

FREY'S STUDENT AND PARENT HANDBOOK

All transportation changes and/or checkouts must be done before 1:45 PM.

1. What time may I check out my child?

Parent/guardian may check out the student any time before 1:45 PM. After 1:45 PM there are NO checkouts without a prior note. For example, if parent/guardian sends in a note to the student's teacher in the morning stating the need to check him/her out at 2:00 PM due to a doctor's appointment, the front office will honor that request.

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. We do not allow checkouts off campus for any reason.

Please note that ID is required and have this with you.

We ask that when you sign in or sign out a student that you please include all information requested on the sheet and complete it very carefully. Make sure you write the time in the correct category and let us know ASP information or any changes in transportation.

2. 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.

3. 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.

4. 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.

5. When is it ok to visit my child in the classroom or meet with the teacher?

We welcome parents to join their child for lunch anytime. We ask that you make arrangements to visit the teacher before 7:50 AM, after 2:30 PM, or during teacher planning time when necessary. Please be considerate to make an appointment beforehand to ensure that the teacher will be available. This will avoid disrupting classroom instruction.

We encourage the development of student independence and ask that you refrain from walking the student to class.

6. May I volunteer in the classroom?

Please check with the teacher regarding volunteering. Teachers who are in need of volunteers will schedule your volunteer time. When on campus, you will need to sign in at the front office first and receive your volunteer badge before going to the classroom.

7. What do I need to do when I am visiting the school for any reason?

Always report to the front office first, let the office staff know your reason for visiting, and sign in as a visitor or volunteer. You will receive a badge that you will need to wear at all times. If you do not have the badge, a staff member will stop you and ask you to report to the office or to leave the premises. We take the safety of our students and staff very seriously. You will also need to sign out before leaving the school.

On special occasions when there are numerous parents on campus at one time for an event, the sign in will be located in the front lobby. Please sign your name, get a visitor sticker, and go to the location of the event. You must wear this sticker at all times while on campus. There is no need to sign out after the event is over.

8. How does the car line work?

Please review the following guidelines and procedures for information on obtaining a car rider sign for your child and the procedure for car rider dismissal.

1. During Sneak-a-Peek or when enrolling your child at Frey, you will be required to show picture ID in order to receive two (2) car rider signs for your child.
2. Please place the car rider sign on the right hand side of your car for easy view. Car Riders will be dismissed at approximately 2:15 PM after the buses leave the school grounds.
3. Teachers will not allow students to get into a car without a visible car rider sign. If you forget your car rider sign, you will need to park your car in the parking lot, go inside to the front office, show your ID, and sign out your child. You will be given a pass to give to the teacher to receive your child.
4. If you lose a car rider sign, you may see the front office staff and show your ID to request another one.

9. Where may I park when visiting the school?

Visitors may park in the appropriate parking spaces in the parking lot in front of the school. Visitors should not park, next to the 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. All visitors should enter and exit the front doors in the lobby and report to the front office before and after visit.

10. 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 mail the invitations.

11. What is the expectation for bringing in treats to lunch for my student's birthday?

Parents are allowed to bring in treats for the class for their student's birthday during scheduled lunch time. We simply ask that you either leave them in the office in the morning to be delivered to the class or bring them in yourself to pass out. Please be sure to comply with any special instructions from the teacher regarding possible food allergies in the class.

12. May I bring in balloons or flowers to my child on his/her birthday?

No, balloons, flowers, or party favors are a classroom distraction, and these items are not allowed on the bus. There are NO exceptions to this rule.

13. Where do I obtain up-to-date information about school events?

The school website, PTSA website, Foundation website, and teacher blogs are excellent sources to receive up-to-date information. Every week, you will receive a phone call (out dial) as a reminder of upcoming events. Also, our marquee near Mars Hill Road will list upcoming dates.

14. How do I register my child for next year?

At the end of the school year, you will receive a registration form to review and update. You will return this form to the teacher, and your child will automatically be registered for next year. It is essential that you return this registration form to the teacher in a timely manner. If you have an upcoming kindergartener, we have a special day for Kindergarten Registration. This date will be announced closer to the end of the year.

15. What are office hours?

Office hours are 7:15 AM – 3:00 PM during the school year.

16. 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 have to be made. You may write a note to the teacher and have the student deliver it to the teacher upon arrival to school.

All mid-day transportation changes will need to be done through the front office and must be done in writing. Therefore, you will need to fax your transportation change to 770-975-6657. Please do not send an email as it may not be read before dismissal.

All transportation changes must be done before 1:30 PM. There are no exceptions to this rule unless there is an extreme emergency.

Always call after you have faxed your transportation change to make sure it was received.

It is the student's responsibility to make sure the teacher receives your note. Therefore, please make sure that the student knows about the note and is instructed to give it to the teacher. Please be aware that younger grade levels will be asked in the morning for any notes.

17. My child would like to ride home with a friend. What do I do?

If your child will be riding a bus with a friend, a parent must provide the county bus pass to be verified by the front office. This pass is located on the county website under Parents/Bus Routes/Safe Rider Program.

If your child would like to ride home with a friend in the car line or after ASP, please write a note to the teacher to let him/her know. It is the student's responsibility to make sure the teacher receives your note. Therefore, please make sure that the student knows about the note and is instructed to give it to the teacher. The front office will call home to verify the note.

18. What is ASP?

ASP stands for After School Program. ASP begins directly after school and closes at 6:00 PM sharp. The ASP registration fee is \$10.00. This fee will need to be renewed each year. It costs \$7.00 per day when a student stays in ASP. If the student does not stay or is picked up from ASP before 2:30 PM, you will not be charged.

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 \$10.00 registration fee as well as the daily charge of \$7.00.

Snacks are provided when students stay in ASP.

All ASP payments should be placed in 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 located in the front lobby.

19. 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.

20. What if I can't make it to the school to pick up my child, and I need to send someone in my place?

On the registration form, there is a place to list emergency contacts. We urge you to please list contacts that are allowed to pick up the student in case of emergencies. If for some reason a person not on your list needs to pick up the student, you will need to fax in a note with your signature stating the name and contact info of the person picking up the student. Please call after you send a fax to make sure we have received it. If the person picking up the student is not on the registration form's emergency contact list or we have not received a note from you, your student will NOT be released from school. Please make sure your emergency contact person knows to bring their ID because ID is required.

21. What does early release mean?

Early Release means that students will be released from school earlier than usual. We will notify you of the time difference. For example, if students are released at 12:20 instead of 2:20, please note that dismissal procedures will begin two hours earlier because there is a two-hour difference. Therefore, if your child gets off the bus usually around 2:30, then you should be at the bus stop at 12:30. 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.

22. 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.

23. 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.

24. 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 are allowed to pick up the student. You may add/update contact information to this list throughout the year in the front office.

25. How do I pay for my child's lunch?

Please place the student's payment in a sealed envelope. On the outside of the sealed envelope, write the student's name, teacher's name, and grade. Payment may be sent with the student, and he/she will place it in the appropriate safe. The teacher will show all students on the first day of school where the lunch safe is located.

If you need to bring the student's lunch money during the day, you may take it to the cafeteria. Please just sign in at the front office and go to the cafeteria to make payment.

You may also use the online payment system. You will need the student's ID number to access the system. You may receive the ID number from the front office, or we may send it home with the student. We do not give this information over the phone.

26. 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, and exit the back door of the clinic. Please do NOT bring your sick child into the front office for any reason. If you realize you need to go back into the front office or other area of the school, you will need to take the student back to the clinic through the back door and let him/her wait there until you are ready to leave.

27. What is the difference in using the clipboard in the front office and using the computer?

The clipboard is used to sign in or sign out a student. The computer is used to sign in and out as a visitor or volunteer.

We ask that when you sign in or sign out a student that you please include all information requested on the sheet and complete it very carefully. Make sure you write the time in the correct category and let us know ASP information or any changes in transportation.

28. 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.

29. My child didn't get off at the bus stop, or I missed being at the bus stop. What should I do?

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 \$7.00. You will also need to pay the \$10.00 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 the bus driver 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 of 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.

30. 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 - \$7.00 when student stays; \$10.00 yearly registration fee.

31. What do students do in a tornado/hurricane, fire, or lock down situation?

Of course, we never hope for any of these things to happen; however when 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 NOT notify the parent during a tornado/hurricane, fire, or lock down situation, nor will you be able to check in or check out a student or go to his/her room during a real time situation or drill. No phone calls will be answered during this time, and we ask that parents/guardians refrain from calling the school during a known situation to keep lines open. Any visitors on campus when the situation takes place will be instructed to follow the safety procedures. 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.

32. 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.
- Short and skirt length must be at least to the tip of the longest finger when the student is standing straight. Inappropriate shorts include biker shorts, cut-offs that are not hemmed, cut off sweat pants, umbros, "spandex" pants/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.

33. Where is Lost and Found?

All found items would be located in the Lost and Found bin near the gym area. We ask that parents/guardians/students make sure to go through this bin periodically. Unclaimed items will be donated before Christmas and after the last day of school. The school is not responsible for any lost items. Please see front office staff for special items like eyeglasses, lost phones, or jewelry.

Other FAQs.

- Students may not be dropped off at school prior to 7:15 AM. Students are not permitted to have a cell phone turned on while on campus. 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, and we don't want you to feel like you are ignored; so if this happens, please feel free to politely say, "Excuse me" to get our attention. We do ask for your patience when we are on the phone. We apologize for any inconvenience.
- 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.
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.
- 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. 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. Don't let them leave the house without it.
- 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.
- Students are responsible for assigned textbooks. Parents will be required to pay for any lost textbook before the student can receive a replacement.
- Test scores and end of the year report card will be held for any unpaid balances. This includes balances due for textbooks, lunch, ASP, etc.
- Department of Transportation Number: 678-594-8000
- Department of Transportation Website: <http://www.cobbk12.org/centraloffice/Transportation> to find bus route.
- Frey Office Numbers: Phone 770-975-6655, Fax 770-975-6657 Website: www.cobbk12.org/frey
- PTSA Website: www.freyptsa.com
- Cobb County Number: 770-426-3300 Website: www.cobbk12.org
- **All transportation changes must be done before 1:30 PM.**
- **Checkouts without a prior note must be no later than 1:45 PM.**

For your convenience -
Please put in a safe place to review throughout the year.