



PICKETT'S MILL ELEMENTARY STUDENT HANDBOOK 2018 ~ 2019



One Team, One Goal: Student Success

Afternoon Dismissal: If your child is a car rider in the afternoon, please place the yellow car rider sign in your front windshield or side window with your child's name and grade level. If you do not have your yellow sign displayed, you will need to park and come into the office to sign out your child.

Check out of students is done through the front office. Please do not go to the classroom to pick up your child as it is disruptive to the instructional program. Due to activity in the office, hallways and classrooms at the end of the day and to assure the safety of all of our students, we will not check students out after 1:45.

After School Program (ASP): Our after school program is a **pre-paid** program. There is a \$10 registration fee and \$7 daily attendance fee. ASP closes promptly at 6:00 p.m. Late fees are charged at the rate of \$1 per minute for arrival after 6:00 p.m.

We are fortunate to offer many unique after school enrichment classes. All after school enrichment classes are operated through our ASP program. All students attending an after school enrichment class must have a current ASP registration form on file along with submitting the one-time registration fee. On the days students are attending an after school enrichment class, the \$7 ASP fee applies and must be paid in advance. Students attending after school enrichment classes will sign in to ASP and receive a snack prior to attending their enrichment class.

Staying in ASP is a privilege for students and a convenience for parents. Students with unacceptable behavior, parents with late pick ups or non-payment will result in student dismissal from the program.

Birthday Treats: If you send a special birthday treat for your child's class, it will be served during lunch time in the cafeteria. Please make sure that treats are individual snacks (for example cupcakes, cookies, doughnuts). Please discuss treats with the teacher in advance to proactively address allergy concerns. We respectfully request that you do not bring party favors or balloons to school as it causes a significant disruption.

No invitations to private parties will be distributed at school. If you wish to send invitations to your child's classmates outside of school, please contact your class room parent for student contact information.

Cell Phones and Electronic Devices: Student cell phones and electronic devices should only be used for educational purposes during the school day at the discretion of the teacher. Personal electronic devices of any kind (e-readers, cell phones, tablets, etc.) are only allowed in BYOD classrooms. Cell phones and electronic devices *should not* be used on school buses, at recess, during lunch or during ASP.

Communication: We encourage parent/teacher communication in order to create an effective home/school connection to benefit your child. Please contact teachers via note, Cobb County School District email or school phone (770-975-7172). You should not communicate with teachers via their personal email, cell phone or text. In order to minimize interruptions to the instructional program, calls to teachers during the school day will be sent to the teacher's voicemail. You should receive a response within 24 hours.

If you have a question or concern, you should contact your child's teacher first in order to resolve the matter. If further attention is needed, please contact administration.

Daily Schedule:

7:15 School Opens	7:45 Morning Announcements	7:50 Tardy Bell
2:10 ASP/Car Riders Dismissal	2:15 Bus Dismissal	2:35 Car line concludes

Dress Code: Students should dress in a manner appropriate for an academic learning environment. Tank tops should have shoulder straps at least two inches wide or be worn with a jacket. Hats or hoods should not be worn inside the building. **Shorts and skirts should be fingertip length.** If your child's dress does not meet school expectations, you will be contacted to bring appropriate clothing. We respectfully request that adult guests in our school adhere to these same minimum dress code expectations.

Forgotten Items: If your child forgets a critical item during the school day, please place the item on the Oops! table in the lobby. Students and teachers know to check the table periodically throughout the day. After school, students are not allowed to return to class to retrieve non-critical items. Students will be allowed to return for critical items such as glasses.

Foundation: Our Pickett's Mill Foundation is a non-profit 501(c)(3) organization which exists to provide financial and volunteer support for academic programs and facility improvements. We currently support many initiatives including Leader in Me, STEM, and online instructional programs. <https://www.pickettsmillfoundation.com/>

Lunch: If you choose to eat lunch with your child, please meet your child in the cafeteria at their lunchtime. Please enjoy a school lunch or a sack lunch from home. We ask that you refrain from bringing in food from outside restaurants. When lunch has concluded, we ask that you say your goodbyes as your child exits the cafeteria.

Morning Arrival: Students may enter the school building at 7:15 a.m. Please make sure your child is on time to school each day; in their classroom ready to begin work at 7:50 a.m. Car riders should be dropped off in the designated car lane at the curb. **For the safety of all of our students, please do not park and walk your student across to the school. If your child is tardy, please park and walk them into the office.**

Parking: Our parking is extremely limited. Please be sure you are parking in a parking space and not along the curb in front of the school. This curb is designated as a fire lane and any cars parked in this area (except for 30 minutes prior to or during dismissal) are subject to being ticketed per the Fire Marshall. Please do not park in a handicapped space unless you are legally allowed to do so.

PTA: The mission of the Georgia PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Our PTA sponsors many school initiatives and events including science fair, Reflections, Science Olympiad, Bingo Night, WatchDOGS and Spring Fling.
<https://pickettsmillpta.weebly.com/>

Transportation: *It is suggested that your child ride the school bus.* This ensures they arrive on time and is a very efficient way to get to and from school. If you have a concern related to a school bus, please contact the CCSD Transportation Department (678-594-8000). Our District 1 Field Coordinator is Mr. Dimitri Wilson.

Transportation Changes: Please send a note to your child's teacher in the morning if there will be a change for afternoon dismissal. Phone calls (770-975-7172) and fax (770-975-7121) changes made during the day should only occur in *emergency situations*. Email changes for dismissal are not accepted. **No changes can be made after 1:30 p.m.**

If your child is riding a different bus or getting off the bus at a stop that is not their assigned stop, they must have a bus pass (not a parent note). Bus passes can be located in your Family Information Folder received at Meet and Greet and on the CCSD transportation site: <http://www.cobbk12.org/centraloffice/transportation/faq.aspx#2>

Tutoring: It is against Cobb County School District policy for teachers to receive pay to tutor students in their classrooms. We do not endorse any private tutoring companies.

Volunteers & Visitors: Volunteers and visitors should always sign in through the front office and wear a visitor's badge. Staff members are asked to redirect anyone without a visitor's badge. This is for the safety and protection of all our students.

Parents are encouraged to conference with their child's teacher as needed. Conferences must be scheduled in advance. Parents are not allowed to visit classrooms or conference with teachers unless it is pre-arranged.

If you would like to observe in your child's classroom, we ask that you provide a 24 hour request to the teacher.

You are welcome to walk your child to class in the morning during the first week (1st-5th grade) or two weeks (kindergarten) of school. We would like to encourage students to walk to class on their own to develop independence and responsibility as soon as possible. There are always staff members located in key points in the hallways to assist students in getting to class. Beginning August 10th, we ask that all students walk to class on their own.

Watch D.O.G.S.: Watch D.O.G.S. invites fathers, grandfathers, uncles, big brothers and father figures to volunteer at least one school day. We also appreciate Watch D.O.G.S. volunteering for a portion of the day such as during morning car arrival and parking for special events. We request that all WatchD.O.G.S. wear their WatchD.O.G.S. shirt when volunteering.

Watch D.O.G.S. perform a variety of volunteer activities including car/bus duty, engaging with students during recess, helping in the classroom and working with small groups of students on instructional activities. We only allow Watch D.O.G.S. volunteers who are directly connected to a Pickett's Mill student and these wonderful volunteers are always under the direct supervision of Pickett's Mill staff and/or working with students in visible, public locations.