



PINE MOUNTAIN

END OF YEAR STUDENT POSSESSIONS PICK-UP

We appreciate you following our procedures as we all work as a school family to create an environment that is as safe as we can create for student return and pick up of items. We are so grateful for our families and the support you give Pine Mountain.

GENERAL PROCEDURES

- **No one can exit vehicles or congregate on campus.**
- Pick-up/Drop-off Days & Times
 - ✓ 6th Grade – Monday, May 18
 - ✓ 7th Grade – Tuesday, May 19
 - ✓ 8th Grade – Wednesday, May 20

Time	6 th Home Room Monday, May 18	7 th Home Room Tuesday, May 19	8 th Home Room Wednesday, May 20
9:00 – 10:30	Cassidy, Carothers, Enriquez	Caldwell, Gatch, Jones	Corr, Cruz, Davis
10:45 – 12:15	Freeman, Hoover, Ivey	Kremmel, Sherman, Taylor	deNeergaard, Hofmeister, Hutzler
12:45 – 2:15	Mickus, Ogle, Snell	Tew, Waltz, Wilbur, Willis	McEvelly, Melendez, Willis

- Families may pick up all sibling items at one trip. Please email Marranda Edwards at Marranda.Edwards@cobbk12.org so these items can be ready.
- All items in the student's locker will be bagged and ready for them except for food, textbooks, Media Center books, and any other items belonging to the school.
- It will be helpful to have a *large sign with your child's home room teacher and child/children's name(s)* to place in your *car window* as you pull up.
- Please be aware of staff members who will be directing cars.
- **You are asked to drop off materials before picking up materials.**

PROCEDURES FOR COLLECTION OF DISTRICT OWNED MATERIALS – DROP OFF FIRST

- **Enter the bus lane** on the east side of the campus. There will be signs to direct you.
- Proceed through the line as directed. We will maintain a single file line of traffic. We ask for your patience and would like to remind you to please not park and try to walk up to drop off items. Everyone is asked to stay in their vehicle.
- Staff members will be available to collect items you have to return.
- Such items include
 - ✓ Textbooks
 - ✓ Media Center books
 - ✓ Band and Orchestra materials and instruments
 - ✓ Miscellaneous items you know belong to the school

PROCEDURES FOR PICKING UP ITEMS – PICK UP LAST

- After you have dropped off any items on the bus port side of the school, exit the bus port and turn right to enter the carpool line at school's main entrance (the front porch area). There will be signs to direct you. Continue to maintain a single file line.
- Proceed through the line as directed. We ask for your patience and remind everyone to please not park and try to walk up to get your student's items.
- You will be given a bag with the contents of your student's locker. As a means of precaution as we pack the bags, we will work in pairs to make sure all contents are retrieved, and the locker is empty. PE locker materials will also be available.
- Teachers and administration will remove school materials (textbooks, Media Center books, etc.) and food prior to filling the bags with student possessions.
- The nurse will also be available for medication pickup.
- Once you receive your students' possessions, you are free to exit the campus. For families unable to come to the school during the designated pick up time to retrieve personal items, a second opportunity will be provided later.
- If you have items in your locker but do not want them returned to you, email your homeroom teacher.

YEARBOOKS

- Yearbooks will not be shipped to our school from our production company until June. As a result, the distribution of yearbooks for all grades will be not be able to occur until a later date. More information will come.

COLOR RUN INFORMATION

- The Color Run event will be moved to the start of the upcoming school year. Sixth and seventh grade students who participated in the fundraising will be able to pick up their Color Run packet when the Color Run event occurs during the upcoming year. Eighth graders who participated in the fundraising will be able to pick up their Color Run packet in the pick-up line.

AWARDS

- Any awards earned by sixth and seventh grade students will be distributed at the beginning of the school-year.

- Any award earned by eighth grade students, including the CLIMB Awards, will be mailed to your homes over the summer.

REFUNDS

- Other than Disney, all refunds due have been mailed. If you are due a field trip refund, other than Disney, and do not receive it by the end of next week May 8, you are welcome to email our bookkeeper, Jennifer Vaugh, at jennifer.vaughn@cobbk12.org. Disney refunds will be mailed as soon as our school receives the refund from the company. For those who will receive a Disney refund, we will communicate with you when refunds are being mailed.