

**What are the school hours?**

Instructional School Day: 7:50 AM – 2:10 PM

Arrival: 7:20-7:49 AM – The building opens for students at 7:20AM. At that time, students may enter the building and go to their homeroom class. No student may be dropped off prior to 7:20AM.

**What is the time for school to dismiss, and how does it work?**

Dismissal begins at 2:10PM. It is critical that your child's teacher knows how your child is going home each day.

Car riders: Cars line up in front of the school in a single file line along the right side of the curb. All cars in line for pick up must have a car rider tag displayed. Anyone without a car rider tag must park in the parking lot and bring identification to the front office to get their child. Staff members will be outside to help students get into vehicles safely. You may get a car tag during Eagle Day or by visiting the front office vestibule.

Bus riders: Bus riders are dismissed to the bus port by grade levels. A staff member walks student to the bus port. Second load bus students are called to the bus port when their bus arrives.

ASP: After school students are dismissed to a designated check in location, where attendance is taken.

Walkers: Students who walk home are dismissed through the back-cafeteria entrance. Self-release walkers are dismissed first, followed by parent pick-up walkers at approximately 2:12. If you are picking your child up as a walker, you will need their car tag and/or number. If you give your child permission to walk home alone (without an adult), you must send this documentation in writing to the school.

**Can I walk my child into their classroom?** In order to develop independent learners, we ask that ALL parents refrain from walking their child to their classroom/into the building. There will be many staff members present in hallways to assist students who need help finding their classroom each day. For morning carpool, we do not allow any parents to park the car and walk students up to the building- please remain in your car and go through the carpool lane- a staff member will assist your child with exiting the car.

**What happens if my child is tardy?** If you bring your child to school after 7:50 AM, you will be required to come into the building vestibule and sign your child in.

**What if my child is absent?** When a child returns to school after an absence, (s)he needs to provide a note to the teacher that is signed by the parent/guardian and indicates the absence date(s) and reason for the absence. If you e-mail the excuse to your child's teacher, please copy our Attendance Clerk, [Susan.Vavra@cobbk12.org](mailto:Susan.Vavra@cobbk12.org). All absence notes should be sent to school within 3 days of student's return to school. Per GA State Law, excused absences are those for personal illness, serious illness, or death in the family, and special recognized religious holidays of the student's faith. If a student will be out for an extended period, please notify the attendance clerk. Following CCSD guidance, a student who has 10 days of unexcused absences consecutively will be withdrawn.

**What if I need to pick up my child from school early?** A student must attend at least 1/2 of the school day to be counted present. A student must be present 7:50 AM - 11:15 AM or 11:15 AM - 2:10 PM to be counted present for that day. Students who have early morning doctor appointments and arrive after 7:50 AM are counted tardy. A student shall be dismissed before the school day officially ends only when a parent or person designated by the parent(s) comes to the office and signs the student out. Please send a note to the teacher stating when you will be picking up, as it is helpful for the teacher to know when a student will be leaving early. We ask that if parents pick up students early, they do so before 1:50 PM to avoid disrupting the school's dismissal procedures and confusing the children. Please come into the vestibule to pick up your child.

**What is ASP? ASP is the After-School Program.** East Side offers an after-school care program for its students from dismissal to 6:00 PM on days school is in session. Students may attend every day or stay on an as-needed basis if they are registered for the program. Students who attend as needed must have a note and payment for the day from their parents to their teacher by 7:50 AM the day they wish to stay. Registration for the program is available through ParentVue using Eleyo and must be completed for a child to attend. Cost of the program is \$10 per day with an annual registration fee of \$20. **Payment is made in advance.** Students signed up for ASP must go directly from the classroom.

**What if I need to change the way my child is to come home from school?** For the safety of ALL our students, the only transportation change that can be accepted by phone is to send a child to ASP or car rider. **Parents are required to send in a note to their child's teacher if their dismissal changes.** We **DO NOT** accept faxes, e-mails, or word of mouth as transportation changes. ALL changes must be made through the office staff, please do not contact the teacher during the day. No transportation changes after 1:45 PM. No students may be signed out after 1:45 PM.

**Can I volunteer or visit my child's classroom during the school day:** Volunteers that support instruction will be pre-arranged through classroom teachers, PTA, Foundation, and/or administration. In order to increase instructional time and building safety, we do not open our classrooms up to unscheduled visitors during the school day. If you wish to learn more about volunteer opportunities, please join our PTA/Foundation and explore volunteer options.

**Is the school playground/grounds open on weekends, etc. for use?** Due to safety precautions/liability & direction from the CCSD public safety dept., school grounds are not open for community use after school hours or on weekends. Requests for facility use must be submitted following CCSD procedures and will be approved on a limited basis for school sponsored events, PTA programs, Foundation sponsored BEST clubs, etc. Our building space inside and outside is not available for rental or use during the school day.

**What do I need to enter the school?** School safety is very important to all Cobb schools; therefore all guests, visitors, and volunteers must check in with the front office to gain clearance into the building. Be prepared to show your identification and sign in at computer stations located in the vestibule.

**How will I know if school is closed due to weather conditions?**

When the Cobb County School System is going to close due to inclement weather, the decision is usually made and given to the radio and television stations by 6 AM and posted to <https://www.cobbk12.org/>. If a decision to close is made during the working hours of the school day, the statement will be given to the media. We will then follow parents' written information (Inclement Weather Form completed by parent) and our local school plans for early dismissals. There is **NO** ASP in the event of early emergency closures.

**What if my child becomes sick or injured at school?** Our clinic is staffed by a RN/LPN from 7:20-2:30 PM daily. Children who become ill or injured at school are given health care in the clinic. Guardians are contacted when the injury or illness is of a more serious nature so that they may pick up their child.

**What if my child needs to take medicine while at school?** Many of our students require medicine from time to time. Parents are required to bring the medication to school and complete an "Authorization to Give Medication" form. Students are not allowed to transport medication. It is the guardian's responsibility to keep the clinic staff updated as to any changes in medication dosage, etc.

**What if my child forgets something needed for school that day?** The only forgotten items that will be allowed to be dropped off & delivered to students during the instructional day are eyeglasses, lunchboxes, or medication. We will **not** be able to accept forgotten homework, projects, water bottles, etc.

**What if my child forgets something at school?** Our goal is to encourage students to be self-sufficient and responsible for their materials and belongings. Students and/or parents are not allowed to re-enter to access a classroom after dismissal to retrieve a forgotten item. The item may be retrieved the following school day during school hours by the student.

**May I send gifts to my child?** Students are **not** permitted to receive deliveries (flowers, balloons, candy, etc.) while at school.

**How will I receive communication from the school or my child's teachers?** Teachers and staff will utilize CTLS Parent to send regular communication to families. You may view these via email and/or through an app. For more information/directions, please visit <https://www.cobbk12.org/page/34659/ctls-parent>

**How will I receive my child's quarterly report card?** Report cards will be available to be viewed through ParentVue (paper copies will not be sent home).

**May I bring a birthday treat for my child and the class?** Should families wish to recognize their child's special day, you have the option to send in a birthday treat with your child OR order a birthday treat from our cafeteria catering. Families will work with the homeroom teacher to schedule the date, details, etc.

**Do I need to label my child's things with his or her name?** Please label belongings with your child's first & last name. Any lost items will be taken to the Lost & Found which is located on the main level hallway by the media center.

**Is there a dress code at East Side Elementary?** All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress that contributes to a disruption of school functions. Administrators and teachers shall enforce the dress code policy, and the principal or her designee shall be the final judge as to the appropriateness, neatness, and cleanliness of the apparel, or whether or not apparel is disruptive, distracting or in violation of the dress code. The minimum standard of dress for students shall be as follows:

- Shoes shall be worn.
- No thin or spaghetti straps on shirt. No bare midriffs.
- Caps or hats are not to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the administration.
- Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is also prohibited.
- Suggestive phrases, designs, markings, or profanities are also prohibited.
- Elementary students may wear appropriate shorts. Minimum length is fingertip length when arms are positioned straight against legs.
- All students shall maintain an acceptable standard of dress.

**How do I pay for my child's lunch?** You can use your student's ID number to add money to their account for 'extras' to be purchased on <https://www.mypaymentsplus.com/welcome>.

**May I join my child for lunch:** Lunchroom visitors are not allowed until after Labor Day (9/4). This allows the students to learn the café procedures and for staff to make any scheduling adjustments that may be needed. Beginning on 9/5, a parent/guardian is welcome to join their child at lunch. Guests and their student will sit at the visitor table on the stage. Only one student may join (no friends) due to limited space. We ask that visitors are listed on the students' contact list in ParentVue and that visitors refrain from bringing restaurant food into the cafeteria. Visitors may purchase a school lunch for \$5.

**What if I move out of East Side's attendance zone yet want to stay at East Side?** If a family moves out of district DURING the current school year, they may apply for a continuation of enrollment through the CCSD website to stay at East Side. Due to the large size of our school, continuation of enrollment will **only** be approved through the remainder of the current semester or current school year, depending on the date of the move. After that time, the transfer is expired, and the student must attend their home school that they reside in.

**May I request a classroom change for my child?** Much time is dedicated to building each classroom and multiple factors are considered and input is solicited from staff, parents (through parent placement input form), etc. Once class lists are published prior to Eagle Day, changes will not be made, unless it is due to student services or is an error on the part of administration. Should you have a concern with something in your child's classroom, we ask that you bring that to the teacher's attention first and allow him/her to provide correction prior to bringing the concern to administration. If correction does not occur after addressing the concern with the teacher, please reach out to the grade level administrator so that he/she can assist in problem solving.