

King Springs Elementary

ARRIVAL: MORNING CAR LINE

7:10 is the earliest students can enter the building, and the tardy bell rings at 7:50.

The drop-off zone begins at the speed breaker and ends at the crosswalk in the parking lot. Please do not let students out before the speed breaker and make sure to pull all the way forward to the staff member at the cross walk. The right and left lanes alternate equally throughout arrival. No passing is permitted before or after drop-off.

A secondary car line is available through the entrance at Gann Rd. and opens at 7:30. Parking and walking your student is not available from this entrance.

We ask that students exit through the passenger side and have all belongings together before entering the drop-off zone.

The front car line takes between 4-8 minutes depending on your arrival time – earlier is quicker – there are 275 + cars that drop off there each morning.

Guest parking spots are reserved for special circumstances (i.e., students with mobility issues or large drop-offs for events) until 7:50. You can park and walk your student in, but you will need to find a spot toward the back.

All parking lot instructions and guidance are aimed at making the morning as safe and expedient as possible.

AFTER SCHOOL PROGRAM (ASP)

The After School Program (ASP) provides a safe, fun, and nurturing environment for the care of elementary students in the Cobb County School District until 6:00 PM each day school is in session, including early release days. The program does not operate on Student Holidays or District holidays. ASP will be closed upon the District's announcement of inclement weather. ASP is a self-supporting program and receives no support from taxpayer funds.

ASP Highlights:

\$20 Annual Non-Refundable Registration Fee

- Attendance Fee: \$10 Per Day, Per Child
- Register, pay for, and manage accounts on any device
- View and print invoices, receipts, and annual tax statements
- Pay for programs using secure and convenient digital payment methods, including Apple Pay

After School Programs at the Cobb County School District have partnered with ELEYO to provide easy-to-use, mobile-friendly technology for online registration, account management, and payments. Online payments made with credit card and ACH/electronic check will be subject to a 4.75% processing/program fee. Cash or check payments may be made directly to your school's program with no processing/program fee. Please reach out to our ASP Directors for further information: [Suzi Lawrence](#) and [Allison Powers](#)

Link to ELEYO for ASP Payments: [ELEYO](#)

BUSES

- You can type your address into in the CCSD [bus route finder](#) to find the closest stop to your house and expected time of arrival. Transportation asks that you allow 5 minutes either side of the listed time.
- You can use the [Here Comes the Bus](#) app to track the status of your bus.
- No bus passes to ride home with a friend are permitted this year.
- Students 9 and older can get off the bus on their own. Students 8 and under MUST have an adult present, otherwise the student will be returned to school. This is indicated by the yellow tag on the left side of their backpack.

COMMUNICATION

Families will receive a weekly letter from the school which will include important dates, procedures, staff highlights and news from the PTA and Foundation. These newsletters will be sent through CTLS Parent. In addition, teachers and other KSE staff will communicate through CTLS Parent. CTLS parent is our primary form of communication.

- [CTLS Parent](#)

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DAILY SCHEDULE + DISMISSAL

Student arrival begins at 7:10 and the tardy bell rings at 7:50.

1:45 is the latest a student can be checked out and students cannot be called to the office prior to your arrival. Dismissal starts at 2:10 and ends at 2:45. All students should be picked up no later than 2:45. If your student is not picked up by 2:45 the student will enter the after-school program and will be charged for the registration and for the day.

Please ensure your child's teacher has accurate and updated dismissal information. This is important in case of unexpected weather or the cancellation of an after-school activity.

DELIVERIES + DROP-OFFs

Parents may label forgotten items and drop them off on the table in the entryway by the front office. Food deliveries from Uber Eats etc. are not permitted.

PM CAR LINE

Carpool numbers are available at Sneak-a-Peek or through the front office at any time. You must have a carpool number to pick up in the afternoon car line.

Do not change lanes during pick-up. Students are sent out in groups of 8 and your position in line dictates the pick-up location.

If someone is riding home with you, you will need their carpool number or to contact the office ahead of time.

Students not picked up by 2:45 will be sent to ASP. The car line usually finishes by 2:40.

ELECTRONIC DEVICES

Per CCSD Policy: Students shall not use, display, or turn on smart watches, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. At King Springs, devices should be turned off and in backpacks. See section W in the [CCSD Student Code of Conduct](#) for further information.

REPORT CARDS

Report cards can be found in PVUE. They are made available quarterly and there is a message sent to all when they are viewable.

LOST & FOUND

The lost and found is located on the main floor near the office. You are welcome to look for lost items after checking in with the office.

Please label all valuable items with a name and last initial. This will help us get the item back to your student.

The lost and found gets full and all items will be donated twice per year. There will be notification sent before that happens.

LUNCH + TREATS + EXTRAS

• **Having lunch with your child**

You are welcome to have lunch with your child. Please sit at the tables on the stage. No additional students are allowed to join you. Outside food is permitted but cannot be shared with any other students.

• **Birthday Treats**

Birthday treats for the class must be store bought with a visible ingredient list. Birthday treats can only be enjoyed during your child's lunch time. Small treats like cookies or cupcakes work best and are easy to distribute. Check with your child's teacher for specific allergy concerns. No balloons or noise making devices are permitted.

• **Purchasing EXTRAS**

Email Melissa.Turner@CobbK12.org or send in a note with directions what items can be purchased a la carte at lunch. E.g., *Only on Wed, only one extra a day, Extras only with a note.* As a reminder the note will stay on the whole school year, unless otherwise contacted by the parents.

The cafeteria sells a variety of a la carte *items every day: Fresh baked cookies \$.60 | assorted crackers \$.60 | Fresh fruit \$.75 | Fresh vegetable \$.75 | Milk \$.75 | Juice \$.75 | Fruit Roll up \$.75 | Mini Chocolate Chip Cookies \$ 1.00 | Low fat/ Baked Chips \$1.00 | Rice Krispy treats \$1.50| Low Fat/ low Sugar Ice Cream \$1.75 | Switch – a carbonated Juice Drink \$1.90 | extra entree \$3.25 | Beef Jerky \$3.25 (All items

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meet snack smart glide lines) prices are based on last year and subject to change. *Items offered subject to availability For you student to buy any of these items all they need to do is ask the cashier when they come thought the line.

- **Adding Money to Cafeteria Accounts**

To add money to the student Breakfast/Lunch account, you can send cash or check with your student. (Please include the student's first and last name and the teacher) Have them bring it to the cashier in the morning when arriving to school. You can also prepay online with [my Payments plus](#). This is also a good way to keep track of extras. You will need their student id number to set up an account.

MEDICAL MATTERS

Parents must notify the school of diagnosed medical conditions. Information and requirements should be put in writing by the physician. Medication is administered at school only under specific conditions and requires written permission on the "[Authorization to Give Medication at School](#)" form. The dosage and time to be given must be noted. All medication (prescription or non-prescription) brought from home must be in the original, properly labelled container. The date of the bottle must be current within the past twelve months. **Students may not transport any prescription medication containing a controlled substance.** Medications will be stored and dispensed in the clinic. The only exception is if a student needs an inhaler or epi pen. Students may have inhalers with them during the school day with special approval. *If your child forgets to take their medication at home, the parent may bring the medication to school, but medication must be administered in the clinic for privacy and documentation purposes.*

Our School Nurse is there to provide medical assistance for minor issues such as scrapes, minor cuts and triage concerns such as headaches, cold/flu symptoms, etc.

PARENTVUE

[Updating Info in PVUE](#): It is essential that you can log into ParentVUE. Report cards, field trip permissions, emergency contacts, and a host of other important information can be found and managed here.

[PVUE Login](#): If you forget your password, the link will send a reminder to the email you used to sign-up/register your child. Usernames and passwords are case sensitive.

SAFETY

Safety is our top priority. Throughout the year, we will have practice drills to make sure the students and staff know what to do in various situations. The second week of school will be our Safety Week. Each day during safety week, students will learn safety procedures for various situations: Fire, Severe Weather, Lockdown and medical emergencies. Our goal is to teach the students what to do, not to alarm them. It is necessary to prepare them with the tools for various emergencies just as you would do at home. In addition, each school develops a safety plan that is provided to the Cobb County District Police Department.

KSE SAFETY

- Show your ID upon arrival. This is done at the doorbell outside and again in the front office.
- Please do not hold the door for someone who is not with you. We need to verify every visitor.
- Keep your visitor sticker on when on campus. Stickers should be worn above the waist and be visible at all times.
- Stay in the area you are visiting and please do not wander the building to other locations.
- Meetings with teachers should be set up in advance, and this is best done through CTLIS Parent.
- Only family members on the approved list can visit the KSE campus.
- All Visitors must enter through the front office doors. No use of side doors permitted.

Thank you for keeping our students and campus a safe place.

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SCHOOL ORGANIZATIONS

PTA

Enrichment Clubs, Dad's Club, Boys and Girls Events, Field Day, Teacher Appreciation Week, Fall Festival, Buddy Breakfast, The Springer Sprint, STEM Night, Walk to School Wednesday and MUCH more.

Foundation

Created to provide resources beyond those currently provided by CCSD to supplement elements of enhances education. The Foundation has set a goal to provide funding for teacher support and training. Field trips, education subscriptions, classroom needs and much more ot support KSE goals.

TRANSPORTATION CHANGES

Changes from normal transportation should be made by sending a note in with your child. If you need to make a change during the day, that must happen through the front office. Please stop by and fill out a change of transportation for your child. The only over the phone changes the office will take are if you need your child to go to ASP. Teachers cannot take changes during the school day.

VISITORS

All visitors much check in and out at the front office and wear a visitor's sticker.

Parents are not permitted to walk students to class after the first week of school. We aim to foster independence and have plenty of staff to support.

VOLUNTEERS

All classroom volunteers must be arranged ahead of time through the teacher. When you check in at the office, they will make sure we have the proper paperwork on file for you.

Dress Code and PE Attire

Per the CCSD Student Dress Code-JCDB-R

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midriffs shall be covered.
3. Appropriate under-garments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. No caps, hats, bandanas nor hoods covering the head are 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 school administration.
8. Clothing or ornamentation that does any of the following is prohibited: a. Displays or advertises substances illegal for minors. b. Displays suggestive phrases, designs, markings, or profanities. c. Advocates, promotes, or suggests illegal activity

Physical Education Days-Expected Dress

Elementary students, though not required to dress out, should provide for appropriate clothing to allow participation in such activities as gymnastics and tumbling without embarrassment when such activities are scheduled

*On PE Days wear or bring tennis shoes to participate in. Crocs, sandals, flip flops, boots, dress shoes, shoes with heels are not allowed for safety of the for activities.