



...opening new doors

**2011-2012** CHEATHAM HILL  
ELEMENTARY **PTA**  
**HANDBOOK**

2011-2012

# CHEATHAM HILL ELEMENTARY



**Cheatham Hill Elementary School**  
**1350 John Ward Road**  
**Marietta, GA 30064**  
**678-594-8034**

PTA Website: [www.cheathamhillpta.org](http://www.cheathamhillpta.org)

School Website: [www.cobbk12.org/CheathamHill](http://www.cobbk12.org/CheathamHill)

August 15, 2011

Dear Cheatham Hill Families and Teachers,

We are excited and enthusiastic to welcome you to the 2011-12 School Year! Your PTA executive board has been working hard all summer to start your year off in a fabulous way and we want to ensure your students have everything necessary to make this a productive year.

Our PTA theme for 2011-12 is ***“Opening New Doors.”*** We believe that the new physical addition to our school is symbolic of the growth and new experiences our students are sharing as part of the Cheatham Hill community and our PTA is here to open new doors to our students and staff through our programs, events and enrichment activities. Won't you join us to make these possible?

Our commitment to you is that we will be available to assist you as parents and teachers in our community, so that our children may reach and fulfill their goals. We have enclosed PTA and school information for you to keep handy throughout the year.

We truly appreciate our Cheatham Hill families and thank you for all you do to make Cheatham Hill a truly exceptional school. Please don't hesitate to call or email any of our officers with any questions or concerns. We are looking forward to serving you!

Amy Mollohan  
PTA President  
Cheatham Hill Elementary

---

# IMPORTANT DATES FOR 2011-2012

---



## August 2011

- 07 PTA Board of Directors meeting, 7pm
- 15 First Day of School
- 18 PTA Board of Directors meeting, 5:30pm
- 18 **PTA Meeting & Open House, 6pm**
- 31 School Pictures

## September

- 5 **No School** – Labor Day

## October

- 5-7 CogAT Testing 1<sup>st</sup> and 3<sup>rd</sup> Grades
- 10-17 ITBS Testing 3<sup>rd</sup> and 5<sup>th</sup> Grades
- 17-21 Scholastic Book Fair (Media Center)
- 19 PTA Board of Directors meeting, 7:15am
- 24-28 Conference Week /Report Cards  
(Early Release at 12:20 each day)
- 22 Fall Festival
- 24-28 Red Ribbon Week

## November

- 8 **NO School** – Student Holiday
- 3 **PTA Meeting** (cafeteria) **6:30 pm**  
1<sup>st</sup> Grade Program
- 12 Turkey Trot
- 21-25 **NO School** – Thanksgiving Holiday

## December

- 23 –Jan. 9 **No School** – Winter Holiday

## January 2012

- 10 Back to school
- 13 Report Cards
- 16 **No School** – MLK Holiday
- 22 PTA Executive Board meeting, 6:30pm
- 22 PTA Board of Directors meeting, 7pm

## February

- 11 Sock Hop
- 20 **No School** – President's Day
- 29 PTA Board of Directors meeting, 7:15am

## March

- 7 Writing Assessment 5<sup>th</sup> Grade
- 8 Writing Assessment make-up 5<sup>th</sup> Grade
- 8 **PTA Meeting** (cafeteria) **6:30 pm**  
Kindergarten Program and Art Show
- 16 Report Cards
- 28 K Registration
- 30-31 Drama Club Play

## April

- 2-6 **No School** – Spring Break
- 18-27 3<sup>rd</sup> – 5<sup>th</sup> Grade CRCT Testing

## May

- TBD Field Days
- 3 **PTA Meeting** (cafeteria) **6:30pm**
- 7-11 Teacher Appreciation Week
- 8-9 Rocket Reader Reception
- 24 Last Day of School

## Reoccurring PTA events:

- School Store –  
Friday Mornings 7:20-7:50am weekly
- Chick Fil- A Biscuit Sales (Benefit various school programs, including PTA)  
Friday Mornings 7:15-7:50am weekly
- Student Banking Days –  
Wednesday Mornings 7:10-7:50am weekly

**\* All Dates subject to change**

**PTA Executive Board**

Amy Mollohan, President	678-866-3313	amy@mollomania.com
Kathy Carter, Co-Vice-President	770-794-0456	candkcarter@yahoo.com
Suzanne Smith, Co-Vice President	770-794-8133	threeboymama@hotmail.com
Sonja Gonzalez, Secretary	770-794-0445	sonja.m.g@comcast.net
Carolyn Rogers, Treasurer	678-290-0113	t.therogersfamily@comcast.net
Belinda Walters-Brazile, Principal	678-594-8034	belinda.walters-brazile@cobbk12.org

**PTA Board of Directors:**

Amy Mollohan, President	678-866-3313	amy@mollomania.com
Kathy Carter, Co-Vice-President	770-794-0456	candkcarter@yahoo.com
Suzanne Smith, Co-Vice President	770-794-8133	threeboymama@hotmail.com
Sonja Gonzalez, Secretary	770-794-0445	sonja.m.g@comcast.net
Carolyn Rogers, Treasurer	678-290-0113	t.therogersfamily@comcast.net
Belinda Walters-Brazile, Principal	678-594-8034	belinda.walters-brazile@cobbk12.org
Cheryl Sutherland	770-420-9915	joecheryl5@gmail.com
Kristin Wallace	678-358-1190	Kristine.C.Wallace@sprint.com
Jane Dunaway	770-693-4480	jadunaway1@comcast.net
Jennifer Root	770-422-1888	mariettaroots@yahoo.com
Kelly Sheriff	404-468-4396	kelly_s95@rocketmail.com
Lori Hegarty	770-422-5390	hegartys@bellsouth.net
Carolyn Donahoe	770-919-7780	tcdonahoe@comcast.net
Angie May	770-420-8070	sausamay@bellsouth.net
Michelle Vance	678-354-1515	msmvance@bellsouth.net
Amy Morris	678-665-3582	anymorris73@yahoo.com
Linette Pilcher	770-423-9045	slpilcher@comcast.net
Spring Wright	770-634-2151	springwright@hotmail.com
Leigh Hall	770-590-1626	leighhall1@earthlink.net
Leslie O'Neill	678-332-9923	lthornberg@yahoo.com
Ellie Tsagaratos	678-517-7974	ellie.tsagaratos@gmail.com

## CHEATHAM HILL PTA ACTIVITIES AND COMMITTEES

---

### **Arts in Education (Cultural Arts & Young Authors)**

Cheatham Hill PTA promotes educational programs for the awareness of the arts through a diverse selection of performances throughout the school year. Students are taught and entertained by professional performing groups on a variety of subjects that enhance the students' educational learning. Children's authors are also brought to the school to educate students about their profession and motivate the students to read as they share their joy of reading and writing with the students. Volunteers help promote visiting authors and the cultural events at the school.

Contact: Cheryl Sutherland                      770-420-9915                      joecheryl5@gmail.com

### **Art Show**

A yearly art show that showcases artwork from every student in the school. This show is held during the March PTA meeting and parents are invited to attend and purchase student artwork.

Contact: Susan Kreuzer                      678-290-6391                      susan.kreuzer@gmail.com

### **Cash for Trash**

A fundraiser of items normally thrown away. Parents collect Box Tops for Education logos, Campbell's soup labels, aluminum cans, newspapers and other items. Volunteers help collect, process the items and help in awarding the classes quarterly.

Contact: Melissa Rich                      770-792-9203                      melissarich5@yahoo.com

### **Communication**

Look for PTA news and information on activities and events through paper newsletters sent home, E-news, website and calling posts. Volunteers help collect news and information and distribute it through the newsletter, website, E-news, or calling posts.

Contact: Kristin Wallace                      678-358-1190                      Kristin.C.Wallace@sprint.com

### **Community Outreach**

Reaches out, through the help of the school social worker, to Cheatham Hill families in need. PTA holds The Champion Giving Tree in December, food drive for the holidays, sock collection at the Sock Hop and other drives as the need arises. Volunteers help promote and carry out various food and clothing drives.

Contact: Open

### **Drama Club**

An after school opportunity for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders to try out, participate and learn about the theatrical world for an annual show. Volunteers help with student rehearsals, set production and costume design.

Contact: Cicily Primous                      770-795-8747                      molasses5@yahoo.com

### **Environmental Education**

Encourages awareness of the environment and recycling.

Recycling dumpsters for Newspapers and Aluminum are in the carpool lane on the inside of the school parking lot. PTA holds clean up and spruce up days for the CHES campus. Volunteers help plan workdays. Everyone is encouraged to participate in the cleanup days.

Contact: Jennifer Root                      770-422-1888                      marietaroots@yahoo.com

### **Fall Festival**

Fall activity in Oct. with games, food, inflatable and the Foundation's live auction in the gym. Volunteers to help with publicity, ticket sales, baking food items, games, your time the day of the event.

Contact: Amy Mollohan                      678-866-3313                      amy@mollomania.com

### **Family Nights**

Monthly, PTA holds a family night at Mellow Mushroom, Chick-fil-A, Sparkles, and other businesses in the area. Volunteers help with planning and publicity of each activity.

Contact: Jane Dunaway                      770-693-4480                      jadunaway1@comcast.net

### **Fifth Grade Party**

End of year celebration for outgoing 5th graders as the move on to Middle School. Volunteers help with planning, publicity, baking food items and decorating.

Contact: Jane Dunaway 770-693-4480 jadunaway1@comcast.net

### **Fundraising**

Only needed if PTA No-Sell Donations does not reach its goal.

### **Hispanic Outreach**

Programs are provided to better educate and inform the Spanish speaking population at Cheatham Hill. Four educational seminars are planned for the year including information about report cards, conferences and CRCT. Volunteers help with promoting planned events.

Contact: Cristina Rafferty 678-290-0113 cristinarafferty@bellsouth.net

### **Hospitality**

PTA provides lunch and snacks to the support staff of Cheatham Hill Elementary School (Teachers, Office staff, lunchroom staff, Custodians and Bus drivers), several times through out the school year. This committee is the way the PTA says "Thank you!" Volunteers purchase or make items for these select days and also help with serving and cleanup.

Contact: Kelly Sheriff 404-468-4396 kelly\_s95@rocketmail.com

### **Health & Youth Services (Turkey Trot)**

A family run/jog/walk event on a Saturday to help promote health and fitness. Volunteers help with planning and promoting the event.

Contact: Carolyn Donahoe 770-919-7780 tcdonahoe@comcast.net

### **Junior Achievement**

JA is a volunteer-driven program that teaches students to dream big and reach their potential. JA's hands-on approach teaches the students about entrepreneurship and understanding financial concepts. Volunteers use kits provided by JA with all the needed materials to teach classes that are approximately 1 hour per week for 5 weeks in the spring. It is a fun way to interact with kids and provide them with insight into how money works.

Contact: Jan Hair 678-778-5102/770-424-5578 janjhair@bellsouth.net

### **Legislative**

Cheatham Hill PTA provides the General Membership legislative information affecting the school and our students on a local, state and national level. Volunteers monitor state, local and national legislation regarding education and inform the general membership on important issues through monthly newsletter.

Contact: Angie May 770-420-8070 sausamay@bellsouth.net

### **Membership**

Your one-time contribution will ensure our programs continue without unnecessary fundraising drives. PTA is dedicated to improving the well being of all children. This is the first step to being involved in your child's education. Volunteers promote PTA, distribute enlistment letters and distribute membership cards.

Contact: Kathy Carter 770-794-0456 candkcarter@yahoo.com

### **Parent Involvement (Room Parents)**

When parents are involved at home and school, children do better in school and the schools get better. All of our programs are open to parent involvement. We invite you to give us at least 3 hours of volunteer time for the year. Please look for opportunities monthly. Volunteers can help as a room parent or assist with other activities within the classroom. Volunteers can also help with any PTA sponsored function.

Contact: Lori Heagarty 770-422-5390 hegartys@bellsouth.net

### **Reading Coaches**

Students receive one-on-one structured reading time with a volunteer for thirty-minute weekly. Volunteers work out a schedule that is good for the teacher, student as well as the volunteer. The students are appointed by the teacher. Reading material is provided.

Contact: Michelle Vance 678-354-1515 msmvance@bellsouth.net

### **Red Ribbon Week**

A week long campaign for the students in October designed to increase awareness in drug, alcohol, tobacco and other drug use addictions. Volunteers help plan, promote, collect and distribute the activities daily.

Contact: Jen Smith 678-290-0391 smit5665@bellsouth.net

### **Reflections**

Sponsored by the National PTA. Students submit works of art relating to the national theme *"Diversity is..."* in the areas of music, art, photography and literature for competition. School winners may go on to compete at the District, State and National level. Volunteers distribute information and honor participants.

Contact: Elsa Wehrenberg 770-218-5457 ElsaSW@aol.com

### **Rocket Reader**

A monthly reading program that encourages students to read more and rewards them for doing so which in turn instills in them the love of reading. Volunteers' process completed "mission cards" monthly and help with the end of year awards reception.

Contact: Amy Morris 678-665-3582 anymorris73@yahoo.com  
Linette Pilcher 770-423-9045 spilcher@comcast.net

### **Science Fair**

An opportunity for 3rd through 5th graders to become familiar with the scientific method. Student projects are judged, and winners are eligible to participate in the County Science Fair. Volunteers help coordinate the event, secure judges, and ensure participants and winners are recognized.

Contact: Eden Hunt 678-354-3617 electronmom2000@yahoo.com

### **Sock Hop**

A winter event for students and families with a 1950's theme. Two sessions are held to accommodate the huge attendance. There is a DJ, cake walk, food, carnival games and more. Volunteers help with planning, publicity, ticket sales, baking food items, and decorating.

Contact: Lucretia Cahill 770-919-2419 justyluc@bellsouth.net

### **Spirit Store**

School store that sells school supplies and recorders from 7:20-7:45 am one morning each week. This is an opportunity for the students to learn the value of a dollar. Volunteers keep inventory order inventory and run the store on a weekly basis. and orders supplies.

Contact: Veda Johnson vcjohn@bellsouth.net

### **Spirit Wear**

T shirts, sweatshirts and other Cheatham Hill logo merchandise are sold in the fall and winter. Order forms are sent home and in the newsletter. Volunteers promote, distribute order forms and sell the merchandise.

Contact: Angie Lowry 770-419-9739 angielowry@yahoo.com

### **Student Savings Account**

A student savings program with BB&T Bank that teaches money saving habits. Students are allowed to make deposits for as much as \$10.00 per week into their own bank account. Students will receive quarterly statements from the bank at home. Volunteers promote and run the table as well as make sure the money is transferred to a BB& T Bank employee.

Contact: Spring Wright 770-634-2151 springwright@hotmail.com

### **Website**

Volunteer in charge of updating the CHE PTA website with important dates and information.

Programming Updates: Leigh Hall leighhall1@earthlink.net  
Weekly Updates: Leslie O'Neill 678-332-9923 lthornberg@yahoo.com

### **Yearbook (Production & Sales)**

An annual yearbook for purchase that provides students with a record of the year at Cheatham Hill Elementary School. Volunteers take pictures or solicit pictures of school functions and compile them along with class pictures onto a yearbook template provided by the yearbook company. Volunteers also promote the yearbook handle sales and distribution of the yearbook at the end of the year.

Contact: Ellie Tsagaratos 678-517-7974 ellie.tsagaratos@gmail.com

## GENERAL PTA INFORMATION

---

### **PTA is:**

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

### **PTA Mission Statement**

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards 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.

### **PTA Membership and Dues**

Our local PTA unit, the Cheatham Hill PTA, was established in 1997 when the school opened. The PTA Board is committed to carrying out its activities in accordance with the PTA bylaws, set forth by the National PTA. We are committed to manage PTA programs and activities to meet the needs of Cheatham Hill students, and to be an active voice with community concerns and legislative issues. Guidelines and program aids are offered to local units by the National and Georgia PTA. Our PTA chooses the appropriate programs to meet the schools needs.

Cheatham Hill PTA membership dues are \$4.00 per person for the school year. Individual members may belong to any number of PTAs and pay dues in each. Every person who joins a local PTA automatically becomes a member of both the Georgia PTA and National PTA. With your help, together with the State and National PTA, we can work towards PTA's goal of a quality education and a nurturing environment for every child!

### **PTA General Membership Meetings**

Cheatham Hill PTA meetings begin at 6:30 p.m. in the cafeteria. Everyone is encouraged to attend. Please remember your PTA membership card - proof of membership may be required for voting purposes.

#### **PTA meeting dates for the 2011 – 2012**

- \* **August 18, 2011 Open House – All grades**
- \* **November 3, 2011 First grade performance/Nominating Committee Elected**
- \* **March 8, 2012 Kindergarten performance/Election**
- \* **May 3, 2012 New Officer installation**

### **Procedures for PTA Check Requests:**

1. Retain all valid receipts or invoices for all expenses related to your PTA event or budgeted item. All requests must be within 30 days of the event.
2. Complete a Check Request Form. Forms can be found in Copy Workroom in the PTA drawer labeled "Check Request".
  - a. Fill in your name and the date.
  - b. Fill in the Amount Requested. The amount requested must match the tally of all receipts attached to the check request.
  - c. Fill in the For: section by providing a description of items purchased or reason for reimbursement.
  - d. Fill in the Check Payable To. If you are requesting reimbursement to yourself, fill in your name, phone, address, and your child's teacher's name. The check will be placed in PTA committee drawer, sent home in your child's book bag or otherwise indicated. If you are requesting payment to

a vendor for an invoice, fill in the vendor's name, payment address and phone number. The check will be mailed to the vendor unless otherwise indicated.

3. Attach all receipts & supporting documents to the Check Request. We do not reimburse for items without receipt(s). Please staple these items to the back of the form.

4. You may place the completed Check Request in the President or VP Box in Copy Workroom. Notify her that a Check Request is waiting for signature in her Box. After that the check requests will be placed in the Treasures drawer. Check requests will be process within a 2 week period to the best of the Executive Boards ability.

**Please note: We will not process unauthorized check requests. They will be rerouted to the appropriate President or V.P. Box for approval. This will delay the check being cut for at least a week.**

5. Do not expect to be reimbursed for items not budgeted.

---

### **Credit Card Transactions**

- Cheatham Hill PTA is now accepting Credit Cards at Point of Purchase events only. Look for occasions when a table will be set up in the mornings for the Credit Card holders only to make advance purchases.
- We only accept Master Card and Visa with a minimum purchase of \$20.00
- Fees paid by PTA per credit card transaction are: 2.32% of purchase amount plus \$0.10 **Or** 2.02% of purchase amount plus \$0.10 for check cards .
- No refunds will be made through credit cards.
- **Never, never** send a credit card number on an order form in your child's backpack.

### **PTA LEADERSHIP CONTACT INFORMATION**

---

#### **PTA National Office:**

The PTA organization was founded in 1897 under the name "National Congress of Mothers". After a period of time, several PTA branches consolidated and became one unit to serve all children equally. The National PTA office is committed to advocating for all children with one voice.

PTA National Headquarters  
541 N. Fairbanks Court, Suite 1300  
Chicago, IL 60611-3396

Phone (312) 670-6782 or 800-307-4PTA  
[www.pta.org](http://www.pta.org)

#### **Georgia PTA Office:**

Organized in 1906, Georgia Congress of Parents and Teachers is the direct link between the local units and the National PTA. Through this connecting link, more than 350,000 Georgia PTA members have the opportunity to help direct and formulate PTA efforts and activities. Anyone who becomes a member of a local unit automatically becomes a member of the Georgia and National PTA.

Georgia PTA  
114 Baker Street, NE  
Atlanta, GA 30308-3366

Phone (404) 659-0214 or 800-PTA-TODAY  
[www.georgiapta.org](http://www.georgiapta.org)

#### **9<sup>th</sup> District:**

Cheatham Hill PTA is part of District 9, a geographic group that unifies local units and councils within the state. The 9<sup>th</sup> District coordinates efforts between the council/local units and state/national organizations.

#### **Tom Mathis Sr. Council:**

Cheatham Hill PTA is part of the Tom Mathis Sr. Council PTA. It offers leadership, assists local units, and coordinates activities between local units and state.

**LEADERS SERVING  
OUR SCHOOL & COMMUNITY**

---



**School Administration:**

Belinda Walters-Brazile, Principal  
belinda.walters-brazile@cobbk12.org

Keeli C. Bowen, Assistant Principal  
keeli.bowen@cobbk12.org

Tom Martin, Administrative Assistant  
tom.martin@cobbk12.org

School Phone: 678-594-8034  
School Fax: 678-594-8036

**Cobb County Schools:**

Cobb County School District  
514 Glover Street  
Marietta, GA 30060  
770-426-3300

Dr. Michael Hinojosa, Superintendent  
770-426-3452  
michael.hinojosa@cobbk12.org

Alice Stouder  
Deputy Superintendent  
770-426-3301

Mike Addison  
Chief Financial Officer  
770-426-3310

Dr. Judith Jones  
Chief Accountability & Research Officer  
770-426-3407

**Board of Education:**

Lynnda Crowder-Eagle, Post 1,  
lcrowder-eagle.boardmember@cobbk12.org

Tim Stultz, Post 2  
tstultz.boardmember@cobbk12.org

David Morgan, Post 3  
dmorgan.boardmember@cobbk12.org

Kathleen Angelucci, Post 4  
kangelucci.boardmember@cobbk12.org

David Banks, Post 5  
dbanks.boardmember@cobbk12.org

Scott Sweeney, Post 6 – Vice Chair  
ssweeney.boardmember@cobbk12.org

Alison Bartlett, Post 7 - Chair  
abartlett.boardmember@cobbk12.org

# School Policies & Procedures

## Cheatham Hill Elementary School

---

<b>Absences</b>	Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. When a student is absent, he/she must bring a written excuse upon returning to school. Please include the following information in the excuse: (1) child's name; (2) teacher's name; (3) date(s) of absence; (4) reason for absence; and (5) parent's signature. State law governs excused absences. If a child needs to be out for an extended period of time, please notify the teacher. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program.
<b>Accidents and Illness</b>	If a child has an accident during the day requiring medical attention, we will make every attempt to contact a parent. If a parent cannot be reached, we will take the child to the local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. It is extremely important that you keep an updated telephone number on file in the office. If your home or work number changes, please notify the office immediately. If 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, a parent will be contacted. Once you are notified of a sick child at school, you or your designee should arrive <b>within one hour</b> of being called. You or your designee must arrive within 15 minutes if your child has a fever of 104 degrees F or higher, otherwise 911 will be called. If your child has a fever of more than 100.9 degrees F before you give them Tylenol, your child cannot come to school. Your child may return to school when the temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours, and if the child feels well and is not showing any signs of illness.
<b>After School Program (ASP)</b>	The After School Program (ASP) operates on the days that school is in session and will begin the first day of school. Hours are 2:15 p.m. to 6:00 p.m., Monday through Friday. The ASP will operate as an extension of the instructional day for the parents and students of Cheatham Hill Elementary. It will function under the guidelines established by the Cobb County Board of Education. Registration for the ASP is required prior to attendance. Application forms are available in the school office. Only parents/guardians and those who are listed on the registration form are allowed to pick up children from ASP. When picking up your child, a photo ID may be required. ASP is a pre-paid program with payment received by the morning of the first day the child is to attend the program. Fees are \$35 per week or \$7 per day for each child. A one-time per year registration fee of \$10 must be included with your registration for the program or by your first day in ASP. Late fees accrue at the rate of \$1 per minutes beginning at 6:00 p.m. Any account past due may result in termination from the ASP. Supervised activities that include a study period, P.E., music, art, games, movies, etc. are planned by staff members. A nutritious snack is provided daily and is included in the fee. The staff is happy to offer the After School Program to our students and parents who need this service. They will continually work to modify and improve the program to meet the needs of all children. Your support and cooperation are appreciated.
<b>Attendance</b>	State law requires regular school attendance for all children between the ages of seven and sixteen. The Cheatham Hill school day is from 7:50 a.m. to 2:20 p.m. In order to be counted present for the day, a child must receive half of their instructional day. If a child comes to school after 11:05 a.m., or leaves before 11:05 a.m., he/she will be counted absent. We request your cooperation in planning appointments that do not interrupt school hours. A school calendar is included in this handbook to assist you in planning your appointments and vacations.
<b>Balloon &amp; Flower Bouquets</b>	Balloon and flower bouquets cannot be delivered to students at school. This policy has been adopted due to concerns regarding the disruption of instructional time and/or dangerous conditions on the bus caused by the student's possession of these items.
<b>Birthdays</b>	If you wish to recognize your child's birthday, you may do so with a <u>simple</u> snack. Please do not send in any drinks, goodie bags, etc. We encourage you to contact your child's teacher prior sending in a simple snack. In order to avoid hurt feelings, birthday party invitations <u>cannot</u> be distributed at school unless <u>all children in the class of the same gender are invited</u> .
<b>Books</b>	Textbooks are provided through county and state funds and without cost to the child's parents or guardians. In compliance with the textbook policy, all charges for lost or damaged textbooks must be paid in order to issue a replacement or transfer records to other school systems. Parents are responsible for all textbooks issued to children should the books be lost, damaged, or stolen.
<b>Breakfast Program</b>	A nutritious breakfast is served daily in the cafeteria from 7:15 to 7:40 a.m. A good breakfast provides the nourishment needed for students to perform at their best in their morning classes. The program is open to all students. If your child receives a free or reduced price lunch, they will receive the same benefit for breakfast. Breakfast prices are: students -\$1.00; adults - \$1.50; reduced price - \$0.30. No breakfast charges will be permitted.
<b>Car Pool Procedures</b>	Whenever possible allow your child to ride the bus to and from school. This will help with traffic congestion around the school in the mornings and afternoon. Carpool procedure will differ in the mornings and afternoons. Please follow signs and directions. There will be personnel to help students safely exit the car. In order to ensure the safety of all students and to assist with the flow of traffic, <b><u>we ask that children not be dropped off at any other entrance to the school, and that they not be dropped off prior to 7:15 a.m., as there will not be anyone to assist or supervise them until that time.</u></b> The Irwin Road parking lot is reserved for school bus loading and unloading. Dismissal begins at 2:20 daily. The first students dismissed are the first load bus riders. Car riders are dismissed at 2:20. Please be aware that if there are delays in the

dismissal of busses then the dismissal of car riders is also delayed. Car pool ends at 2:30. Students not picked up by 2:30 will be checked into ASP. If your child is checked into ASP, you will have to pay the daily rate. Your compliance with these procedures is greatly appreciated.

---

**Change In The Way A Child Is To Go Home**

A request for your child to go home a different way or to some place other than his/her regular destination must be made in writing. Phone call and fax requests are not acceptable since verifying the identity of the caller is difficult. The safety of the children cannot be compromised. Your cooperation with these procedures will help ensure the safety of Cheatham Hill students.

---

**Cobb County's Non-Discrimination Compliance Notification**

Federal legislation prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act 1964); sex (Title IX of the Educational Amendment of 1972); age (Age Discrimination and Employment Act (ADEA)); or handicap (Section 504 of the Rehabilitation Act of 1973), Public Law 94-142, Individuals with Disabilities Education Act and American with Disabilities Act of 1990) in education programs or activities received federal financial assistance. See Appendix A.

---

**Contributions, Donations And Grants**

In conformity with State Board of Education rules and regulations, voluntary contributions, donations and grants may be solicited from and/or received from students and interested citizens for support and carrying out of the educational program of the Cobb County School District. Incidental to this, students and interested citizens may contribute toward expenditures for materials, supplies, equipment and activities. No resident student may be charged either tuition or fees as a condition of enrollment or full participation in the instructional program. Pursuant to law, OCGA 20-2-671, admission to all Cobb county Public Schools shall be free to all eligible children residing with the Cobb County District.

---

**Custody Of Children**

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to one parent or the other, or to a third party. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. Therefore, if you are divorced or separated, and the custody of your child or children has been awarded to you by the court, a copy of the court order should be on file.

---

**Discipline**

Student discipline is the responsibility of both the home and the school. At Cheatham Hill, we expect and insist on proper behavior and conduct to ensure the optimal learning environment. Behavior that is distracting and disruptive is not acceptable. Approved methods of dealing with unacceptable behavior will be employed if necessary. We will work closely with parents to assist all students in maintaining appropriate behavior.

---

**Dress Code**

Please be sure that your child is dressed appropriately for school when he/she leaves in the morning. The minimum standard of dress for students is as follows: (1) shoes must be worn at all times; (2) caps or hats are not to be worn in the school building during the school day unless there is a special activity that has been approved by the administration; (3) clothing displaying or advertising substances illegal for minors or advocating, promoting or suggesting illegal activity is prohibited; (4) students may wear shorts, but they should be at least mid-thigh length; and (5) tank tops, halter tops, midriff shirts and shirts with thin straps are not permitted.

---

**Early Release From School Grounds**

Children may not leave the school grounds during regular school hours unless authorized to do so through the office. Children will be released only to their parents or legal guardian(s), unless the school has been notified otherwise in writing. If a child must leave early, a parent (or authorized adult) must come to the office and sign the child out rather than going directly to the classroom. **IDENTIFICATION WILL BE REQUIRED.** Please do not go to the classroom or playground to get your child. Come to the office and we will call your child. **OFFICE SIGN-OUT ENDS AT 2:00 PM EACH DAY.**

---

**Emergencies**

Should there be an emergency and you need to pick up your child, please come by the school office. There is a sign-out form for this purpose. We ask that you do not go directly to the classrooms for students, as teachers will not release them without notification from the office. Your child's protection is our concern, and we ask for and appreciate your cooperation in following this procedure.

---

**Field Trips**

The Cobb County Board of Education Policy Manual defines a field trip as "a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school." We feel there is a definite place for this experience in the instruction program. The principal will approve only those trips that can be shown to have a direct and meaningful relationship to the curriculum. Written permission from parents on a school provided form is required for student participation. Donations are solicited to cover expenses. While no child is denied these experiences, failure to receive parent funding may result in cancellation of the trip.

---

**Health Certificates**

Georgia Department of Human Resources requires all pupils entering a Georgia Public School for the first time to present a Certificate of Immunization. This certificate must be Georgia Form #3231. This form may be obtained and completed at the Cobb County Health Department or from your child's personal physician. The school must have this form on file. A certificate of ear, eye and dental examination is also required. This form may be obtained in a similar manner. The hearing and vision portion may be completed in conjunction with our school.

---

**Homework**

Academic proficiency is the primary goal of homework. It provides practice in necessary skills, trains a child in good work habits, promotes responsibility and affords the opportunity for an increase in self-direction. Another goal of homework is to help a student learn to budget time. Homework is an essential part of our instructional program. Active parent participation in your child's instructional program is encouraged through your support and supervision of homework assignments. Homework is one of the closest ties we have between school and home. It is a direct means of communication that tells parents a great deal about what is being done at school. Homework for primary level children should require no more than 30 minutes per day for completion. Intermediate level students should be able to complete their homework within 60 minutes. Please notify the teacher if your child's assignments do not appear appropriate.

---

<b>Inclement Weather</b>	See School Closing
<b>Instructional Time</b>	The cooperative goal of home and school is to provide the best educational experience possible; therefore, your cooperation is solicited in guarding valuable instructional time. Please schedule all classroom visits through the office. If a conference with a teacher is needed, please call or email your child's teacher to arrange. If it is necessary to deliver something to your child during the school day, please bring it to the office, and we will deliver it to your child.
<b>Key chains</b>	For safety reasons, students are permitted no more than one keychain attached to their book bags.
<b>Lost And Found</b>	It is suggested that you stamp or sew your child's name in the clothing he/she wears to school. The school will hold lost clothing/items for a reasonable length of time. Items will then be given to a charitable organization. You may come and look over the collection at any time in the Lost and Found rack.
<b>Lunch Program</b>	Good nutrition plays an extremely important role in your child's academic success. A healthy and nutritious lunch is offered to your child each day. A copy of the daily menu is available on the Cobb County School District website at <a href="http://www.cobbk12.org/foodsvcs">www.cobbk12.org/foodsvcs</a> . Menus are also sent home in PTA newsletters. A Family Application for Free and Reduced Price Meals is available. The application is provided in your child's student folder that is received on the first day of school. Once an application is submitted, a notice of approval or disapproval is sent home with your child. The processing time can take up to ten working days for eligibility determination. Until notification is received, each child needs either a meal from home or money to purchase school meals. Prices for lunch are: students - \$1.65; adults - \$2.75; reduced - \$0.40. Extra drinks are \$0.50. The Cobb County School District offers Mealpayplus, which allows prepayment to your child's meal account via the internet. Prepayments can be made with a VISA, MasterCard or Discover credit card online 24 hours a day, 7 days a week. Payments made online are credited to your child's account approximately 24 hours from time of credit card payment. Mealpayplus also provides easy access to view your child's account balance and payment history. You can even be notified by email when the account balance is low. You do not have to make prepayments to utilize these features. You simply have to register with Mealpayplus online at <a href="http://www.mealpayplus.com">www.mealpayplus.com</a> . To prepay for meals by telephone, simply dial 1-866-210-3679. To prepay online, go to <a href="http://www.mealpayplus.com">www.mealpayplus.com</a> to log on and use your credit card to fund your child's meal account. There is a convenience charge of 10%. You will need to know your child's Cobb County Student ID Number. You can get this number from the Cafeteria Manager or the Administrative Office. Any money on account or negative balances due to non-sufficient funds checks roll over to the following school year. Cheatham Hill uses the following procedure regarding lunch. If a child realizes he/she has forgotten lunch money, we will allow him/her to contact the parents before 8:30 a.m. Parents can then arrange to bring a lunch or lunch money to the school office before lunchtime. Students are not allowed to charge lunch - all lunches must be pre-paid. If a student has no money on his/her pre-paid account or has forgotten lunch money for a day, he/she will be given an alternate sandwich for lunch. Money may be placed on your child's lunch account any day of the week. Kindergarten teachers will handle their students' money until the students become accustomed to the daily lunch routine. If your child brings a lunch from home, a drink may be purchased separately. Parents are welcome to eat with their child any day. <b><u>In order to best support Cheatham Hill's Wellness Program, it is strongly recommended that outside food not be brought in the cafeteria (i.e. McDonald's, Chick-fil-a, etc.).</u></b>
<b>Make-Up Work</b>	Neither class work nor homework assignments will be sent home when a child is absent only one day. This work can be made up when the child returns to school. Teachers will provide instructional activities for absences of two days or more, which may include some at home make-up work. Make-up work will be provided for excused absences only. Please notify the office as early as possible if you want to pick up make-up work. You may pick up the work after school.
<b>Media Center</b>	The media center is designed to serve the total school population in several areas of service. The media center is open to all students at all times while school is in session. Kindergarten students will be allowed to check out one book at a time and return it for another as soon as it is read. First through fifth grade students will be allowed to check out two books at a time. Books will be circulated for two weeks. There will be no late fee, however, children will not be allowed to check out additional books until overdue books are returned or paid for if lost. The student must purchase books that are damaged beyond repair through neglect or deliberate misuse. Other media materials and audio-visual equipment provide additional medial instruction to enhance the total instruction programs. The use of computers is another vital component of the media instructional program.
<b>Medications</b>	See Appendix B.
<b>Newsletter And Notices</b>	The PTA newsletter, containing information about PTA and school events, will be sent home regularly. Notices are frequently sent home giving general information and reminders. Please explain to your child the importance of bringing notices home. PTA flyers and notices are typically printed on canary yellow paper for easy identification. This information will also be made available on the Cheatham Hill web site, <a href="http://www.cheathamhillpta.org">www.cheathamhillpta.org</a> . You may also receive phone messages regarding upcoming PTA or school events via the Phone Master System.
<b>Parties</b>	Cobb County policy stipulates that only one party is allowed each year. The PTA Winter Holiday Party fulfills this regulation. Please do not request parties at other times of the year.
<b>Performing Arts</b>	A Performing Arts Program held at the Cobb County Civic Center or at school is provided for all Cobb County students. Students will see a variety of cultural arts programs throughout the school year. This is in addition to, but coordinated with, the planned activities of the PTA's Cultural Arts Committee. A tax-deductible donation from parents covers the transportation and program costs. Written permission for student participation must be on file for each student.

<b>Personal Items</b>	Students are not to bring any personal playthings, novelties, pets, or equipment to school unless given permission by a school staff member. Knives of any sort, as well as any other item that could be used as a weapon, are strictly prohibited by School Board policy.
<b>Physical Education</b>	Physical Education is required. In order to be excused from class, the student must have a written note from a physician. This note must specify the type of illness or injury and when the student can participate in PE again. Students are not required to dress out for PE; however lace-up shoes, preferably tennis shoes, must be worn during PE. For the safety of the student, sandals, stacked heels, boots, or clog shoes are not allowed. Girls should wear shorts or tights under dresses during PE.
<b>Pictures</b>	Individual pictures are scheduled to be taken in the fall. Class group pictures and individual pictures will be taken in the spring. Information will be sent home before pictures are taken. All profits from school pictures are used to purchase additional materials, supplies, and educational equipment for the school.
<b>Pledge Of Allegiance</b>	Each student is given the opportunity to pledge allegiance to the flag each morning.
<b>Policy And Procedure Manuals</b>	Cobb County Policy and Procedure Manuals are available online at <a href="http://www.cobbk12.org">www.cobbk12.org</a> for parent/staff use. Policies on Weapons (JCDAC), School District Behavior Code, Sexual Harassment (JAB), etc., are provided in the student folder sent home at the beginning of the year or given to the parents when they register during the year. Parents are expected to discuss these policies with their children in an appropriate manner. The classroom teachers will also discuss these policies appropriately with the students. The State of Georgia requires both parents and students to sign a form stating that they have read these policies and return it to school.
<b>Report Cards</b>	Conference reports or report cards describing students' progress are shared with parents or guardians. Report cards will be sent home every nine weeks. Parent/teacher conferences are scheduled with parents or guardians of elementary school students in October 2011 to review their children's academic progress, to discuss their personal and social growth and/or to express ideas or concerns to the child's teacher. Elementary students will be dismissed two hours early each day during Conference Week. At any time during the year, parents may request a conference if one is desired. Parents may arrange to inspect school records in accordance with Cobb County Policy (IHAE).
<b>School Closing (Inclement Weather)</b>	When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to the radio and television stations by 6:00 a.m. Most metro radio stations will announce closings right after the headlines on the hour and at frequent intervals. If a decision to close the schools is made during the working hours of the school day, the statement will be given to the media. During inclement weather periods, please listen to this information prior to leaving for school and frequently during the day. Parents who are away from home during school hours should make alternative plans for their children. When school closes, the After School Program also closes. School buses will transport the children home. <b><u>Be sure you have communicated your alternative plans to your children so they know where to go and what to do if no one is home.</u></b> All inclement weather forms need to be completed and returned to your child's teacher. Time does not permit calling parents prior to dismissal.
<b>School Council</b>	The Education Reform Act of 2000 required that school councils be established at every public school. School Councils are policy-level advisory bodies to the Principal, Superintendent, and local board of education. They may advise and make recommendations on any matter related to student achievement and school improvement. The establishment of school councils is intended to help boards of education by bringing parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement. The local school council will review the school improvement plan, report from the principal concerning student achievement, and the results of audits conducted by the Office of Education Accountability. For more information about Cheatham Hill's school council, please contact the Principal.
<b>Solicitation</b>	No person, firm, corporation, or business shall enter school property for the purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club, or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club, or organization for any purpose other than approved exceptions. <b><u>DOOR-TO-DOOR SOLICITATION BY STUDENTS IS PROHIBITED!</u></b>
<b>Response To Intervention (RTI)</b>	The RTI Team utilizes a process of examining a student's needs through interdisciplinary teaming. Teams are comprised of classroom teachers, administrators, and auxiliary personnel. Any student who experiences difficulty in his/her instructional day is eligible for this service. Requests for service may be made by a teacher, administrator or the parents.
<b>Suspension</b>	The power of suspension is vested in the school administration. This action will never be taken lightly and only after other means have been exhausted in trying to deal with the problem. In every case involving suspension, parents will be notified. Suspension may be one or more days. Discipline will be enforced. It is the feeling of the administration that children cannot learn in an environment that lacks order. In the school we shall emphasize consistency in dealing with problems. Good manners and behavior are expected at all times. Possession of tobacco, alcohol, dangerous drugs and weapons of any kind can result in automatic suspension (Cobb County Policy JCDAAR).

<b>Tardiness</b>	<p>Students arriving at school after 7:50 a.m. <b>MUST</b> report to the school office to get an admission slip prior to going to class and are recorded as tardy on their attendance record.* It is very important that a student arrive at school on time. The classroom teacher begins giving instruction soon after 7:50 a.m. that explains the day's activities. When a child enters the class late, it is highly disruptive to his/her educational program and a distraction for the other students.</p> <p>Tardiness should be an unusual circumstance. A habitual pattern of tardiness is a serious problem requiring the attention of the school administration and the school social worker.</p> <p>*Perfect Attendance Awards are given to students who have no absences AND no tardies.</p>
<b>Telephone Messages</b>	<p>Be sure your child has all the instructions and necessary materials for the day prior to leaving for school. If an emergency arises and it is necessary for you to notify your child, please leave the message with the school office. Your message will be relayed to your child's teacher. Please do not ask to talk to your child during the school day. It is disruptive to the instructional program. Outgoing calls by students must be approved. Students are only permitted to use the school phone for emergency purposes.</p>
<b>Traffic Safety</b>	<p>Crossing guards are provided by the Cobb County Police Department on John Ward Road and Irwin Road. For the safety of all, please obey all signals from the guards. Please adhere to the posted speed limits.</p>
<b>Transfer</b>	<p>Requests for transfer from one school to another within the county when no physical move is involved will be directed to the county office. Cheatham Hill can accept no transfers outside its attendance area unless they have been cleared through the county office.</p>
<b>Transportation</b>	<p>Children who ride buses are to ride only the bus to which they have been assigned and must board and depart at their assigned stop. Good behavior is expected on the buses, and children who continually cause disturbances will lose the privilege of riding the bus. Students are expected to respect and to follow the directions of the bus driver. See Appendix C for a more detailed explanation including rules of conduct and transportation changes.</p>
<b>Vandalism</b>	<p>Deliberate and willful destruction of school property cannot be tolerated. Offenders will be dealt with accordingly. Vandalism occurring after school hours will be reported to the police immediately and charges brought against offenders. Parents are responsible for property maliciously destroyed by a student.</p>
<b>Visitors</b>	<p>All visitors, including parents and volunteers, are to report to the school office immediately upon arrival at the school. Permission to visit any part of the school will be granted at the principal's discretion in accordance with school operations and Cobb County policy. All visitors must enter the building through the front door ONLY and wear a visitor or volunteer badge while in the building. Persons whose presence is unauthorized in schools shall be instructed to leave. Failure to comply by unauthorized persons shall be reported to the police department and to the Director of Safety and Security. <b><u>The doors at the ends of the hallways cannot be entered into from the outside. Please do not ask anyone on the inside to open the door for you.</u></b> If you are in the building without a pass or volunteer badge, please do not be offended if a member of the staff asks you for your identity or purpose for being in the building. You will be asked to report to the school office. It is impossible for all of us to know each other personally, and if there is a question, the welfare of our children takes precedence over any other consideration. (Students are not permitted to bring students from other schools to visit in the classroom for a day.)</p>
<b>Walkers</b>	<p>Students who walk to school should leave home so that they arrive at school no earlier than 15 to 20 minutes before the 7:50 a.m. bell. Students are expected to follow the instructions of the safety officer at the crosswalk. Parents should drop off students no earlier than 7:15 a.m., as there will be no supervision.</p>
<b>Withdrawal Procedures</b>	<p>When students are going to withdraw from school, they should bring a note from the parent or guardian, stating the last day they will attend and the address of the school the student will be attending. The note should be given to his/her teacher who will then send the information to the front office. The teacher will give the student a copy of the withdrawal form to take home. Notification should be at least one day in advance of the date of the withdrawal. All books must be returned and all outstanding fees must be paid by the time of withdrawal.</p>

## Appendix A: Cobb County Board of Education

---

### General Information

The Board of Education members are elected county wide in partisan elections for four year staggered terms. They elect their own chairman and appoint the Superintendent. Regularly scheduled public meetings are held twice each month at 8:30 am on the second Wednesday and at 7:00 pm on the fourth Thursday of each month. Meetings are held at 514 G1over Street in Marietta. Please check the Cobb County Education web site, [www.cobbk12.org](http://www.cobbk12.org), for the name of the Board Member for your District or for changes to the meeting schedule.

### Civil Rights Concerns

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws. This compliance policy is inclusive of these federal laws:

- Title VI and VII of the Civil Rights Act of 1964
- Title IX of the Educational Amendments of 1972
- Age Discrimination and Employment Act of 1967 (ADEA)
- Section 504 of the Rehabilitation Act of 1973
- Public Law 101-476, Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act of 1990 (ADA)

Discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all CCSD programs and activities. Contact information to handle inquiries regarding the District's non-discrimination policies can be found on the Cheatham Hill web site [www.cheathamhillpta.org](http://www.cheathamhillpta.org).

---

## Appendix B: Cobb County Public Schools Health Services

---

### Administering Medication at School

Guidelines for Medication Administration at school are as follows:

The school does not provide medication. Medications must be brought to the front office or school clinic by the parent. Parents must complete an "Authorization to Give Medication at School" form available at school for each medication given. A parent may come to school and give their child medication. Appropriate visitor sign in procedures should be followed.

All medication must be in the original, labeled container. Medication sent in baggies or unlabeled containers will not be given. Please send an extra empty pharmacy bottle to be used for field trips and ASP. Pharmacists may provide two labeled bottles for this purpose.

Parents must inform the school 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.

Over-the-counter medications may be given for up to 10 consecutive days with written parental permission. A doctor's note is required for over-the-counter medication that is given for more than 10 consecutive days. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

All medications not picked-up by the parents by the last day of school will be destroyed.

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. Students may also 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 and the medication in the original container.

Do not send medication in you child's lunch box as it 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.

---

## Appendix C: Cobb County School Bus Statement

---

### Statement

Our goal is to provide each student who is eligible to ride the bus the most safe and sufficient means of transportation to our schools. We believe that students are citizens of Cobb County and have a right to a safe and comfortable trip to and from school. Along with these rights are also responsibilities. Safety rules and regulations have been developed to assure all students eligible to ride the bus of their rights, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted. We encourage our parents to help instill the rules of conduct to bring about an atmosphere of respect and safety for one another.

### School Bus Information

Bus drivers have a tremendous responsibility in transporting our students safely each day. As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens routes may be ran as a second load. This will cause the route to be run late. In these instances, we ask the parents and student to please be patient. Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible. Parents leaving their children at a stop before going to work are encouraged to have a contingency plan such as; a neighbor or family member they can go to, a way to get back in their house, and a phone number for your work or another family member. Perhaps there can be an agreement among parents in your neighborhood to supervise or car pool students to school if the bus is extremely late. We can not emphasize enough the need for supervision at the bus stop.

### School Bus Conduct

The behavior of students on school buses is considered an extension of classroom behavior. Maintaining proper conduct while on the bus shall be the joint responsibility of the student, parent, bus driver and school officials. Students shall observe the following code of conduct established by the Cobb County Public School:

1. Students must show proper respect to the driver at all times and obey all driver instructions.
2. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
3. Tobacco, illegal drugs, alcohol and weapons or look –a-likes are prohibited.
4. Students will keep his/her arms and head inside the bus at all times.
5. Nothing is to be thrown in, out or from the bus.
6. The use of obscene language or gestures is forbidden.
7. Destruction or defacing school property is prohibited.
8. Fighting or physical play is prohibited.
9. Unnecessary noise is prohibited.
10. Food, gum or drinks cannot be consumed on the bus.
11. Drivers are required to assign seats to elementary and middle school students.
12. Students must be seated at all times unless otherwise directed by the driver.
13. Students must be quiet at railroad crossings.
14. When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
15. Students may transport band instruments only if space is available.
16. The emergency door, windows and hatches are to be used only at the direction of the driver.
17. Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the schedule time.
18. Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the principal for approval.
19. Any other disruptive behavior will be referred to the principal as deemed necessary to insure safe transportation of students.

### Transportation Changes

As stated previously the bus driver wants to make sure your child is picked up for school and taken home in the afternoon in the most safe, appropriate and orderly way possible. For this reason, parents are to send a written note in advance to the principal any time the routine transportation procedures are changed: walking or riding in a car instead of riding the bus; riding a bus to a friends house; riding a different bus; and/or getting off his/her bus at a different stop. The note is critical and is for your child's protection. Approval of the change for the bus is contingent upon available seating space on the bus. The bus driver is under direct orders, if the written permission has not been sent by the parent and signed by the principal, the child will have to ride the regular bus home and get off at the regular stop. We thank the parents and guardians in advance for your understanding and cooperation in keeping our children safe.

### Transportation Department

Any further concerns of policy and procedures should be directed to the Transportation Department at 770-528-6500.

2011-2012

# CHEATHAM HILL ELEMENTARY



...opening new doors

**Cheatham Hill Elementary School**  
1350 John Ward Road  
Marietta, GA 30064  
678-594-8034

PTA Website: [www.cheathamhillpta.org](http://www.cheathamhillpta.org)

School Website: [www.cobbk12.org/CheathamHill](http://www.cobbk12.org/CheathamHill)