



BELMONT HILLS Elementary School

Family Handbook 2026 -2027

Absences: CCSD follows state laws regarding student attendance. You may find the [CCSD attendance policies](#) here. If your child is absent, an automated text is sent to the cell phone number listed in ParentVUE. Please reply to the text with a message stating the nature of the absence. You may send handwritten or doctor's notes to BelmontHills@cobbk12.org

Afternoon Dismissal:

All families are required to designate each child's regular daily dismissal through ParentVue. This requirement should be completed prior to the first day of school but can be adjusted any time. Only the enrolling adult ParentVue account can be utilized for this process. The front office and teachers cannot accept phone calls, emails, or notes for any dismissal changes.

Dismissal Changes: *Changes to dismissal can be made through ParentVue. No dismissal changes can be made after 1:40.*

Bus Riders: We encourage all families to utilize the Cobb County School District provided bus service. This ensures students arrive at school on time each day. The CCSD "EduLog" app provides real time information regarding your bus location!

Car Riders: If your child is a car rider in the afternoon, please utilize the barcode issued through ParentVUE. You may print it out for your car windshield or access it from your phone. If you do not have your barcode available to scan, you must come into the office to sign out your child.

Early Check-Out: Any student needing to be checked out early must do so at the front office. Student check-out ends at 1:45.

After School Program (ASP): Our After School Program is managed through the [Elevo](#). 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. ASP is housed at Green Acres Elementary; students will be transported to Green Acres after school and must be picked up there.

ASP is a pre-paid program and balances must remain positive for students to attend ASP.

Backpack Buddies: Thanks to the generosity of Mount Paran Church, we provide a weekend food program for a

limited number of students. If your child would like to participate, please complete the form at the beginning of the year.

Birthday Treats: If you send a special birthday treat for your child's class, it will be served during lunchtime in the cafeteria. Please make sure that the treats are individual snacks (for example cupcakes, cookies, doughnuts). Our café also is available to provide birthday treats for your child's class. Please reach out to our lunchroom manager via email tiffany.eisner@cobbk12.org for more information. 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.

Cell Phones and Electronic Devices: Cell phones, smart watches and personal electronic devices should not be used during the instructional day, at recess, during lunch, ASP, or on field trips unless medically necessary with a doctor's note.

Classroom Visits: You are welcome to walk your child to class in the morning during the first week of school, August 3 - 7. 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 in the hallways to help students get to class.

Clubs: We offer several clubs & student organizations after school. See our website for a complete list. Participation forms will come home at the beginning of the year. **Students who are not picked up promptly at 3:30 may be dismissed from the club.**

Communication: We encourage parent/teacher communication to create an effective home/school connection. Please contact teachers via CTLs. To minimize interruptions to instructional time, calls to teachers during the school day, we ask that you message them on CTLs.

If you have a question or concern, please contact your child's teacher. If further attention is needed, please contact administration.

Daily Schedule: School dismisses at 2:10 and all walkers, car riders, and daycare students must be picked up by 2:30.



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Elementary School

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Arrival:

7:15 School Opens
7:45 Morning News
7:50 Tardy Bell

Dismissal:

2:10 All bus/walkers/ASP/daycare dismissed per ParentVUE
2:20 First load buses dismiss
2:30 Car Rider Concludes/All Students Picked Up

Dress Code: Belmont Hills Elementary students are required to follow the [CCSD Dress Code](#) along with our Standard School Attire that exemplifies our united approach to excellence.

Shirts: navy, light blue, or white (no logos) with collar

Pants/Shorts/Skirts/Jumpers: navy or khaki (free from holes), no shorter than 3" above the knee

Sweaters/Sweatshirts: solid navy, light blue, white or gray (non-hooded and no logos)

Friday Spirit Days: Any Belmont Hills spirit wear shirt with jeans are permitted or standard school attire

Out of Standard School Attire: Teachers will contact the parent as a courtesy, and then the office will call and request a change of clothing.

Field Trips: Field trip permission forms will be sent to the enrolling adult in ParentVUE. The enrolling adult should give permission on ParentVUE by the date requested. We cannot give permission after the cut-off date as several reminders are sent.

Lunch: If you would like to join your child for lunch, please sign in with the front office and wear a visitor's sticker. You are welcome to enjoy your lunch with your child at the special guest seating at the round tables. **Please do not allow any other students to join you.**

Medications: A medication form must be completed by parents prior to medicine being dispensed (prescription or non-prescription). Authorization forms may be obtained by contacting the school nurse by phone or email Ollie.Davis@cobbk12.org.

Illnesses: Please do not send children to school who feel ill or who have had a temperature of 100+ degrees before you give them medication or have vomited two or more times within the past 24 hours. Students may not return to school until fever-free without medication for 24 hours.

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 only be dropped off in the designated car lane on the side of the school. If your child is tardy, please park and sign them in at the front office.

Parking: Our parking is limited. Please be sure you are parking in a parking space and not in a fire lane or other non-designated parking space. The curb at the front school should not be utilized as a drop-off area.

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. Your Belmont Hills PTA sponsors many school activities and events. We would love for every family to be a member!

Report Cards/Progress Reports: K-3rd grade report cards are standards-based and 4th-5th grade students receive traditional grades. Report cards are available on ParentVUE at the end of each quarter. Progress reports are sent home at the 4 ½ week mark for students performing below level. 4th & 5th grade parents are encouraged to check ParentVUE weekly.

Tutoring: It is against Cobb County School District policy for teachers to receive pay to tutor students in their classrooms.

Volunteers & Visitors: Per state law and CCSD policy, volunteers and visitors should always sign in through the front office and wear a visitor's badge. All visitors must present a physical ID for entry into the building for all visits and activities.

Parents are encouraged to conference with their child's teacher as needed. For the safety of all students and to protect instructional time, conferences should be scheduled in advance. Teachers are not allowed to schedule meetings when students are present unless it is before/after school or during their planning time.