

**“Building Tomorrow’s Leaders Today”**

2024-2025 Student and Parent Handbook

**Afternoon Dismissal** We will continue using our schoolwide transportation/dismissal program found in your ParentVue account**.  ALL STUDENTS must have their default daily transportation mode selected by you prior to the 1st day of school.** The enrolling adult for your child/children is the only person who will be able to make changes with this system.    
   
The transportation portal in ParentVUE will allow you to pre-set your child's daily afternoon transportation options for Monday-Friday (car rider, bus rider, ASP, Club, Walker, etc) via your ParentVue account.  If there is a change to one of the days, you will go into your account and make the temporary change in your ParentVUE account.  ASP clubs will begin a few weeks into the school year, so at this time, that option should not be used.  Once our clubs are running, you will need to go in to the ParentView portal and add that as an option if you have registered your child for an ASP club.  
   
**The program eliminates the need to send in notes or make phone calls for dismissal changes.  We no longer accept notes or phone calls for transportation changes and all daily transportation changes MUST BE MADE IN PARENTVUE**.  A parent user guide is attached to this email that walks you through the steps of setting up your child's daily default transportation selections and explains how to make changes to those defaults from the ParentVUE account.    
   
Also, with the system, we will still use car hang tags with student names on them for our afternoon car riders (you can get those from your child's teacher.  ParentVUE will create a unique barcode for each of our students that you will need to print off and display in your car or save on your phone to use if your pick-up your student in our afternoon car line.  The attached user guide will walk you step by step through what you need to do for each of your children so we can make sure that all our Pirates get home safely each day as we start our new school year.

Check out of students is done through the front office. Please do not ever 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 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 $20 registration fee and $10 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 be registered for ASP in case of an emergency and they need to stay in ASP to wait on a late pick-up after their enrichment class is complete. On the days students are attending an after-school enrichment class, the $10 ASP daily fee applies if they stay in ASP on any given day. Students attending after school enrichment classes will go directly to the cafeteria on the afternoon their class meets to meet their instructor who will take all their students to the enrichment class location.

Staying in ASP is a privilege for students and a convenience for parents. Students with unacceptable behavior, parents with late pickups 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. We ask that you only send in doughnuts or cookies as the treat. No cupcakes or cakes please. Also, 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 classroom 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 to be used at the teacher’s discretion. **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 to create an effective home/school connection to benefit your child. Please contact teachers via note, Cobb County School District email, CTLS Parent or our school phone (770-975-7172). You should not communicate with teachers via their personal email, cell phone or text. 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 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 check in with the front office and they will ask you to label the item and then ask you to place it on the table in the front lobby. Items that are labeled and place on the table will be delivered to classrooms periodically throughout the day.

**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, Orton-Gillingham Training and Supplies, 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 and you will eat with them on the stage at their lunchtime. Classmates are not allowed to eat on the stage with you and your child. 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.**

**Parent Vue:** In order to view student progress reports, digital report cards, and grades through the ParentVue portal.

**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 the Science Fair, Reflections, Science Olympiad, Bingo Night, Movie Night, School Dances, and Spring Fling.

[**https://pickettsmillpta.weebly.com/**](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 Mrs. Brooke Hatcher.

**Transportation Changes:** All changes to afternoon transportation must be made on GoSafe through ParentVue. 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.**

Riding a different bus than the one you are assigned to is no longer allowed per the CCSD Transportation Department. There are no bus passes to ride home with a friend who rides another bus.

**Tutoring:** It is against Cobb County School District policy for teachers to receive pay to tutor students in their classrooms. You can, however, ask for a list of PMES teachers or retired teachers who do tutor in the afternoons and who do not teach your child.

**Volunteers & Visitors:** Volunteers and visitors should always sign in through the front office and wear a visitor’s sticker. Staff members are asked to redirect anyone without a visitor’s sticker or 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.

You are welcome to walk your child to class in the morning during the 3 days of school. After that, 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.