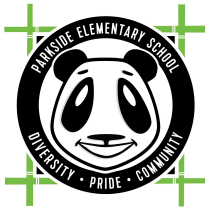


# Parkside Elementary

## New Family Information Handbook



**Welcome new Parkside students, parents, caregivers and families! We are so glad you're here!**

As a new family to Parkside, it can be a challenge to navigate all the different school programs, events and activities. This guide is intended to make the transition to the Parkside community a little easier.

### Start of the School Year

- First day of school for the 2024-2025 school year is Thursday, August 1, 2024. The 2024-2025 calendar is located here - [www.atlantapublicschools.us/Page/49782](http://www.atlantapublicschools.us/Page/49782)
- Open House will be July 31, from 9:00-11:00, which is an opportunity to visit the classroom. You will get an email before Open House naming your child's teacher.
- Information on school supplies is located here: [www.atlantapublicschools.us/domain/11641](http://www.atlantapublicschools.us/domain/11641)
- Set up an account for lunch at <https://www.myschoolbucks.com>. You'll need your child's ID number, which can be found by calling the front office.



### School Day

- School hours are 7:45 am - 2:15 pm.
- Students can be dropped off between 7:15 - 7:45 am. After 7:45 am, students are considered tardy and will need to be signed in at the front desk.



#### Bus Drop Off



- All students living more than one mile from the school are eligible to take the bus. Information on bus routes will be distributed at the Open House just before the school year begins, and route information can be found on the APS website ([www.atlantapublicschools.us/domain/5364](http://www.atlantapublicschools.us/domain/5364)).
- Students get off the bus in lane in front of the school and are not released until 7:15 am.
- Kindergarteners and Pre-K typically sit in the front of the bus, closest to the driver.

#### Car Rider Drop Off



- Drop off is in the carpool lane in front of the school doors.
- Car line forms from Waldo, down to Mercer.
- Students can be dropped off anytime between 7:15 - 7:45 am.
- Staff will be there to assist with doors.
- Please do not drop your student off prior to 7:15 as there is no one available to monitor your student before the doors open for the day.

\*Pre-K students now enter through the main front doors.

#### STAY IN TOUCH



Follow us on Facebook  
[Parkside PTA & Friends](#)



Closed Parents Facebook Group  
[Parkside Elementary Parents | Facebook](#)

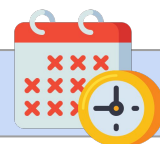


Email us at  
[parksidepandapta@gmail.com](mailto:parksidepandapta@gmail.com)

### Late Drop Off or Early Pick Up

- Front doors are closed and locked during the school day. Please ring the bell at the front to be buzzed in.
- Students dropped off after 7:50 am need to be walked in to the front office and signed in.
- Students who arrive at school prior to 11:00 am will be considered as present, just tardy.
- Students who leave after 11:00 am will be considered present for the day.
- Latest pick up for the day, prior to regular dismissal, is 1:45 pm. No students will be permitted to be signed out after 1:45 pm.

Absence Line: 404-802-4100



Your child's attendance at school is crucial to their success. Research indicates that students who miss 8 or more days of school (including excused and unexcused absences) are more likely to be academically at risk. Thank you for viewing school as a priority, and seeing that your child attends everyday with the exception of illness or emergency.

Excused Absences: Upon return to school from an absence, the student shall bring to the school a note, signed and dated by the parent/legal guardian, stating the reason for the absence(s) and the dates of the absence(s). A doctor's note will also be accepted. The notification must be received by designated school personnel within three school days of the student's return

Unexcused Absences: If you do not notify the attendance line of an absence or send a note, the absence is unexcused.

- 3 unexcused absences - A letter is mailed home with attendance expectations.
- 5 unexcused absences - A letter is mailed home with information regarding possible consequences.
- 8 unexcused absences - Student may be referred to school social worker.
- 10 unexcused absences - Additional intervention occurs and social worker may refer student to Juvenile Court.

### After School Dismissal

- At Open House or on the first day of school, you'll be asked to notify the school of your student's typical after-school transportation method or after-school program.
- On any day that you will not be following the plan you provided, you must let your child's teacher know in writing or call the main office (404-802-4100).
- No dismissal changes can be made after 1:45 pm.
- To ensure last minute changes are received, it is best to call the main office and speak with someone. Emails to teachers may not always be read in time.



## Dismissal Procedures



### Bus Riders:

- Bus riders are dismissed at 2:15 pm and buses typically leave the school by 2:20 pm.
- Parkside staff will walk students to their bus.
- Buses pick up in front of the school doors, in the carpool lane.

### Car Riders:

- Car riders are picked up between 2:20 - 2:30 pm at the gym doors.
- Caregivers/adults are not permitted to park and walk up to the gym door.
- Please enter the line by coming south on Eloise, take a right on Mercer, and then enter the gym parking lot as shown on the maps on the next page.
- Pickup tags will be provided at the start of the school year.

### Parent Pick Up:

- Located at the side doors near the playground and cafeteria.
- For families who would like to park and walk up to the school to pick up their students.
- Park on Mercer (closer to Waldo and the playground) and walk down to the end of the parking lot, near the map painting.
- Do not exit area towards car rider line. (See map on next page.)

### Walkers:

- Independent walkers who do not need a parent present for pick are dismissed after buses have left and before car riders are dismissed.
- Students will be escorted to end of school grounds with staff member.

### Pre-K students:

- Unless they ride a bus, all pre-k students should be picked up from the pre-k hallway in front of the school.
- Parents can park on Mercer and walk down to greet their students.

**All students not participating in afterschool programs should be picked up no later than 2:45 pm.**



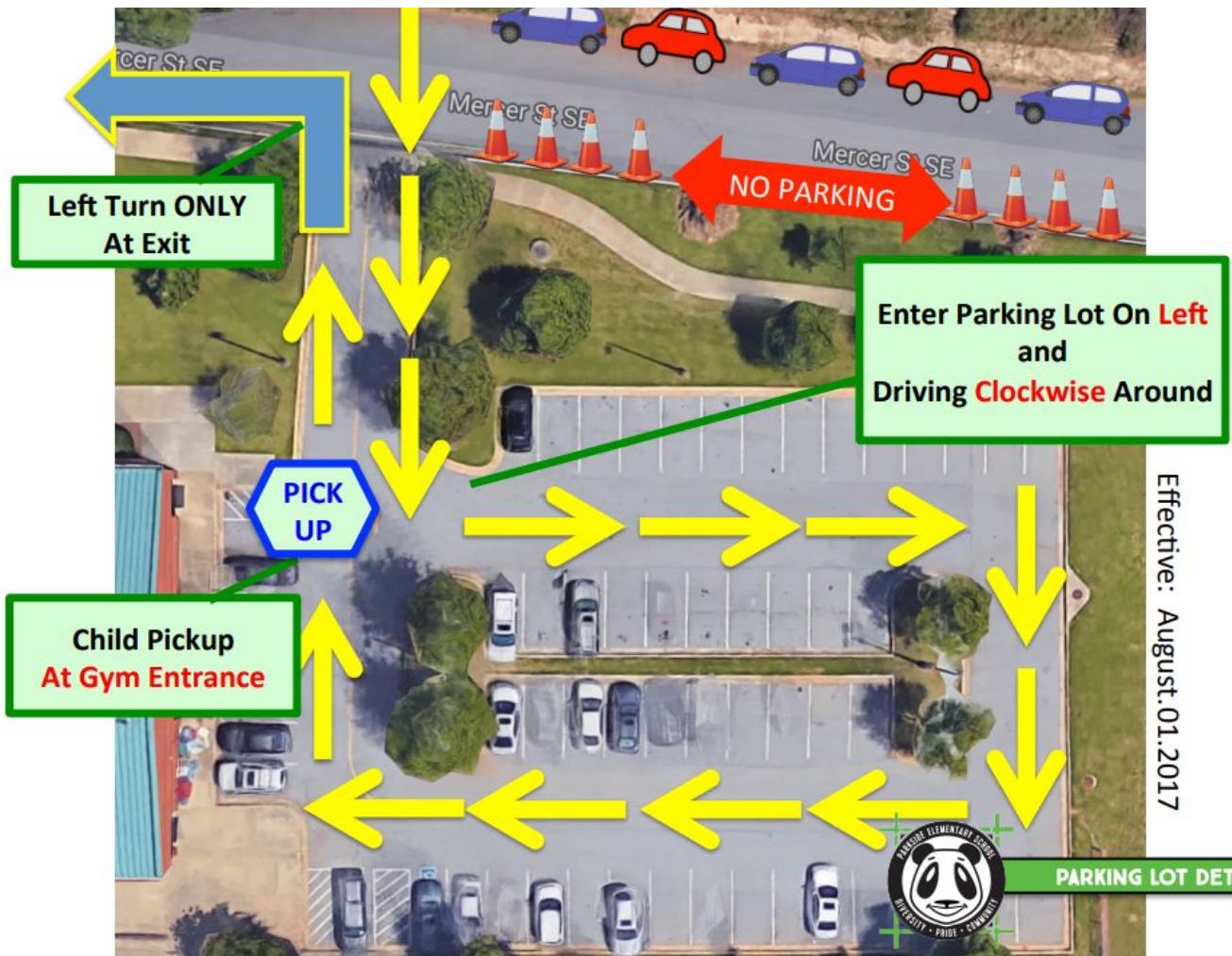
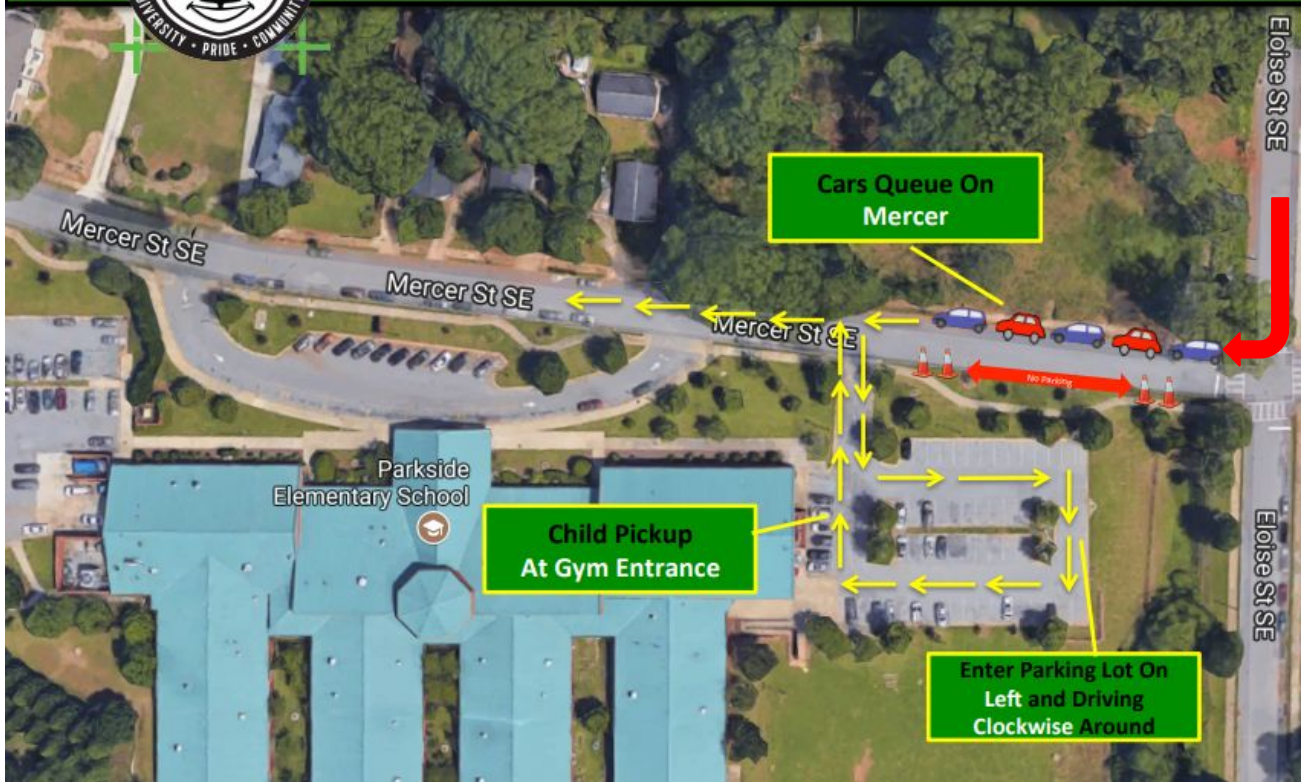
### After-School Program:

- The on-site after school program is administered by Preferred School Care (<https://psafterschool.ce.eleyo.com/>). You can register your student in the program now or at Open House. Care is provided from 2:15 to 6:00 p.m.
- Afterschool enrichment classes/clubs (ballet, yoga, soccer, etc.) are also offered for an additional fee. They usually start about a month into the semester; details will be sent home with the students after the school year begins.





# CARPOOL PLAN ::: OVERVIEW



PARKING LOT DETAIL

Meals - Parkside has been selected to participate in the Community Eligibility Program (CEP) and will provide healthy meals to all students at no charge. Every child has access to free breakfast, lunch and after school snacks every day. No application is needed to participate in this program.

Breakfast	Lunch	Beverages & Snacks
<ul style="list-style-type: none"> <li>Students will have the option to eat breakfast when they arrive at school, starting at 7:15 am.</li> <li>If your student will be eating, please ensure they arrive with enough time to finish.</li> </ul>	<ul style="list-style-type: none"> <li>Please make sure your child can open all parts of their home lunch without help.</li> </ul>	<ul style="list-style-type: none"> <li>All students should bring a water bottle to school. Please label the bottle with your child’s name. There are hydration stations available to refill it at the school.</li> <li>Snacks might be individual or coordinated by the teacher. Stay tuned.</li> </ul>

Menus and nutrition information are posted at <https://atlantapublicschoolsnutrition.us/?page=menus>

**Parkside has nut-free classes**, so please check with your teacher. Don’t send peanut butter, nuts, or any items containing tree nuts if your child’s class is nut-free.



**Uniforms - OPTIONAL**

*APS Board of Education adopted a new district-wide dress code for students, which limits our ability to enforce uniforms. Parkside has traditionally been a uniform school, and for the 2024-2025 school year, uniforms will be optional. The administration, along with the GO Team and community input, will decide whether to retain or discontinue our uniform policy in the 2025-2026 school year.*

Students (including pre-K) can wear the Parkside uniform Monday through Thursday. The uniform is a collared shirt (polo or button-down), in dark blue/navy, dark green/forest, or white, along with shorts, pants, skirts, or jumpers in khaki or dark blue/navy. Dark blue/navy or dark green/forest polo dresses may also be worn. On Fridays, students may wear anything that adheres to the APS dress code.

More uniform information: [www.atlantapublicschools.us/Domain/11779](http://www.atlantapublicschools.us/Domain/11779)

We recommend shoes that are comfortable and safe for play. Please no sandals or flip-flops – or they'll be asked to sit out during PE.

All students should adhere to the [APS dress code](#). Examples: no short shorts, midriff shirts, etc.

## Communication

The school communicates important information to parents via the Remind system, phone calls, text messages, daily homework folders, and the Green Folder, which goes home with students every Thursday. Talk to your student's teacher to find out the best way to communicate directly with them when needed.

Join Remind for updates from Principal Foster - [rmd.at/d7gdc2](https://remind.at/d7gdc2)

On Facebook? You can join the PTA-moderated private parents group by searching [Parkside Elementary Parents](#). You can also "Like" the [Parkside Elementary PTA & Friends page](#).

On Instagram? Follow [@parksideatlanta](#) for updates.

On Twitter? Follow [@parksideaps](#) for updates.

## Infinite Campus

Once your student is registered, you can create an account in Infinite Campus. Instructions on how to do so can be found here: [www.atlantapublicschools.us/Page/48412](http://www.atlantapublicschools.us/Page/48412)

This is the spot for:

- Address and contact information updates
- Classroom teacher assignments
- Assessment scores / grades
- Report cards
- Attendance
- Transportation updates
- Passwords and pins



\*This can also be viewed through the smartphone app, Campus Parent.

## School Calendars



Atlanta Public Schools calendars: [www.atlantapublicschools.us/Page/49782](http://www.atlantapublicschools.us/Page/49782)

Parkside Elementary school calendar:

[www.atlantapublicschools.us/Page/7361#calendar8430](http://www.atlantapublicschools.us/Page/7361#calendar8430)

## Lost and Found

Lost and found is located in the rotunda. Please ask students to be mindful and remember to bring home what they brought to school on a daily basis.

Label all items, if possible. It will help with identifying who lost items belong to.



## Emergency Drills

Parkside Elementary and Atlanta Public Schools are required to complete school emergency drills regularly throughout the school year.

Due to safety concerns, dates and times of emergency drills will not be published. Please contact your child's teacher or Counselor Brown if you are concerned about the impact of these drills on your child.

Drills will include:

- Fire drills
- Tornado drills
- Earthquake drills
- Lockdown drills
- Shelter-in-place
- Bomb threats
- Reverse evacuation drills

## Recess

Students have 30 minutes of recess time. If the weather is not cooperating (ex. heavy rain), students will still have "indoor recess."

## Specials Classes

All students, except pre-k students, participate in four specials classes throughout the week.

- Art - Holly Seddon (Email TBA)
- Music - Denetra Henderson ([dehenderson@atlanta.k12.ga.us](mailto:dehenderson@atlanta.k12.ga.us))
- PE - Misty Bethune ([mbethune@atlanta.k12.ga.us](mailto:mbethune@atlanta.k12.ga.us)), Benjamin Allen ([benjamin.allen@atlanta.k12.ga.us](mailto:benjamin.allen@atlanta.k12.ga.us))
- Spanish - Maria Cantu-Hibron ([mcantu@atlanta.k12.ga.us](mailto:mcantu@atlanta.k12.ga.us))



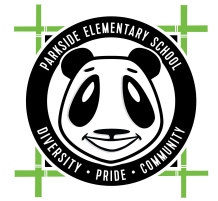
## Pre-K

Pre-K students follow the same schedule and general policies as the rest of the school. They do not go to PE or other special classes, but they do have lunch and recess every day. Pre-K students have a rest period and an afternoon snack each day. Your teacher may ask you to send in a change of clothing for emergencies and a blanket for naps.

## Kindergarten

Kindergarten students do not have a nap or rest time. Teachers provide plenty of "brain breaks" and opportunities to get their "wiggles out."

## Tell me about the PTA



Parkside is lucky to have an active [Parent Teacher Association \(PTA\)](#).

Our main role is to build strong working relationships between parents and teachers in support of our students.

We provide opportunities to safely bring the community together, such as:

- Parkside Movie Night
- Family Dance
- Earth Day Initiatives
- Morning Yoga for students
- Walk/Bike to School Initiatives
- Quarterly PTSA Meetings
- Outdoor Learning Landscaping Support

We also provide many important resources to our school, such as:

- School Supplies
- Teacher Classroom Support
- Assist with special school events and projects/enhancements
- Classroom Celebrations
- Teacher & Staff Appreciation Meals
- Spirit merchandise
- Monthly dine out fundraisers

### **5 Reasons To Get Involved**

1. Your child benefits, & all our children benefit
2. The school benefits
3. It's great way to make connections and friends
4. It's fun *and* rewarding
5. WE NEED YOU to help make it happen

We're an entirely volunteer-based group. Volunteering is a great way to support the school and get to know other families. There are many opportunities for you to share your time, ideas and talents – whether chairing a committee, volunteering at a PTA-sponsored event, helping from home or attending a PTA meeting.

### **Join the PTA**

[Sign up and purchase](#) your PTA membership.

### Committees

- Fundraising
- Garden & Wellness
- Events
- Communications
- Teacher Appreciation
- School Supplies

Interested in committee descriptions? Email us at [parksidepandapta@gmail.com](mailto:parksidepandapta@gmail.com) for more info!

Buddy Program - Want a buddy? Don't be shy! As a new arrival family you will get the benefit of an established Parkside family's insider knowledge – helping to make your transition that little bit easier. It will also make sure the new kid/s know someone in the school when they start, which always helps! We will also connect you with grade level families via Facebook groups. Email us at [parksidepandapta@gmail.com](mailto:parksidepandapta@gmail.com)





# Parkside Elementary

## Quick Resource Guide



**Principal:** Timmy Foster  
[tfoster@atlanta.k12.ga.us](mailto:tfoster@atlanta.k12.ga.us)

**Main Office:** 404-802-4100  
[www.atlantapublicschools.us/parkside](http://www.atlantapublicschools.us/parkside)

**Assistant Principal:** Tamikia Harris  
[tamharris@atlanta.k12.ga.us](mailto:tamharris@atlanta.k12.ga.us)

**School Hours:** 7:45am-2:15pm  
\*Students may enter the school building starting at 7:15am\*

**Assistant Principal :** Melissa Hugh-Girdhari  
[magirdhari@atlanta.k12.ga.us](mailto:magirdhari@atlanta.k12.ga.us)



Contact  
Information on  
**Infinite Campus**  
[www.atlantapublicschools.us/Page/48412](http://www.atlantapublicschools.us/Page/48412)

**Building Secretary/Registration:**  
Sheena McConnell [smcconnell@atlanta.k12.ga.us](mailto:smcconnell@atlanta.k12.ga.us)

### Attendance

- Contact the school front office every time your child is absent.
- When there is no contact, the absence is marked **unexcused**.



**School Counselor:** Tracie Brown  
[tsbrown@atlanta.k12.ga.us](mailto:tsbrown@atlanta.k12.ga.us)

**Instructional Coach:** Michelin Taylor  
[mtaylor@atlanta.k12.ga.us](mailto:mtaylor@atlanta.k12.ga.us)

**Parent Liaison:** Vernita Jackson  
[vxjackson@atlanta.k12.ga.us](mailto:vxjackson@atlanta.k12.ga.us)

**IB Coordinator:** Ramia Lowe  
[rslowe@atlanta.k12.ga.us](mailto:rslowe@atlanta.k12.ga.us)

**Intervention Specialist:** Carey Rogers  
[carey.rogers@atlanta.k12.ga.us](mailto:carey.rogers@atlanta.k12.ga.us)

**School Psychologist:** Julie Leonard  
[jleonard@atlanta.k12.ga.us](mailto:jleonard@atlanta.k12.ga.us)

**Social Worker:** Carla Warrick  
[cwarrick@atlanta.k12.ga.us](mailto:cwarrick@atlanta.k12.ga.us)

**SELT Coordinator:** Brooks Salter  
[brooks.salter@atlanta.k12.ga.us](mailto:brooks.salter@atlanta.k12.ga.us)

**Nurse:** Lisa Strickland, LPN  
[lisa.strickland2@atlanta.k12.ga.us](mailto:lisa.strickland2@atlanta.k12.ga.us)



**Transportation:** 404-802-5500



**Nutrition:** 404-802-2540

