 7:15 AM – 3:00 PM during the school year.

- **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 2:45 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. A late fee of \$1 per minute will occur if you pick up your child after 6:00PM. Campus police will be notified at 7:00PM.
 - Snacks are provided when students stay in ASP.
 - ASP payments must be paid through ParentVUE.
 - Pick up from ASP is in the front lobby. You may park in the bus lot to enter the building.

- **My child is participating in a club or event after school. Where do I pick my child up?**
 - You must coordinate with the club teacher for pickup or drop off in ASP. This is not the job of the main office. The enrolling parent must select “club” for the appropriate days of the week.

- **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 ParentVUE, there is a place to list emergency contacts. Please maintain the emergency contacts in ParentVUE. Students are allowed to be picked up ONLY by those on the emergency contact list AND have “release to” selected. Please make sure your emergency contacts are up to date in ParentVUE and they must have ID when on campus.
 - Example: Mother is the enrolling parent, but the father comes to pick up the child for an appointment. The father may not check out the child if he doesn't have “release to” rights. Don't let this surprise you. Check your contacts.

- **What does early release mean?**
 - Early Release means that students will be released from school at 12:30 PM (2 hours earlier than normal). Please also note that students follow a different specials and lunch

schedule on early release days. No lunch visitors on early release days. NO clubs on early release days, but ASP will be in sessions as usual.

- **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.

- **What happens during inclement weather?**
 - Please monitor communication in CTLS. Please watch the news or view the Cobb County website for inclement weather school closings as well. You will be informed about dismissal procedures. Make sure your emergency release choice (car, bus, walker, etc.) is chosen in GoSafe.

- **What happens when my child needs to go home, but a parent cannot be reached?**
 - Sedalia Park 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.

- **If necessary, how do I pay for my child's lunch?**
<https://www.cobbk12.org/foodservices/page/45098/paying-for-meals>

- **What do I do when my child is sick, the nurse calls, and he/she needs to be checked out?**
 - Please check in with the attendance clerk as you enter the building, and the nurse will bring your child out to you. Please do not enter the main office.

- **What happens if there is a discipline problem on the bus?**
 - First, please notify the bus driver with written and verbal notification at the bus stop and allow them to correct the problem. You may also send a copy of the written notification to a Sedalia Park front office staff member so that we are aware of the situation. Please include the date, time of incident, and specific incident details in the written notification. Most bus discipline is taken care of by the bus driver first.

 - Second, if the first step is not completed in a satisfactory manner, please contact a Sedalia Park front office staff member. This will be brought to the Administration's attention. You will then be instructed on the next course of action.

- **My child didn't get off at the bus stop, or I missed being at the bus stop. What should I do?**
 - Plan ahead and make sure your GoSafe dismissal choices are correct!
 - 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 unless the child has the appropriate tag as noted in the Safe Rider form. 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. Remember that you have until 1:30PM to make changes in GoSafe. You will need to be prepared to pay \$10.00 for checking into ASP. You will also need to pay the \$20.00 one-time registration fee if you have not already registered for ASP.

- Please discuss with the student that after he/she gets off the bus that they are to go straight home or to a specified location.
- **What are dismissal procedures?**
 - 2:10 – Announcements and dismissal begins
 - 2:40 – Any bus riders and/or car riders brought back are placed in ASP*
 - *ASP - \$10.00 when student stays; \$20.00 yearly registration fee.
- **What happens in an actual tornado/hurricane, fire, or lock down situation?**
 - Of course, we never hope for any of these things to happen; however, if they do, Sedalia Park has procedures in place and students and staff are made aware of these procedures. Drills also take place throughout the year. The school will utilize CTLS to communicate information as necessary. Please make sure you understand how to navigate CTLS parent.
 - Please be assured that we take the safety of our students very seriously, and we will guard them through each situation as if they were our own.
- **What is the dress code at Sedalia Park?**
 - Sedalia Park is a uniform school.
 - **Uniform bottoms:** Navy or khaki shorts, pants, skirts, jumpers or dresses. Blue jeans are permitted on Fridays. Socks, tights and leggings should be solid black, navy, white or gray.
 - **Uniform Shirts:** Solid white, navy, hunter green, light blue, or yellow polo-style shirts or button down, peter pan style, turtleneck or mock turtleneck shirts. Sweatshirts, jackets, or blazers worn during the day in the school building must be solid white, navy or gray and can bear the Sedalia Park logo or not.
- **Where is Lost and Found?**
 - All found items would be located in the Lost and Found cabinet in the cafeteria. We will communicate as necessary for parents to come search for lost items. Please see front office staff if you need to search for an item or to inquire about items like eyeglasses, lost phones, or jewelry. Please put your child's name in their jackets, so they can be returned if found.
- **Other FAQs.**
 - **We encourage you to order yearbooks early** to receive the discounted price. If you miss the early bird special, you must order by the deadline. Yearbook orders

are only placed once. Extra orders cannot be placed, and once yearbooks are gone, they are gone. This information comes out via CTLS parent.

- 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. 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.
- We encourage students K – 5 who live in a bus route area to ride the bus to and from school. Car line should only be used if absolutely necessary.
- We ask that all parents/guardians be aware of the student's hygiene and ask that students wear deodorant as needed. Please be aware that some students may begin wearing deodorant as early as third grade.
- Test scores and end of the year report card may be held in ParentVue for any unpaid balances. This includes balances due for textbooks, lunch, ASP, etc.

William H. Dryden Jr. Ed. S.

"Mr. D"

Principal – **Every Student Every Day**

Sedalia Park Elementary

770-509-5162

