



# Teasley Elementary Student Handbook

**2025-2026**

# TEASLEY



## *Tigers*

### **Vision**

Educate the whole child in a loving and caring environment

### **Mission**

Partner with our school community to develop and empower self-directed, innovative and inquiring individuals who understand their value and ability to impact the world around them.

# Attendance Protocol:

## Absences

Family vacations should be planned with the school calendar in mind to prevent children from missing classroom instructional time. You will receive a CTLS message each day your child is absent. Please reply back to that message and attach any doctor/dentist notes you may have within 3 days of returning to school. Failure to return the CTLS message will result in the absence being unexcused. Please include the following information:

- Child's name
- Teacher's name
- Date(s) of absence
- Reason for absence
- Upload of doctor's excuse, if applicable

State law governs excused absences. If a child needs to be out for an extended period of time, please notify the teacher and the school registrar. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program. Communication will come through CTLS each day your child is absent or tardy. Please call the school office if you receive this communication by mistake.

If a child comes to school after 11:10 am or leaves before 11:10 am, he/she will be counted absent. A child must be here for a minimum of half the school day to be considered present.

## Attendance Referral Process:

- Three (3) unexcused absences: Teachers will communicate with parents regarding student attendance via e-mail, phone or parent conference.
- Five (5) unexcused absences: A district generated letter will be sent to the parents.
- Seven (7) unexcused absences: A school social work referral may be generated by principal or principal designee listing specific school-based interventions (phone calls, letters, conferences, etc.) that have occurred prior to making the referral.
- Ten (10) consecutive absences from school will result in automatic withdrawal.

## After School Program (ASP)

- ASP is a prepaid program. The fee is \$10.00 per day with a yearly registration fee of \$20.00.
- A new registration packet must be completed each school year within the ELEYO system, even if a student attended ASP the previous year.
- Please allow 24 hours to process new registrations.
- The hours are 2:20 pm – 6:00 pm Monday-Friday on the days that school is in session.
- During early release days, ASP will be open from school dismissal (12:20) thru 6:00 pm.
- Photo ID is required for student pick up by approved adults on the registration form.
- Late fees accrue at the rate of \$1 per minute beginning at 6:00 pm.
- A nutritious snack is provided daily and is included in the fee.

\* For additional information about the ASP program, please visit the ASP page on our school website.

## Car Rider

Whenever possible, please allow your child to ride the bus to school. This helps with traffic congestion around the school in the mornings and afternoons. If you must bring your children to school, please follow our carpool procedures by pulling up to the white line in front of the building where your child may exit

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safely. There will be staff available to assist your child in exiting the car if necessary. In order to ensure the safety of all students and to assist with morning traffic flow, we ask that students in grades K, 1, and students in our cottages (along with their siblings) be dropped off at the entrance off of Spring Hill Road – the old entrance for Teasley Elementary. All other students may be dropped off at the front of the school.

Dismissal begins at 2:10 on regular school days and 12:15 on early release days. Do not begin the afternoon queue until after 1:50. You will display your barcode/barcodes (via phone or paper) to our staff in carline each day to start the dismissal process for your child/children. If you have more than one child to pick up, you will need to display a barcode for each child. Carpool ends at 2:40. Students not picked up by then will be checked into ASP where you will be required to pay the daily fee plus registration, if not previously registered.

## Birthday Treats

If you are interested in having your child's name displayed on our Marquee for the week of his/her birthday, please visit our PAWS foundation page:

[PAWS Birthday Marquee](#)

If you send a special birthday treat for your child's class, it will be served during lunch time in the cafeteria. Please make sure that the treats are individual snacks (for example cupcakes, cookies, doughnuts). Our café also is available to provide birthday treats for your child's class. Also, please discuss treats with the teacher in advance to proactively address allergy concerns. We respectfully request that you do not bring party favors or balloons to school as it causes a significant disruption. No invitations to private parties will be distributed at school. If you wish to send invitations to your child's classmates outside of school, please contact the room parent for your class for student contact information.

## Bus Transportation

[Find your bus route](#)

[Here comes the bus – track your student's bus](#)

[Bus Transportation FAQ's](#)

## Changes in Transportation

A request for your child to go home a different way other than normal must be submitted through ParentVue and before 1:40pm. If there is any doubt about how your child is supposed to go home, they will be placed in ASP for their safety. ASP is a secure checkout and therefore ID will be checked before releasing a student. Costs for ASP are listed above. Remember, transportation decisions are made by the enrolling parent and only communicated to the teacher through ParentVue.

## Communication

Our front office staff is here to assist you in any way we can. We try to connect with our families in many different ways. Please refer to the [\*\*calendar on the website\*\*](#) for important dates and scheduled events. You are able to subscribe to our calendar directly. Directions can be found on the calendar page.

If you would like to get in touch with your child's teacher, the best way is to send a CTLS message. Phone calls will be directed to voicemail in an effort to protect instructional time in the classroom.

The district website, [www.cobbk12.org](http://www.cobbk12.org), is a great resource for general information about Cobb County schools.

## Cell Phones and Electronic Devices:

Cell phones, smart watches and personal electronic devices should not be used during the instructional day or on school buses, at recess, during lunch, ASP, or on field trips.

## Dress Code: Standard Attire:



Why do we encourage Standard Attire at Teasley?

### PRESENCE

Our appearance makes a statement. Standard attire helps us present ourselves in a way where we look sharp and school ready! Our focus is on learning.

### COMMUNITY

Standard attire is a way to show our shared commitment to our education and shows we are a part of something bigger: One School, One Community, One learning Family

**Standard Attire =  
Our Learning Clothes**

## Look Sharp, ROAR Loud: Standard Attire at Teasley



**TOPS:** Plain, solid color, polo style shirt with collar. Long or short sleeves. Shirts should be free of design, logos, or print.



**BOTTOMS:** Styles above Include: pants, shorts, skirts, skorts, Jumpers - all appropriate length (solid color leggings/shorts of same color can be worn underneath)  
Colors: Khaki, Navy, or Black.

Do you have Teasley Spiritwear? You can wear it ANY DAY with standard attire bottoms.



## Inclement Weather

As part of the dismissal module in your ParentVue, you will identify how your child will be dismissed in the case of early school closure due to severe weather. Please regularly review your decision inside ParentVue. In the event of inclement weather, all transportation decisions listed in ParentVue will be followed. When school closes early due to inclement weather, the after-school program will close early as well.

## PTA

Membership in Teasley's PTA is strongly encouraged.

## Forgotten Items

You are welcome to drop off school related items to your child before the bell rings and school commences at 7:50 am. After that, items may be dropped off at our Tiger Forgot It Spot. This is located outside the front of the school. Please reach out to your child's teacher and let him/her know there is an item to be picked up.

This policy allows us to protect classroom instruction time and limit unnecessary interruptions. Special circumstances do arise, and the front office will use appropriate discretion at that time. Students will not be allowed back into the school after dismissal for forgotten items, such as homework, backpacks, etc. This is in an effort to protect teachers' planning time.



## School Hours

Teasley Elementary school hours are 7:50 am to 2:20 pm. Students may arrive as early as 7:15 am.

Morning Bell Schedule:

- 7:15 – Doors open and students move to classrooms.
- 7:45 – Warning Bell Rings. Carpool Ends. Announcements Begin.
- 7:50 – Tardy Bell Rings – All students expected to be IN their classroom at this time.

## Student Checkouts

Student checkouts must be completed by 1:30 p.m. on regular school days and 11:30 a.m. on early release days. It is important that these deadlines are enforced as the front office staff begins dismissal procedures then. We must create various reports beginning then to ensure a safe and efficient dismissal for almost 1,000 children. Please make sure that any appointments you make do not require you to pick up your child between 1:30 and dismissal.

Identification will be checked for all student dismissals. Students will be released only to those authorized on the registration form unless the school had been notified otherwise in writing. Once a student has been checked out for the day, they cannot return for ASP/clubs.

## Tardiness

Students who are not in their classroom by 7:50 am are considered tardy. Students who arrive to school after 7:50 am must report to the front office to be signed in by an adult – this INCLUDES students who have homeroom in the cottages. At no time should a student be dropped off at the back of the school once car rider drop off has ended. There is a QR code outside of the school. You will need to scan this QR code and sign your child in for the day.

It is very important for a student to arrive at school on time. The classroom teacher begins daily instruction at 7:50 am. When a child enters the class late, it is highly disruptive to his/her educational program and a distraction to the other students. Tardiness should be an unusual circumstance. A habitual pattern of tardiness is a serious problem requiring the attention of the school administration and the school social worker.

## Visitors/Volunteers

All visitors, including parents and volunteers, are required to show identification and must check in with the front office. All visitors must wear a visitor or volunteer badge while on school property. This includes our building and outdoor areas. If you are here without a badge, please do not be offended if a member of the staff asks you for your identification and purpose for visiting. You will be asked to report to the front office. This is to protect our children from unauthorized visitors. The enrolling parent must provide permission to each visitor by ensuring they are listed and have a checkmark for "Contact Allowed."