Building a Strong Foundation for a Lifetime of Learning
IMPORTANT SCHOOL PHONE NUMBERS:

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PITNER ELEMENTARY School Beliefs

- We believe students excel when high expectations, research-based practices, and standards-based instruction are implemented.
- We believe students learn best in a safe, orderly, nurturing, positive and respectful environment.
- We believe students perform best when they are actively engaged in meaningful, real-life, challenging work that develops critical thinking and problem solving skills.
- We believe students achieve best when ongoing assessments drive instruction.
- We believe students deserve to have their successes and achievements celebrated.

Pitner will continue to focus on two school goals, math and written expression. Analysis of data from the Georgia CRCT in grades three through five will help our school determine growth and areas of needed improvement. Results of various assessments and the School Improvement Opinion Surveys will be included in Pitner’s School Improvement Plan.

Goals for student learning:

1. Students will demonstrate proficiency in math on, or above, grade level.
2. Students will demonstrate proficiency in written expression meeting grade level expectations.
2016-2017 PITNER PTSA
Executive Board, Board of Directors & Special Committees

EXECUTIVE BOARD:
CO-PRESIDENT Danielle Armstead
CO-PRESIDENT Roxana Rowland
CO-VICE PRESIDENT Stephanie Bayliss
CO-VICE PRESIDENT Robyn Adams
SECRETARY Marcie Tarwater
TREASURER Robyn Adams
PITNER PRINCIPAL Dr. Ashley B. Hosey

COMMITTEE CHAIRS:
ARTS IN EDUCATION:
MUSIC
REFLECTIONS

COMMUNICATIONS:
EBLAST
NEWSLETTER
WEB COORDINATOR

COMMUNITY OUTREACH
BLOOD DRIVE

EDUCATION ENRICHMENT:
MEDIA CENTER SUPPORT
LUNCH 'N LEARN
BOX TOPS
DIVERSITY
GRANT WRITING

ENVIRONMENTAL

FATHERS BEING INVOLVED (FBI)

FUNDRAISING:
SPIRIT WEAR
YEARBOOK
**PURPOSE OF THE NATIONAL PTA**

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standard of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

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**PITNER Faculty**

**ADMINISTRATION AND OFFICE STAFF**

- **Principal:** Dr. Ashley B. Hosey
- **Assistant Principal:** Debbie Blake
- **School Leader Intern:** Jason Traster
- **Support & Services Admin:** Jane Griffeth
- **Secretary:** Ana Warren
- **Bookkeeper:** Paula Buscher
- **School Clerk:** Jackie McWhorter
- **CSIS Clerk:** Iris Yocco
# PITNER Faculty

## Kindergarten
- Wendy Cassidy
- Andrea Dobbs
- Heather Johnson
- Lisa King
- Tennille Madrid
- Sarah Mikell
- Nancy Smith

## 1st Grade
- Christy Beimfohr
- Michelle Lanier
- Tricia Meek
- Haley Reimers
- Lisa Oslin
- Kim Thayer
- Laura Thomas

## 2nd Grade
- Julie Baker
- Christine Carter
- Sandy Cobb
- Lakesha Frechette
- Rebecca Higgins
- Mia Rownd
- Jennifer Wilson
- Kim Boehringer

## 3rd Grade
- Kimberly Free
- Marissa Gaines
- Marsha Howell
- Robin Mason
- Amy Pittner
- Marcia Robinson
- Abby Sandlin

## 4th Grade
- Stephanie Caracelo
- Dawn Gooch
- Robin Poulos
- Lynn Scales
- Paula Wilson

## 5th Grade
- Tammie Begora
- Kelsey Born
- Paige Corcoran
- Laura Franco
- Shoner Johnson
- Gina McLaughlin
- Lindsey McWhorter
- Cassie Quesenbery

## Special Education
- Blake Buscher
- Kizan Cartwright
- Kelly Czosek
- Alyson Dixon
- Tara Golden
- Katie Hilliard
- Sandra Hooks
- Sophie Joseph
- Patricia Powers
- GiaLana Rogers
- Stephanie Turner
- Tracey Homer

## Support Personnel
- ALP: Jody Carothers
- ALP: Daurian Hogan
- Art: Isabelle Hardesty
- Computer Lab: Kathy Parks
- Counselor: Alice Gilner
- Counselor: Aisha Perry
- ESOL: Gina Correia
- Math Specialist: Kim Boehringer
- Media Center: Donna Stanley
- Music: Rhonda Bryant
- PE: Christine Jefferson
- PE: Daryl Zarbinsky
- Rdg Specialist: Marnia Letendre
- STEM Lab: Patty Ucciferri
- Speech: CourtneyTomberlain
- Speech: Laura VanderHeijden
- PKSpeech: Shelly Smith

## PARAPROFESSIONALS
- Imani Akram
- Cari Betancourt
- Lori Byrd
- Connie Dalton
- Lisa Gillham
- Stephanie Hall
- Theresa Landers
- Cathryn Maxey
- Beth Ann Palmer
- Kathy Parks
- Robin Perry
- Beth Poe
- Penny Poma
- Nicole Snyder
- Leigh Ann Spencer
- Tina Whitlow
- Deborah Waites

## CUSTODIANS
- Brenda Henson, Head
- Deborah Bernard
- Oscar Lauro
- Randy Sunderman

## ASP DIRECTOR
- Kathleen Sanchez

## FOOD SERVICE
- Sandra Womack

## CAFÉ MONITORS
- Maha Ali
- Alia

## NURSE
- Tricia Patterson
PARTNERS IN Education

Pitner Elementary School is very proud to join with our Partners in Education:

- Archer Restoration
- Diamonds R Forever
- J. David Grant-State Farm Insurance
- Grass Roots Landscaping
- McDonald’s on Wade Green Road
- Papa John’s Pizza on Wade Green

We look forward to joining with the members of these community resources to ensure a successful partnership focused on the success of our students.

PITNER ELEMENTARY

Policies and Procedures

ADMISSION REQUIREMENTS
Children must be five on or before September 1st for entry into the Kindergarten program. Children must be six on or before September 1st for entry into the First Grade.

- **Proof of Residency**
  Two current bills and/or a lease that shows the parent’s/guardian’s address is required.

- **Birth Certificate**
  An official certified birth certificate must be presented for entry into Kindergarten, First Grade or Second Grade. Parents can obtain a certified birth certificate from the Bureau of Vital Statistics in the capital city of the state where the child was born.

- **Certificate of Immunization and Dental Health Certificate**
  All children entering a Georgia school for the first time must present a Georgia Certificate of Immunization (Form 3231) and a Hearing, Vision and Dental Form (Form 3300).

Georgia Law, Act 1266, 1968, requires this. A student who moves to another state and then returns has to meet the Georgia school immunization requirements.
• Acworth Health Center  
  4489 Acworth Industrial Drive, Acworth 770/974-3330  
• Austell Health Center  
  6133 Love Street, Austell 770/732-3200  
• Marietta Health Center  
  1650 County Services Road, Marietta, 770/514-2494  
• East Cobb Health Center  
  440 Lower Roswell Road, Marietta 770/499-4422  
• Smyrna Health Center  
  3830 South Cobb Drive, Ste. 200, Smyrna 770/438-5105  
• Ft. Hills/Roosevelt Center  
  402 Roosevelt Circle, Marietta 770/919-0025  

• Social Security Card or Waiver  
  This card or waiver must be presented at registration.  

• Previous School Records  
  Especially in the case of second through fifth year students, parents will need to bring a copy of the last report card or a promotional certificate showing the last grade or level completed. Most school systems do not release school cumulative records to parents; therefore, the parent will need to sign a request for records either here at the school or at the previous school.

ABSENCES  
A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to the teacher on the date of returning to school or within 3 days of the absence date. The school clerk uses the notes to determine if the absence is excused or unexcused. The guidelines for determining excused absences are included below.

Please keep in mind, attendance is one of the factors of each school's CCRPI rating from the Department of Education.  
To encourage good attendance, the student’s teacher will make a phone call to the parents/guardian when a student reaches his/her 5th absence. On the 10th absence, the principal writes a letter to the parent/guardian. On the 15th absence, the principal makes a referral to the Cobb County School District Social Worker. If a student has been absent 10 or more days during the school year, school administration and/or the school social worker may require a doctor’s statement verifying illness.

Attendance awards are given at the end of each quarter. A Perfect Attendance Award requires NO absences and no more than 3 tardies. A student checked out before 11:00 am will be marked absent for the day.  
Excused and unexcused absences are governed by state law. Children may be temporarily excused from school:
  • When personally ill and when attendance in school would endanger their health or the health of others.
  • When in the immediate family there is a serious illness or death which would reasonably necessitate absences from school.
  • On special or recognized religious holidays observed by their faith.
  • When mandated by order of government agencies. *(pre-induction physical exam of service in armed forces or court order)*
  • When prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
Necessary class work that a child misses due to an absence from school for more than one day will be available upon request by their parent at the discretion of the teacher. Please call the school office by 9:00 am on the morning of the second consecutive day of absence with the request. The homework will then be available by 3:00 pm and may be picked up in the school office.

ADVANCED LEARNING PROGRAM – Cobb County Gifted Services
The Georgia State Board of Education defines a gifted student as “a student who demonstrates a high degree of intellectual, creative and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve levels commensurate with his/her abilities.”

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills beyond the experience of the regular classroom.

Cobb’s gifted program is part of the School Improvement Division and is funded by the state. The Georgia State Department of Education governs the procedures for identifying and placing students in the gifted program.

AFTER SCHOOL PROGRAM
Pitner offers an After School Program from 2:15 pm until 6:00 pm on days when school is in session. All policies of the Cobb County After School Program apply. Registration for the program is required prior to attendance. Applications are available in the school office. **ASP is a prepaid program. Payment must be received prior to attendance.** The cost is $35.00 per week or $7.00 per day, with a $10 registration fee, payable in advance.

ARRIVAL
A child’s first school experience is a memorable and exciting event. To make the transition from home to school a smoother experience, we are asking parents to refrain from walking your child to his/her class after the first week of school. It is best to allow students to be as independent as possible. School staff are stationed in the hallways to provide assistance to students walking to class.

BIRTHDAYS
**J. David Grant State Farm Insurance** will present each student with a birthday pencil and **PTSA** will provide a cupcake once a month to any student celebrating a birthday during that particular month. The Pitner PTSA will oversee the distribution of cupcakes in the cafeteria. Students with weekend or summer birthdays will also be recognized. Cupcakes, cookie cakes, donuts, and other food items will no longer be needed or allowed to be brought into the school/classroom for the purpose of student birthday celebrations.

BULLYING
Bullying behavior is defined as: Willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so; or intentional displays of force such as would give the victim reason to fear or expect immediate bodily harm. **(O.C.G.A.20-2-751.4)**

1. No student shall engage in verbal or written harassment or abuse of or toward another student or students or District employees or other adults. **(Level 1-3)**
2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3)**
3. No student shall bully another student or students. At least one parent/guardian will be required to attend a conference with the Principal or designee concerning the student’s bullying offense. The school will provide information on bullying and a list of free assessment providers to the parents/guardians. **(Level 2-3)**
BUS TRANSPORTATION

Bus transportation is provided for all students living more than one-half mile from our school. Routes and schedules are available in our school office. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Bus behavior will be discussed with students and referrals for inappropriate behavior will be made to parents or guardians. We appreciate your support of our school bus drivers. Students eight (8) and under must identify themselves by wearing a yellow tag on their book bags. This is placed there simply to aid bus drivers with identification.

CIVIL RIGHTS CONCERNS

STUDENT BEHAVIOR CODE JCDA

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws, including:

- **Civil Rights Act of 1964**: Title VI and Title VII, along with Title IX Educational Amendments of 1972 (Title VI, Title VII, and Title IX)
- **Age Discrimination in Employment Act of 1967** (ADEA)
- **Americans with Disabilities Act of 1990**: Titles I, II and III (ADA)
- § 504 of the **Rehabilitation Act of 1973** (Section 504)
- PublicLaw 101-476 – **Individuals with Disabilities Education Act** (IDEA)

Discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all CCSD programs and activities. Below is a list of individuals designated to handle inquiries regarding the District’s non-discrimination policies:

<table>
<thead>
<tr>
<th>Facilities Accessibility</th>
<th>Director of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(770) 590-4518</td>
<td>514 Glover St., Marietta, GA 30060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title IX Student Issues</th>
<th>Athletic Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>(770) 426-3300</td>
<td>514 Glover St., Marietta, GA 30060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title VI Student Issues</th>
<th>Assistant Superintendent, Policy and Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(770) 426-3304</td>
<td>514 Glover Street, Marietta, GA 30060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Program Accessibility</th>
<th>Assistant Superintendent, Special Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>(770) 426-3320</td>
<td>514 Glover Street, Marietta, GA 30060</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Issues</th>
<th>Diversity &amp; Equal Employment Opportunity Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>(770) 426-3543</td>
<td>514 Glover Street, Marietta, GA 30060</td>
</tr>
</tbody>
</table>

Questions concerning policies and practices of an individual school in the Cobb County School System may be addressed to the building Principal, or to the Cobb County Board of Education, PO Box 1088, Marietta, GA 30061, (770) 426-3300.

Discrimination complaints may also be filed with:

**The Equal Employment Opportunity Commission, Sam Nunn Atlanta Federal Center, 100 Alabama St., SW, Ste. 4R30, Atlanta, GA 30303, (404) 562-6800**

Employees or applicants with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age or religion.

**The U.S. Department of Education, Atlanta Office for Civil Rights, 61 Forsyth St., SW, Ste. 19T70, Atlanta, GA 30303-3104, (404) 562-6350**

Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age, or religion.
CLINIC
A clinic monitor will be available in the school clinic daily. Children who become ill or injured at school are given health care here. Minor injuries are treated in the clinic. Parents are contacted when the injury or illness is of a more serious nature. We maintain a Clinic Card for each child designating the locations for emergency treatment. Please be certain that your child has one and that contact numbers are up-to-date. If you are contacted to pick up your child, please remember to do so in a reasonable time. Please note: A sick child does not belong in school, so please do not send your child to school if your child feels ill, is throwing up, or is running a fever. By county regulation, the child may not return to school for 24 hours following the time when the child last threw up, experienced diarrhea, or experienced a fever.

DISCIPLINE
Discipline of students is, for the most part, handled by the teachers involved. However, occasionally students will be referred to an administrator. Administrators work closely with the student, teachers, and parents involved to solve disciplinary problems in a way that will enable students to learn how to better handle life’s choices. In some cases, Cobb County Board of Education disciplinary procedures directly apply. These instances involve such offenses as possession or use of tobacco on campus or possession of weapons or look-alike weapons on campus. Copies of all Cobb County Board of Education policies may be found on the Cobb County Public Schools website. Parents receive a Parent Information Guide in the first day folder. Parents are welcome to refer to these policy manuals.

DRESS CODE
Every child at Pitner is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. The standard for dress shall be as follows:

A. All students 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 which proves to contribute to any disruption of school functions.

B. Administrators and teachers shall enforce the dress code rule, and the principal or designee shall be the final judge as to the appropriateness, neatness and cleanliness of the apparel, or whether or not apparel is disruptive, unsafe, or in violation of the dress code.

C. All students shall maintain the following minimum standard of dress:
   1. Appropriate shoes shall be worn, lace up shoes preferred.
   2. Midriffs shall be covered.
   3. Appropriate undergarments shall be worn and may not be visible.
   4. No strapless or spaghetti strap tops shall be worn.
   5. Appropriate shorts, as determined by the school administration, may be worn.
   6. No caps, hats, bandannas 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.
   7. Clothing or ornamentation that does any of the following is prohibited:
      a. Displays or advertises substances illegal to minors.
      b. Displays suggestive phrases, designs, markings or profanities.
      c. Advocates, promotes, or suggests illegal activity.

D. Local schools may establish additional requirements for student dress, including school uniforms. These additional requirements must be approved by the Area Assistant Superintendent and reviewed by the Board attorney.

E. Parents or students who have specific questions about a garment’s appropriateness should consult the local school handbook and/or the local school administration.
EARLY PICK-UP
Should an emergency arise and you need to pick up your child, come to the school office. **DO NOT** go directly to the classroom, as the teacher will not release your child. If it is necessary to pick up your child prior to 1:40 pm, write a note to the teacher indicating the time you will pick up the child. When arriving at the school, please stop by the office and sign your child out. The office personnel will call to the classroom for the child. You may not check your child out after **1:45 pm**. After that time, you may wait in the carpool line or the school lobby for your child for 2:15 dismissal.

EARLY RELEASE DAYS
The Cobb County Board of Education may approve Early Release Days for students. This information will be advertised on the school website, district website and school marquee. The After School Program will be available to students on Early Release Days.

FIELD TRIPS
Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. Field trips are first and foremost an educational experience that supports the curriculum. To attend, a student must have written permission from the parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. The cost of transportation and admission must be paid by donation. A donation is requested from parents of the participating students to help cover these costs. No student is ever excluded from any trip for financial reasons. However, field trips may be cancelled if sufficient funds are not donated.

INCLEMENT WEATHER
The decision to close Cobb County Schools due to inclement weather is made by 6:00 am and reported to local radio and television stations; tune in for information on school closings. School closings are also posted on Cobb County’s website at [www.cobbk12.org](http://www.cobbk12.org). Parents can sign up to receive mobile alerts by texting CCSD to 84700. **Please do not call the school office**, as all phone lines must be used for emergencies. Your child should attend school unless you have heard that all Cobb County Schools have been closed.

LOST AND FOUND
We suggest that you tag or write your child’s name (first and last) in the clothing he or she wears to school, especially coats. The school will hold lost and found items only for a reasonable time. Clothing that is not reclaimed is periodically donated to a charitable organization.

LUNCH
A nutritious and attractive lunch is served daily. Student lunches are $2.15 daily or $10.75 per week. Adult lunches are $3.25 daily. Extra milk or 100% fruit juice (8 oz.) is $.50 per carton. Please do not send carbonated soft drinks with lunches from home. **Commercial lunches (McDonald’s, Burger King, etc.) are not allowed in the cafeteria for students.** Monthly menus are available on the Cobb County website, [http://www.cobbk12.org/centraloffice/foodservices/index.htm](http://www.cobbk12.org/centraloffice/foodservices/index.htm). All guests are welcomed and asked to sit with their child.
MEDICATIONS AND HEALTHCARE AT SCHOOL
Questions and Answers

1. **Does the school provide medications?**
   No, the school does not provide medication. Medication must be brought to the front office or school clinic in its original container by the parent/guardian. An “Authorization to Administer” medication form must be completed.

2. **May the parent/guardian bring and give medications to their student?**
   Yes, a parent/guardian may come to school and give their child medication. Appropriate visitor sign in procedures should be followed.

3. **Where can I find authorization forms?**
   Authorization forms are found in the front office, school clinic, or online. To find forms online, go to [www.cobbk12.org](http://www.cobbk12.org). Click on the General Information tab, and select “Policies and Rules”. Click on Section “J-Students”. Find Administrative Rule JLCD (Student Welfare: Medication). Click on the form needed.

4. **Why do I need a doctor’s note for adult-strength over-the-counter medication when my doctor has told me this is appropriate for my student’s weight (or condition)?**
   The school nurse wants to protect your child and must follow guidelines for dosage recommended by the manufacturer.

5. **How do students get their medications at the After School Program (ASP)?**
   The principal, with input from the licensed school nurse, and the After School Program Director, will determine by whom and how medication will be secured and administered at ASP.

6. **Why do medications have to be in the original container?**
   The original prescription container includes the name of the medication, the patient’s name, the prescribing doctor, the proper dose, how and when it should be given, how long the medication should be given, when the medication expires, and the pharmacy where the medication was purchased. All of this information is necessary for the school nurse to administer medication in a safe manner.

7. **What if my child’s medication or dosage changes?**
   Parents/guardians must inform the school nurse of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.

8. **Can my child take herbal medication at school?**
   No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.
9. **May my child carry cough drops at school?**
   All students may carry cough drops and throat lozenges as long as an “Over-the-Counter Medication Permission” form is completed and the school nurse has the original completed form on file. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

10. **May my child carry over-the-counter medication at school?**
    Middle and high school students (grades 6-12) may carry certain over-the-counter medications; ibuprofen (i.e.: Advil, Motrin, Midol), acetaminophen (Tylenol), aspirin, antacids, cough drops and throat lozenges with a completed “Over-the-Counter Medication Permission Form” on file in the clinic. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

11. **Can my child carry his asthma inhaler at school?**
    Yes. Students may carry inhalers, Epipens or insulin with a completed “Authorization for Student to Carry a Prescription Inhaler, Epipen or Insulin” form on file in the clinic.

12. **Why is there a place for the health care provider to sign the authorization form for my child to carry their inhaler at school?**
    The health care provider’s signature indicates that your child has been instructed on the proper use of their inhaler and that your child is responsible for administering it to himself/herself without supervision. The form can be faxed to the Health Care Provider and then faxed back to the individual school nurse.

13. **Why do I have to have a prescription label on the inhaler/Epipen?**
    The prescription on the inhaler/Epipen includes the child’s name, how often it is to be used and what dose is appropriate for your child. It is difficult to keep the label directly on the inhaler. You can write your child’s name on the inhaler and bring the labeled prescription box to the school nurse.

14. **If my child is sick, why can’t I bring them medicine and send them back to class?**
    You can, unless your child has a fever, vomiting, two episodes of diarrhea, a rash that may be contagious, or any other condition that the school nurse or administrator believes may be contagious or disruptive to the class or teacher.

15. **If I give my child Tylenol for a fever, can I still send them to school?**
    If the fever is more than 100.9 degrees F before you give them Tylenol, your child cannot come to school. Your child may return to school when his/her temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours if she/he feels well and is not showing any signs of illness.

16. **If I give my child Tylenol for aches/pains, can I still send them to school?**
    Your child is welcome at school while taking Tylenol and any other over-the-counter medication for an injury, dental work, etc. However, if the medication is for a sore throat, earache or flu-like symptoms, please keep them at home.

17. **Why can’t I put medicine in my child’s lunch box if he/she has to take medicine at lunch?**
    Medication in a lunch box could be lost or taken by another child. If a staff member found the medication, it could be considered an illegal drug with consequences according to the Code of Conduct. Medications must be brought to the front office or school clinic by parents/guardians in the original and properly labeled container.

18. **If I treat my child for lice, can I send them back to school the same day?**
    Yes. Please bring your child back to the school nurse to be rechecked.
19. **Why do I have to bring in a box top to verify lice treatment?**
   A box top from the product provides the school nurse with the type of treatment that was used and confirms that treatment was provided for the child since a prescription is not necessary for treatment of head lice.

20. **How much time do I have to get to the school if the nurse calls me to pick up my child because he’s sick?**
   You, or a person you designate, should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You, or a person you designate, must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

21. **How long will my child’s over-the-counter medication be given at school?**
   Over-the-counter medication may be given with parent/guardian permission as needed throughout the school year. A doctor’s note is required for over-the-counter medication that is given for more than 10 consecutive school days.

22. **What happens to my child’s medication at the end of the school year?**
   All medications not picked up by parents by the last day of school will be destroyed.

**PARENT INFORMATION GUIDE**

The Cobb County School District provides each student with a Student Policies and Special Information Guide. Parents are responsible for reading and understanding this information. Parents are required to sign the Receipt of the Parent Information Guide form at the beginning of each school year. It is enclosed in the opening day packet.

**PARKING**

Please utilize the front parking lot when you are on the school grounds and observe “No Parking” areas. The front loading zone must be clear at all times due to fire safety regulations and you will be ticketed if you park in the “No Parking” areas. Parents may park along the front curb and wait for students in front of the school beginning 30 minutes prior to dismissal. Please do not park on the grass or on Wade Green Road. During the evening PTSA meetings, the bus loading area on the side of the building may be utilized for parking. All drivers are to adhere to the directions of the Safety Officer and Fire Marshall.

**PARTIES**

Pitner will have TWO non-instructional parties – one prior to the mid-winter break and the other at the end of the school year. In order to build a healthy school environment, the Cobb County School District is integrating its wellness policy (Administrative Rule, EFJ). It is useful to have alternative party ideas to incorporate healthy and nutritious snacks. Healthy food options include:

- Low fat or nonfat plain or flavored milk, 100% juice, water, flavored/sparkling water (without added sugar or sweeteners), sparkling punch (seltzer and 100% fruit juice); Fruit smoothies; Fresh fruit assortment, fruit and cheese kabobs, fruit salad;
- Dried fruit, 100% fruit snacks; Vegetable trays with low fat dip; Waffles or pancakes topped with fruit; Pretzels, low fat popcorn, rice cakes, breadsticks, graham crackers, and animal crackers; Angel food cake, plain or topped with fruit; Bagel slices with jam, whole wheat English muffins, hot pretzels; Pizza with low fat toppings; Ham, cheese or turkey sandwiches and wraps; Quesadilla or bean burritos with salsa; Low fat breakfast or granola bars; low fat tortilla chips with salsa or bean dip; Trail/cereal mix.

*Adapted from Healthy Celebrations, Connecticut State Department of Education, Bureau of Health and Nutrition Services and Child/Family/School Partnerships, May 2005*
PERSONAL ITEMS
Students are not to bring any personal playthings, novelties, pets or equipment to school unless given prior permission by a school staff member. Students shall not possess, handle, or transmit, while on school property or on a school bus, any dangerous weapon or instrument. Knives of any sort are strictly prohibited by School Board policy. **Handheld games (Gameboy, etc.) are NOT allowed in the school.**

PHYSICAL EDUCATION
Regular physical education instruction is required by Georgia State Law, and participation is mandatory except for health reasons. A dated written note from a physician explaining the nature of the illness or injury should be presented to the physical education teacher and specifically state the length of time before normal participation can be resumed. Everyday school dress is acceptable for participation. However, girls need to wear shorts under their skirts and dresses for greater freedom of movement and maximum participation. Tennis shoes/sneakers with either laces or Velcro closures are required. Slip-on and "casual" style shoes do not provide adequate support, and for safety reasons, are not acceptable. Your child cannot participate satisfactorily without fulfilling the dress requirement. The above requirements will be strictly enforced for safety reasons, prevention of accidents, and maximum participation.

RECESS
An additional physical activity break beyond physical education may be provided to students at the teachers’ discretion.

SCHOOL DAY
Starting Time: 7:45 am
Do not drop your child off prior to 7:15 am.
Student arrival time is between 7:15 am and 7:45 am.
Dismissal Time: 2:15 pm

Tardy: Any child that arrives later than 7:45 am loses valuable instructional time. If a child is tardy, he/she must report to the school office to receive an admission slip for class. **Parents must accompany their child for late sign-in.**

STUDENT APPOINTMENTS
Medical or other appointments should be scheduled outside of school hours whenever possible. If a child needs to be dismissed early, he/she should bring a note to the classroom teacher stating time and reason. Such absences are excusable if they do not exceed one-half of the school day. Parents must sign the child out in the school office. For safety reasons, your child must be dismissed only through the main office. Please do not go directly to the classroom to get your child. The teachers have been asked not to release your child without a call from the office.

TELEPHONE
Please be sure that your child has all the necessary instructions for the day prior to leaving for school. Students are allowed to use the telephone for emergencies only.

TOBACCO PRODUCTS
The Board of Education unanimously approved the revised Policy GAF Use of Tobacco Products. This policy prohibits the use of tobacco products by employees or visitors in school system buildings, offices, and vehicles while on school property.
TRANSPORTATION

Buses
All students are encouraged to ride the school bus each day. Students who ride buses will only be allowed to ride the bus to which he/she is assigned. Students will only be allowed to board and depart at their assigned stop. In order for a student to ride another bus or depart at a different stop, parents/guardians must send a note to be signed by the administration and given to the bus driver.

It is very important that any change in your child’s transportation be sent to the teacher in writing.
NO CHANGES IN ANY STUDENT’S DISMISSAL PLAN WILL BE TAKEN OVER THE PHONE.
Only faxes or hand delivered notes will be accepted. Student check-out through the office must be completed by 1:45 pm. Pitner’s fax number is 678/594-8319.

Car Riders
If a child is transported by car (morning or afternoon), please use the front drive only. For the safety of our children, all cars picking up in the afternoon will need a Pitner car tag. Each family may obtain up to two car tags from the front office. All children’s names and grades are written on each car tag. Please help us protect our children by driving slowly, patiently, and cautiously during school hours.

*Students should enter and exit cars from the curb side only.
**Drivers should remain single file in the outside lane for drop off at the curb.
***Drivers need to pull all the way up around the circle so up to 7 cars can exit at a time
****Please have your child ready to exit the car immediately when you pull up
*****Children are NOT to be dropped off on Wade Green Road or bus loop.
DO NOT change lanes at the last minute.

VISITORS/PARENTS
All visitors (including parents and guardians) must report to the school office, sign in and obtain a visitor’s sticker to visit any part of the school. After 8:00 a.m. each day the front entrance door will be locked and visitors must identify themselves in the camera to be buzzed into the building.
COBB COUNTY
Board of Education
Community with a Passion for Learning!

Chris Ragsdale, Superintendent
Office: 770-426-3453

DISTRICT REPRESENTATIVES
Post 1 Randy Scamihorn  Post 4 David Chastain
Post 2 Susan Thayer    Post 5 David Banks
Post 3 David Morgan    Post 6 Scott Sweeney
Post 7 Brad Wheeler

COBB COUNTY BOARD OF COMMISSIONERS
Tim Lee, Chairman • 770/528-3300

DISTRICT 1  DISTRICT 2  DISTRICT 3  DISTRICT 4
Helen Goreham  Bobb Ott  Jo Ann Birrell  Lisa Cupid
770/528-3313  770/528-3316  770/528-3317  770/528-3312

GEORGIA BOARD OF EDUCATION
(Sixth Congressional District)
Barbara Hampton, CPA • 404/657-7410

GEORGIA CONGRESSMAN
(Sixth District)
The Honorable Tom Price
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GEORGIA SENATORS
The Honorable Saxby Chambliss • 202/224-3521
416 Russell Senate Office Building
Washington, D.C. 20510
The Honorable Johnny Isakson • 202/224-3643
120 Russell Senate Office Building
Washington, D.C. 20510
End of Grade Assessments (formerly CRCT) will continue next year for grades 3-8. Students in grade three will have to pass the reading portion of the test to advance to fourth grade, and students in grade five will have to pass the reading and math portions of the test to advance to sixth grade.

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>TESTING PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Georgia Kindergarten Inventory of Developing Skills Reporting Dates</td>
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<tr>
<td></td>
<td>Student Growth Measure</td>
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<tr>
<td>First Grade</td>
<td>Cognitive Abilities Test</td>
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<tr>
<td>Second Grade</td>
<td>Student Growth Measure</td>
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<tr>
<td>Third Grade</td>
<td>Cognitive Abilities Test (CogAT)</td>
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<tr>
<td></td>
<td>Iowa Assessment</td>
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<td></td>
<td>Georgia Milestones End of Grade Assessment</td>
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<td></td>
<td>Student Growth Measure (SGM)</td>
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<td></td>
<td>Georgia Milestones End of Grade Retest – Reading Only</td>
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<tr>
<td>Fourth Grade</td>
<td>Georgia Milestones End of Grade Assessment</td>
</tr>
<tr>
<td></td>
<td>Student Growth Measure (SGM)</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Iowa Assessment</td>
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<td>Georgia Milestones End of Grade Assessment</td>
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<tr>
<td></td>
<td>Student Growth Measure (SGM)</td>
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<tr>
<td></td>
<td>End of Grade Assessment Retest – Reading &amp; Math</td>
</tr>
<tr>
<td>All Grades K-5</td>
<td>Student Growth Measure Pre and Post Tests</td>
</tr>
<tr>
<td></td>
<td>Accessing Comprehension &amp; Communication State to State for English Language Learners – ELL students only</td>
</tr>
<tr>
<td></td>
<td>Georgia Alternative Assessment</td>
</tr>
</tbody>
</table>
### RESPECT:
Showing regard for the worth of someone or something

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Self-respect*</td>
<td>Pride and belief in one's self and in achievement of one's potential.</td>
</tr>
<tr>
<td>2</td>
<td>Respect for Others*</td>
<td>Concern for and motivation to act for the welfare of others.</td>
</tr>
<tr>
<td>3</td>
<td>Respect for Authority</td>
<td>Respect for those individuals who are in positions of responsibility.</td>
</tr>
<tr>
<td>4</td>
<td>Respect for Learning and Punctuality*</td>
<td>Appreciation for the importance of and effort involved in acquiring knowledge. Showing high regard for the worth of promptness.</td>
</tr>
</tbody>
</table>

### INTEGRITY:
Steadfast adherence to a strict code of moral, ethical or artistic values; to consistently be truthful, sincere, and fair. Keeping one's word.

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Honesty*</td>
<td>Truthfulness and sincerity; free from deception.</td>
</tr>
<tr>
<td>6</td>
<td>Trustworthiness</td>
<td>Worthy of confidence; reliable; dependable.</td>
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<tr>
<td>7</td>
<td>Self-control</td>
<td>The power to direct or regulate your actions and emotions.</td>
</tr>
<tr>
<td>8</td>
<td>Justice / Fairness*</td>
<td>Correct, proper, and reasonable treatment of behavior and viewpoints of others.</td>
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</tbody>
</table>

### RESPONSIBILITY:
Taking care of one's self and others; to carry out a duty or task carefully and thoroughly

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Cheerfulness*/ Positive Attitude</td>
<td>Good humored, bright and pleasant. Realistic positive confidence of feeling toward one's self.</td>
</tr>
<tr>
<td>10</td>
<td>Accountability</td>
<td>Being responsible for your decisions and actions; dependable.</td>
</tr>
<tr>
<td>11</td>
<td>Honor</td>
<td>A sense of what is right, just and true; privilege.</td>
</tr>
<tr>
<td>12</td>
<td>School Pride / Cleanliness*</td>
<td>Care and satisfaction in your school’s environment, achievement and success.</td>
</tr>
</tbody>
</table>

### CITIZENSHIP*:
Respectful devotion or allegiance to one's country and/or school

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<thead>
<tr>
<th>Week</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>Democracy</td>
<td>Individual, responsible participation in decision making; government by the people.</td>
</tr>
<tr>
<td>14</td>
<td>Patriotism*</td>
<td>Respectful devotion or love to one’s country.</td>
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<tr>
<td>15</td>
<td>Service* to Others</td>
<td>Useful, usable, and required duty to others.</td>
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<tr>
<td><strong>COMPASSION</strong>*: Showing concern or sympathy for others</td>
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<td>-------------------------------------------------------</td>
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<tr>
<td>Week 16</td>
<td>Gratitude</td>
<td>A feeling of thankful appreciation for benefits received.</td>
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<tr>
<td>Week 17</td>
<td>Generosity</td>
<td>Unselfish willingness to give and share your time and talents in your community.</td>
</tr>
<tr>
<td>Week 18</td>
<td>Kindness*</td>
<td>Being gentle, willing to help, friendly, courteous, and considerate.</td>
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<thead>
<tr>
<th><strong>RESILIENCE</strong>: The capacity to successfully manage high levels of change</th>
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<tbody>
<tr>
<td>Week 19</td>
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<td>Week 20</td>
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<td>Week 22</td>
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<td>Week 23</td>
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<tr>
<th><strong>TOLERANCE</strong>*: Consideration for the individual differences, views and beliefs of other people</th>
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<tbody>
<tr>
<td>Week 24</td>
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<td>Week 25</td>
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<td>Week 26</td>
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<td>Week 27</td>
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<thead>
<tr>
<th><strong>COMMITMENT</strong>: The obligation or pledge to carry out some action or to support some policy or person</th>
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<tbody>
<tr>
<td>Week 28</td>
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<tr>
<td>Week 29</td>
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<tr>
<td>Week 30</td>
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<td>Week 31</td>
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<tr>
<th><strong>ACCOMPLISHMENT</strong>: Pride and appreciation for attaining one's goals</th>
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<tbody>
<tr>
<td>Week 32</td>
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<td>Week 34</td>
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<td>Week 35</td>
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<td>Week 36</td>
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<td>Week 37</td>
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