



FREY ELEMENTARY 2022-2023 STUDENT AND PARENT HANDBOOK

- **Where do I obtain up-to-date information about school events, operations, and safety?**
 - [Frey website](#)
 - [Cobb SHIELD](#)
 - [CCSD Board Policies](#)
 - [PTSA website](#)
 - [Foundation website](#)
 - [CTLS parent](#) – PLEASE SPEND TIME HERE!!! ALL Parent communication will take place through CTLS.
 - [ParentVUE](#) – PLEASE SPEND TIME HERE!!!
 - [Meals and Nutrition](#)
 - [Transportation](#)
 - Frey Elementary 770-975-6655

- **Hot topics:**
 - Students may have a cell phone at their parent’s discretion; however, it 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 welcomed 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 at times is extremely busy. Please be patient. We are here to serve you.
 - Any money that you bring to the school will go into a safe. Please be aware that students may bring home special envelopes for certain events or purchases.
 - [The PTSA Safe](#) is located in the middle of the hallway leading from the front office area to the gym area.

- **Where can I go when entering campus?** Unless otherwise stated: The right side of the school is for all bus traffic and for parents of special education units. The left side of the school is for visitors, AM/PM carpool, ASP, and clubs.

- **How does carpool work?**
 - Morning carpool: [Students may NOT be dropped off at school prior to 7:15 AM and please do NOT drop off your child at the Durham/Frey intersection. That should be self-explanatory. Plan accordingly.](#)
 - Please notice the “do not move forward” sign before the carpool awning. At 7:15 you may pull forward to a station before your child exits the car. Parents please be sure to have your kiddo ready to exit the vehicle when you arrive for carpool. This includes backpacks in hand, shoes on, lunch, and water bottle ready to go. Additionally, parents please prepare to have your kiddo exit from the passenger side of the vehicle. I cannot



allow students, staff, or you to pass between vehicles. There is too much potential for serious injury.

- Afternoon carpool: Please review the following guidelines and procedures for information on obtaining a bar code sign for your child and the procedure for carpool dismissal. We will have a new format this year. You will receive a bar code with student and teacher name.
 - You will receive your bar code signs during sneak a peek on 7/28/22 from your classroom teacher. If you miss sneak a peek then you will need to report to the main office after 8/1/22.
 - Please place the bar code sign on the right-hand side of your car for easy view. We will be introducing a new dismissal system on the day after Labor Day. Your bar code signs will be scanned and you will be able to pull up the bar code in Parent VUE for scanning. More information coming soon.
 - Car Riders will be dismissed at approximately 2:15 PM after the buses leave the school grounds.
 - Teachers will not allow students to get into a car without a visible bar code sign or a scanned name on the dismissal screen in the building. The dispatchers will be monitoring this as they load vehicles.
 - An administrator will be involved if a pattern is established of entering the building as carpool ends and ASP begins at 2:45PM. ASP fees may be charged at \$10 per day after a \$20 registration fee.
 - Until the new dismissal system is live, you will need to park and come into the office if you lose your dismissal bar code.
- **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 in the classroom if the teacher has a sign out sheet. If the teacher does not have a sheet, you will leave the student in the classroom and come to the front office for checkout. 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.**
 - We ask that when you sign in or sign out a student that you please include all information requested on the screen and/or the sheet.



- **How do I change my child's transportation?**
 - We ask that parents strive to have a consistent transportation schedule to eliminate confusion. However, we understand that things may come up and changes must be made.
 - **All transportation changes must be done before 1:30 PM.**
 - **Please save this link as all transportation changes will be submitted through the following form in CTLS Parent FREY TRANSPORTATION CHANGES, the changes are all time stamped. Changes entered after 1:30 PM will not be honored. There are no exceptions to this rule unless there is an extreme emergency and school administration is involved. Stay tuned as we have an AWESOME new dismissal system starting in early September.**

- **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 11:05 AM or checked out BEFORE 11:05 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 11:05 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.

- **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 bring in fast/restaurant food for my child on special occasions or when I visit for lunch?**
 - Yes, please support our local restaurants. Any food items for classroom visits however, must be approved by school administration. This is not a requirement if you are eating lunch with your child in the cafeteria.

- **Birthday Celebrations?**
 - Balloons, flowers, giftbags, or party favors are not allowed on the bus. There are NO exceptions to this rule. You may bring them to the school after coordinating with the teacher and have admin approval. You may also purchase birthday treats from our cafeteria. Please email our café manager ginger.suttles@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 in the classroom?**
 - Classroom visits will be coordinated by the teacher and must be approved by 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.

- **Where may I park when visiting the school?**
 - Please park in the main parking lot. Please do not park next to the red curb of the breezeway in front of the school, at the back of the school, or in the bus area at any time during school hours. This is strictly prohibited and you could be ticked/towed. All visitors should enter and exit the front doors in the main lobby and report to the front office before and after visit.

- **How do I register my child for next year?**
 - Current students will automatically be registered for next year. Any new students from an existing Cobb County family can be registered using the Parent Vue account. Any new to Cobb student 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 do I 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 2:30 PM (this is still during dismissal) 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.

 - Any students participating in after-school clubs or school-organized events after school must be registered for ASP. If the student does not actually stay in ASP after the club or event is dismissed, you will not be charged the \$10.00 registration fee. However, if the student is not picked up from the club or event on time, he/she will be placed in ASP and you will be charged the \$20.00 registration fee as well as the daily charge of \$10.00.

 - Snacks are provided when students stay in ASP.

 - ASP payments can be paid online or by cash/check using a brown ASP envelope provided by the school and placed in the school safe. You may send payment with the student with instructions to put it in the black box.

 - Pick up from ASP is in the front lobby.

- **My child is participating in a club or event after school. Where do I pick my child up?**
 - You will follow car line procedures when the student participates in an after-school activity. You will wait in your car in the bus port, and the teacher of that event will bring the student out for pick up. You should NOT go to the lobby to pick your child up from the event. That is reserved for ASP students only.

 - If the student stays in ASP after the activity, he/she will automatically be signed into ASP immediately following the activity and you will pick them up in the front lobby.

 - Please make sure that you let the teacher know via written notification that the student will be participating in a club/event, the dates, and the mode of transportation after the club/event and remind your child that morning. It is the student's responsibility to make sure the note gets to the teacher; therefore, make sure the student is aware of this. **This will be changing soon as part of our new dismissal system. Please follow the instructions until then.



- **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 Parent VUE, there is a place to list emergency contacts. We urge you to please list contacts that can pick up the student in case of emergencies. Students are not allowed to be picked up by anyone not on the emergency contact list. If the person picking up the student is not on the registration form's emergency contact list, your student will NOT be released from school. Please make sure your emergency contact person knows to bring their ID.

- **What does early release mean?**
 - Early Release means that students will be released from school at 12:30 PM (2 hours early). Dismissal procedures will begin at that time. Please also note that students follow a different specials and lunch schedule on early release days. You may receive that schedule from the teacher or view the teacher's blog.

- **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 watch the news or view the Cobb County website for inclement weather school closings. However, if the student is at school and we need to dismiss early due to inclement weather, the teacher will follow the inclement weather mode of transportation that you complete at the beginning of the year. Frey staff will also notify the parent immediately.

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

- **How do I pay for my child's lunch? Lunch and breakfast are no longer free. Please look at these links and plan accordingly.**
 - <https://www.cobbk12.org/foodservices/page/45098/paying-for-meals>
 - [Posts | Frey Elementary School \(parentsquare.com\)](#)

- **What do I do when my child is sick, the nurse calls, and he/she needs to be checked out?**
 - You will come into the front office and sign the student out on the clipboard; then you enter the clinic, pick up the student, speak with the nurse, exit the door of the clinic, and exit the main lobby. Please do NOT bring your sick child into the front office for any reason.



- **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 Frey 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 Frey front office staff member. This will be brought to 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?**
 - 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. 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. We will call you when he/she arrives at the school to let you know. You will need to be prepared to pay \$10.00. You will also need to pay the \$20.00 one-time registration fee if you have not already registered for ASP.
 - If you notice that your child didn't get off at the bus stop and you were there when the bus arrived, please contact Frey immediately and we will help locate him/her. We ask that you do not panic; most likely the student was on the bus and forgot or missed getting off at his/her location or may have been placed in ASP, club, or car line due to miscommunication between parent, student, and/or teacher. Once you call, we contact Cobb County Schools Transportation to confirm if he/she was on the bus. We then contact the teacher, check with ASP, clubs, and car line if necessary. We will place your call on hold during this time until the student is located. Please be patient as we locate your child. We take the safety of our students very seriously, and we work diligently until your child is located.
 - 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.
 - If a student cannot be located via bus, teacher, ASP, club, or car line – local authorities will be contacted immediately.
- **What are dismissal procedures?**
 - 2:10 – Announcements and dismissal begins
 - 2:45 – 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 do students do 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, Frey has procedures in place and students and staff are made aware of these procedures. Drills also take place throughout the year as reminders. The school will utilize CTLS Parent to communicate all necessary information. Please make sure you understand how to navigate CTLS parent. Any visitors on campus when the situation takes place will be instructed to follow the safety procedures. Please avoid calling the school and monitor CTLS parent. After the situation is cleared, students/parents/guardians will be reunited following strict instructions given by Administration. NO student should leave without completing proper sign out procedures. Please be patient during this time.
 - 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 Frey?**
 - Shoes shall be worn at all times. Tennis shoes must be worn during PE.
 - Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited.
 - Inappropriate shorts include biker shorts, cut-offs that are not hemmed, cut off sweatpants, "spandex" shorts, boxer shorts, and shorts with holes.
 - All shirts and/or dresses must have sleeves or appropriate straps. No midriff shirts, blouses or tops are permitted. The midriff (stomach area) must be covered even when the arms are raised. Necklines should be appropriate.
 - Appropriate undergarments are required when needed and should not be seen.
 - Students may not wear hats of any kind or sunglasses to school. Hats will only be permitted on designated Hat Day.
 - Pants or jeans are to be worn at the natural waistline and be held up if needed by a belt. No holes in jeans are permitted.
 - All dress code is subject to the discretion of teachers and administration.
- **Where is Lost and Found?**
 - All found items would be located in the Lost and Found bin near the gym or main lobby area. We will communicate as necessary for parents to come search for lost items. At the end of each quarter, Cub Scout Pack 730 will pick up the items, wash them, and donate to those in need. The school is not responsible for any 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.
- **Other FAQs.**
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- The Off-White Safe is located in the middle of the hallway leading from the front office area to the gym area. All money, except for lunch money and PTSA money goes in this safe.
- The Light Gray Box Safe located in the cafeteria between the double doors where the lunch line begins is for lunch money only. No special envelope is required; however, make sure to mark your sealed envelope with student's name, teacher's name, grade, and lunch money.
- If you write a check, please make sure to write the student's name and reason for payment in the 'for' section of your check.
- We encourage you to order yearbooks early to receive the discounted amount. 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. You may also place orders online at www.gciportraits.com. The Frey School code for GCI is F112. Usually, 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
- Frey Elementary
- **Embrace Encourage Empower**
- 770-975-6655
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