

**2011-2012 Big Creek Elementary School
Parent/Student Handbook**
“Georgia School of Excellence”
“National Blue Ribbon School of Excellence”



District Information

L.C. (Buster) Evans, Superintendent

Ann Crow (District 1)

Kristen Morrissey (District 2)

Tom Cleveland (District 3), Board Chairperson

Darla Light (District 4), Vice Chairperson

Nancy Roche (District 5)

Main Phone: 770.887.2461

Transportation Phone: 770.888.1234

Email: fcs@forsyth.k12.ga.us

Website: www.forsyth.k12.ga.us

BIG CREEK ELEMENTARY SCHOOL

1994 Peachtree Parkway

Cumming, GA 30041

Phone: 770-887-4584

Fax: 770-781-2247

Sherri Black, Principal



Big Creek Elementary

“Honoring the past, charting the future!”

Welcome to Big Creek Elementary School Home of the Wildcats!

Big Creek Elementary enjoys widely known reputation for strong tradition and high academic achievement. Over the past seventy years, Big Creek has been a solid partner with students, families and businesses in Forsyth County aimed toward the mutual goal of educating our children to the highest possible levels. This partnership is centered on the students and has been the cornerstone in the recognition we have received on the County, State and National levels which decorate the halls and shelves of our building. We enjoy seeing our parents become involved in the learning process and the variety of student-centered activities we offer every year. We are fortunate to have hundreds of volunteers in our building every week donating their time and their resources to our students while modeling the same values and standards we embrace at our school.

Big Creek offers a dynamic education to every student and believes that the expectations for developing and maintaining a safe and fertile learning environment are key to the success of our students and staff.

On behalf of the Big Creek family, we welcome you and look forward to continuing our valued partnership with you in the coming year!

Your Principal and Partner,

Sherri Black
Big Creek Elementary School

BIG CREEK PTA

PTA is a group of parents, teachers, and other concerned adults who join together to support the school. The PTA plays an integral role in the success of the school. They sponsor programs for students such as Bingo, Father-Daughter Dance, Mother-Son Bowling, Cultural Arts and the Reflections competition. In addition, the PTA supports teachers and staff through making available grants and by providing volunteer assistance. Major projects which otherwise might not have been possible have been funded.

We hope that every parent will become a PTA parent, not only by joining as a member but also by becoming involved through volunteerism. PTA meetings are held both during the day and in the evening. Many of our PTA programs will include musical performances by our students. Meetings and special activities are announced through the school newsletter, website as well as the PTA newsletter.

If you have any questions, please contact Jennifer Brown at 678-513-8964. Her email is jimandjennbrown@prodigy.net or Paula Strickland at 770-887-6581 and her email is paula_paula@bellsouth.net our two PTA Co-Presidents. They will gladly refer you to our committee officers for 2011-2012.

ACCREDITATION

Big Creek Elementary School is accredited by the Georgia School Standards Commission and by the Southern Association of Colleges and Schools.

AFTER-SCHOOL CARE

There is an on-site after-school program for childcare. This program is operated by The Learning Bridge. Registration information can be obtained at Open House, from the receptionist at Big Creek, or by calling 678-513-4428 or 770-208-8877.

ATTENDANCE GUIDELINES

Regular attendance is essential to success in school. As permitted under the Georgia compulsory education law and Forsyth County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A scheduled medical, dental or eye examination of the student.
7. Registering to vote or voting.

8. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Absences:

It is the responsibility of the parent(s)/ guardian(s) to contact the school office, by 10:00 a.m. to report the student's absence. Students must **submit a note or parents must fax or e-mail the attendance office within five (5) school days for the student's absence to be considered excused.** Attendance Fax Number: 770.781.2247 or Attendance or email: lolvaney@forsyth.k12.ga.us. The parent/guardian must write the note, fax or e-mail stating the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

In case of extended illness, hospitalization or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student.

Consequences:

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory education law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation. **Non-school related activities and vacations are considered unexcused.**

Make-up Work:

It is the student's responsibility to turn in make-up work, when he/she is absent from school. Parents/guardians and students are encouraged to come to the office to retrieve make-up work after they contact the teacher. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

Late Check-in or Early Check-out:

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused tardies and early check-outs will be considered one unexcused absence. Students who miss more than half of the time in any class will be considered absent for that class period. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a physician's note or appointment card is required within 5 school days to be considered excused.

Check-in:

Parents must sign their child in upon late arrival. Students can not be sent in from the car rider line without being accompanied by a parent who will sign off on the attendance card.

Check-out: If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse for the absence to be excused. **Once again, parents must personally sign their child out from the office.**

BUILDING HOURS

To ensure safety, students should not arrive at school before 7:10 a.m. as no supervision is provided before this time. Should a student arrive more than 2 times before 7:10, a call will be placed to the parent. Students are to remain after school only for supervised extracurricular activities which have been approved by the administration.

Students will be placed in the Learning Bridge Afterschool Program if they are not picked up by 2:45. It will be the responsibility of the parent(s)/ guardian(s) to pay for this afterschool care. Parents who arrive early to drop off their children are asked to park in the front lot, rather than against the curb, until 7:10 as our Special Needs buses must access that area for unloading.

Office Hours: 7:10 – 3:10

School Hours: 7:40 – 2:20

BUSES

The FCS provides school bus transportation for all eligible Forsyth County students based on the student's residence and school of enrollment, and in compliance with Federal, State and/or Local laws, rules, regulations and/or procedures. The Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students.

The Forsyth County Board of Education encourages supervision appropriate to the age and/or maturity level(s) of students at bus stops by parents or guardians. For information Regarding Transportation practices and procedures, visit www.forsyth.k12.ga.us/transportation.

Elementary school administrators and transportation staff have determined that for safety reasons, **changes in bus transportation WILL NOT be permitted in Forsyth County Elementary Schools except in cases of true emergency.** If such an emergency occurs, a bus pass will be presented to the driver, but only after it is approved by the school administration.

Students who board a bus other than their assigned bus or request to get off the bus other than their assigned stop will be returned to school where the parent may pick them up. For information regarding Transportation practices and procedures, see our web page at: <http://www.forsyth.k12.ga.us/12941061621620983/site/default.asp?12941061621620983Nav=1&NodeID=2130>.

Learning is our focus and secretaries are expected to facilitate and support classroom efforts. The local schools can not afford secretaries spending hours of their day contacting parents, reconciling discrepancies and approving transportation changes they may or may not know are safe.

Safety is our number one priority in providing bus transportation, and the practice of routinely issuing bus passes causes inconsistency and confusion for everyone; the student, the school, staff, the driver and even the parent.

Students are expected to learn their stop, understand their driver's expectations and practice safe riding, walking, and waiting habits as they travel to and from school at their assigned stop. Drivers need to establish safe, orderly and respectful routines that include learning their students and developing positive relationships with them.

Please cooperate with the school and make car transportation arrangements whenever your student(s) need to be taken to any location other than their regular assigned afternoon bus stop. We appreciate your support.

Transportation is furnished to all Forsyth County students who are attending their base schools. Bus stops will be within .3 mile of the intersection of the parent's property and the first county maintained road. Excellent behavior on the bus is imperative in order for the bus driver to safely transport students to and from school and school activities. The school administration is responsible for assigning appropriate, effective consequences for inappropriate behavior. Consequences for inappropriate behavior on the bus will range from 1 day off the bus to permanent expulsion from the bus.

Bus information for this school year will be available at Open House and at <http://www.forsyth.k12.ga.us>. The transportation department can be reached by phone at 770-888-1234. All routing and schedule questions and driver complaints should be addressed to the contact person for Big Creek Elementary School, Tammy Webb at 770-888-3170 ext. 289.

Gary Puetz, Director of Transportation (770) 888-1234 ext. 224

School Bus Rules

- Observe same conduct as in the classroom.
- Be courteous. Use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the bus driver.
- Do not be destructive.
- Stay in your seat.
- Keep your head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.

School Bus Safety Procedures:

- Be at the bus stop at least five minutes before pick up time.
- Wait quietly on the side of the roadway where you live.
- Stand back from the moving traffic.
- Cross only in front of the bus. Never get close enough to touch any part of the bus.
- Wait for a hand signal from the driver to cross the roadway.
- Look in both directions for traffic. Left, right, left.
- Look at your driver. If you can see the driver, the driver can see you.

- Signal the driver with a waving motion if you drop something. Wait for the driver to give you a signal before picking up what you have dropped.
- Use the handrail going up or down the bus steps.
- Sit the safe way, back against the seat, bottom against the bottom of the seat.
- Stay seated until time to get off the bus. The open door is your signal to get up from your seat.
- Talk with a quiet voice. Do not distract the driver at any time. It could cause an accident.
- While on field trips, be totally silent at railroad crossings.

Prohibited Items on School Buses

- All items prohibited by the *Code of Conduct* at school.
- Bats.
- Hockey Sticks.
- Golf Clubs.
- Skateboards.
- Glass Items.
- Animals.
- Any other item that, in the opinion of the driver, may threaten the safety or welfare of the student or other passengers. The driver's decision is subject to review by the principal and/or the transportation director.

CAR RIDERS

Morning Drop-off:

Students should **not** be dropped off **before 7:10 a.m. for any reason**. Teachers will be on-duty to receive students at the sidewalk after 7:10. No one is assigned to monitor students before this time. Students should be ready to exit the car on the right side quickly. Book bags and other materials should be on hand for the child to pick up as they exit the car, not in the trunk. If a child needs assistance **Parents or guardians must sign in students who arrive after 7:40 a.m.** For safety reasons, the car rider drop-off line is one lane. Please do not go around cars in the car line. Parents are requested **not** to park behind cars in the parking lot and walk students across the lot. In the event that parents need to accompany students to class, they must park in a designated parking space, cross at the crosswalk and sign in at the main office.

Afternoon Pick-up:

Children **will not** be released to parents at the classroom door. Afternoon dismissal can become difficult when last minute interruptions occur. **If you must pick up your child early for an appointment, checkouts must occur before 2:00 p.m.; otherwise, pickups must occur through the car line. Please plan after school activities accordingly. Please do not attempt to pick up students in the lobby or in the bus line.** Anyone checking a child out of school must show a valid photo identification card, and must be listed on the child's checkout card. Afternoon car rider line will be a one-lane pick up. Parents will receive a car rider number which they should hang

from the rear view mirror. Please stay in you car and move forward as the line moves. Students will come out of the building when their number is called.

CHANGES IN STUDENT INFORMATION

In order to keep our records current, please notify the office immediately in writing of a change in any of the following: address, home telephone number, cell phone number, pager number, employer and phone number of each working parent, and person to call when parents cannot be reached. With changes of address, proper residency proof is required. When we have an emergency, it is imperative that we be able to reach an adult caretaker immediately.

CLINIC and STUDENT HEALTH

Big Creek's clinic is staffed during school hours by Ms. Kathy Moreland, a Registered Nurse. In case of illness or injury, a student will be cared for temporarily by the nurse or a designated member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, an ambulance may be summoned at the parents' expense. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

All medication must be delivered **BY THE PARENT** to the clinic and administered in the clinic by the school nurse or a designated member of the staff. All medication must be in its original packaging. No medication will be given without written instructions from the parent and/or doctor. Please refer to the Medication Procedures available in the office if you have questions.

Vision, Hearing and Dental Screening:

Vision and hearing screenings are conducted for grades 1-5. Referral letters are sent home to those students who did not pass the screening. For assistance in regard to the referral, contact the school nurse.

Communicable Disease:

A child is not to return to school until fever, diarrhea and/or vomiting have stopped for a full 24 hours, without the aid of medication. Prescribed antibiotic medications for communicable diseases are to be given for 24 hours prior to return.

Emergency Response to Life Threatening Asthma or Allergic Reactions:

Forsyth County Schools has partnered with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). Designated school staff members are trained to assess the clinical signs, call 911 and administer the medications (benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

Medications:

All medications (prescription and nonprescription) must be brought to school by the parent/ guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription

medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for ANY long-term medication (more than two weeks.) The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's Syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops. All Medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

Illness:

All students must go through the school nurse if they are not feeling well and think they should go home. The nurse will contact the parents, and a decision will be reached based on the medical situation. Parents should notify the school nurse of any chronic health conditions. Students with chronic health issues need to have necessary medication, etc., available at school and need to take responsibility in managing the problem by working with the nurse. Medication forms are available at the Forsyth County website or at the school. A conference with the school nurse about the medical problem is encouraged. We want to keep our students well and in school.

In an effort to decrease our communicable diseases, students should be free from vomiting, diarrhea, and fever reducing medication for 24 hours before returning to school.

CODE OF CONDUCT

Each student in Forsyth County Schools will be issued a *Code of Conduct*. The *Code of Conduct* covers rules for student behavior, dress, as well as consequences for failure to comply. Parents should carefully review this document with their child. All parents must sign that they have received a copy of the *Code of Conduct*.

COMMUNICATION

Teachers at Big Creek will communicate with parents through e-mail, web sites, class newsletters and weekly reports. Each child should have graded papers coming home each week. Graded papers will be placed in the student's communication folder. Upcoming events, assignments, special materials needed, as well as progress and behavioral reports are information you can expect from your child's teacher.

Each classroom and special area teacher also has a telephone in the room. **Please do not expect the teacher to answer the telephone while students are in the room.** Please a voice mail message and the teacher will listen to your message and return your call, if possible, within 24 hours.

In the event of an emergency, please call the main school number at 770-887-4584. The class newsletter should address the classroom instructional plans and general information. Some parents may feel daily or very frequent back and forth communication with the teacher is vital to their child's success. Should this be an area that presents challenge to the teacher's instructional day and responsibilities, the school may chose to accommodate this area via administrative involvement in the communication loop to protect our valuable instructional time for all students.

COMPUTERS & USE

ACCEPTABLE USE OF COMPUTERS AND NETWORK RESOURCES (GUIDELINES):

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.

5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are damaging to another person's reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school's policy on harassment; harassing or illegal.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to “Hacking”, or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches at school.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with a student safe search engine (such as netTrekker) and must be done with teacher supervision

COUNSELING SERVICE

Big Creek has a full time counselor available to provide individual or small group counseling to students and to conduct classroom guidance lessons on a regular schedule. The counselors work with school personnel to foster a positive learning environment. The counselors may also assist parents in obtaining special school and/or community services. In addition, Counselors conduct Good Touch, Bad Touch lessons, Red Ribbon Week (drug awareness), and Second Step (violence prevention) Olweus (bullying prevention) activities during the year. A large portion of the curriculum is delivered through our Think Lab specials.

CURRICULUM

Providing quality work for students every day in every classroom is the primary focus of all instructional programs in Forsyth County. Our system’s Standards and Benchmarks provide a rigorous and challenging instructional program for all students at every level. To learn more about the variety of curriculum services available please visit the website at www.forsyth.k12.ga.us. In addition, content curriculum and parent activities are also available on the Big Creek website.

DISCIPLINE

Big Creek Elementary believes that self-discipline is an important part of a child’s development. Self-discipline underlies the whole educational structure and is the training that develops character, orderliness, efficiency, and self-control. Developing self-discipline occurs when students learn to follow common rules and make wise decisions. Proper behavior by each student allows all students the maximum opportunity to play, learn and grow in a school environment.

The following are expected behaviors at Big Creek Elementary by all students:

1. Use quiet voices inside the school building, including the lunchroom.
2. Take care of all school property and equipment by using it carefully.
3. Walk inside the school building.
4. Respect all citizens at Big Creek.
5. Keep the school clean and litter-free.
6. Sale or trade of items by students, including lunch items, is strictly forbidden.
7. Items such as toys, which distract from the educational environment, are not permitted, including at lunch and recess.
8. Use of appropriate language is required.

School behavior policies are implemented for the safety of students and the maintenance of an orderly learning environment. Administrators are directed to follow these policies. Students who disregard school rules are made aware of the consequences to their actions. Parents will be notified if the use of these consequences does not bring about a successful change in behavior. The Forsyth County *Code of Conduct* pamphlet is distributed to all students during the first week of school and contains details of school and system discipline procedures. Student expectations are outlined below.

Big Creek Elementary School Student Expectations

1. We take responsibility for learning.

This means:

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude in daily work.
- Homework is carefully and thoughtfully completed and on time.

2. We try to settle our differences in a peaceful manner.

This means:

- We respect other people's property and personal space.
- We do not physically or verbally fight with other children.
- We do not take anything that does not belong to us.

3. We follow the directions of adults in charge, the first time given.

This means:

- We look at the speaker.
- We do not talk back to teachers or adults in charge, including substitutes and lunchroom supervisors.

4. We are sensitive to the needs and feelings of others.

This means:

- We use appropriate language at all times.
- We do not bully or tease other children.

- We never boo or whistle in the auditorium.
 - We are willing to help each other.
 - We are friendly and courteous.
5. We are expected to move safely through the school.
- This means:
- No playing around in the bathrooms or hallways.
 - No running in the lunchroom, hallways, or classrooms.

Our School's Special Let's Keep It That Way!

DISCIPLINE RECORDS

In compliance with the No Child Left Behind Act, FCS will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

DISCRIMINATION/HARRASSMENT REPORTING

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Equity coordinators for the school system are:

Title VI	Title IX
Bruce Wagar (Students) Candace Norton (Personnel)	Bruce Wagar (Students) Candace Norton (Personnel)
ADA and 504	Gender Equity
Sarah Taylor (Students) Candace Norton (Personnel)	Candace Norton (Students)
Community Based Work programs	
Genise Tworek	

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonega Highway, Cumming, Georgia 30040, 770.887.2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth

County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available at www.forsyth.k12.ga.us/boe > policies and procedures.

Equity:

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in any of its employment practices, educational programs, child feeding program or any other service or activity. It is the policy of the Forsyth County Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and all accompanying regulations. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated school system coordinator.

Harassment:

The school district forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.

Notice to Parents/Guardians and Eligible Student of Rights Under the Family Educational Rights Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA):

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), parents/guardians have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits

disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

FERPA Directory Information Notice:

FCS has designated the following information as directory information:

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at FCS; and
6. Awards received during the time enrolled in FCS.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed video taped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their

student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA) Notice:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information

before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instrument within a reasonable period of time after the request is received.

DISMISSAL

At dismissal time, bus riders are loaded onto their assigned buses by teachers, and car riders wait to be picked up at the designated car dismissal area. Dismissal begins at 2:20; therefore, students signed out before 2:20 will be recorded as having an early checkout.

Parents picking up children in car pool are to remain in their cars and wait for their child to be escorted to their car by a teacher. To expedite the car pool process, please have your car pool sign displayed in the right front windshield of your car. Parents are not to walk to the car dismissal area and take their children back across the crowded parking lot. This is for your child's safety, as well as yours.

Elementary school administrators and transportation staff have determined that for safety reasons, changes in bus transportation WILL NOT be permitted in Forsyth County Elementary Schools except in cases of true emergency. If such an emergency occurs, a bus pass will be presented to the driver, but only after it is approved by the school administration.

Students who board a bus other than their assigned bus or request to get off the bus other than their assigned stop will be returned to school where the parent may pick them up.

*If your child must be checked out of school early for an appointment, please be sure that s/he is checked out prior to 2:00. Students must be picked up in the carpool line after this time. Please note this and plan afterschool activities accordingly. Please do not wait in the lobby or at the front of the building to pick up students after dismissal.

DRESS CODE

The school dress code is outlined in the Forsyth County *Code of Conduct*. Appropriate dress enhances the learning environment and reduces distractions. Dress codes apply to students, teachers, and parents in the building. Please note that parents will be called to bring a change of clothes if a student is not appropriately dressed by definitions in the Forsyth County *Code of Conduct*. We expect that all of our adult visitors will be models for our students in abiding by our dress code.

DROPPING OFF FORGOTTEN ITEMS FOR STUDENTS

Please make every effort to establish a routine for bringing necessary items to school each morning. In the event that your child forgets an item that must be brought to school, please bring that item to the front office with your child's name and the teacher's name attached. Teachers will be contacted to pick up items when there is an instructional break. We will not interrupt the learning environment to take items to classrooms.

EMERGENCY NOTIFICATION to PARENTS

Parents/guardians are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons. The plans should include arrangements for school closings, delayed openings and early dismissals.

FCS closings will be announced on the local and metro broadcast media outlets, the school system website, www.forsyth.k12.ga.us, and on the automated voice service at (770) 887-2461. Subscribers to FCS' newsletters will also receive an email notifying them on closings or delays.

School Closing and Delayed Opening Information: School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, breakfast is not served, lunch will be served and school will dismiss at the regular time. For information on closing/delaying school, see the school system website (www.forsyth.k12.ga.us)

Early Dismissal Information: Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured. School closings will be announced as described above at or before 5:30 a.m.

Delayed openings will be announced as described above at or before 5:30 a.m. All school and school system operations will be delayed two hours. Busses will run two hours later. School schedules will be altered at the discretion of the principal. Breakfast will not be served. Lunch will be served at the regular time. Dismissal will be at the regular time.

ENTRANCE REQUIREMENTS

All students who are minors shall be admitted to schools of this system only upon being enrolled by (1) a parent of the student; (2) an adult who has been awarded legal custody of the student by the court in this state or any other state; or (3) an adult with whom the student actually resides and who is exercising parental control over the student pursuant to the consent of the parents (educational guardianship). Children who will be five years of age on or before September 1st will be admitted to Kindergarten. Those who are six years of age on or before September 1st may be admitted to first grade. Students entering first grade from a private kindergarten or home school will be evaluated to determine appropriate instructional grade placement. Students entering any grade from private school or home school may be evaluated for appropriate instructional placement. All registrations will take place only at the Hill Center located at 136 Elm Street, Cumming. You may call 678-947-0863 to make an appointment or by visiting the Forsyth County School website at www.forsyth.k12.ga.us and clicking on Registration.

The following information is needed for registration of students in school for the first time:

- Certified copy of the student's birth certificate
- Immunization form 3231 School Certificate of Immunization as proof of immunizations including Hepatitis B and Varicella (chicken pox)

- Vision, Hearing, and Dental exam certificate (Health Department form 3300)
- Copy of Social Security Card or notarized objection form
- Proof of residency (utility bill/initiation of utility service and one of the following: lease agreement, deed, closing statement, mortgage statement, or property tax statement) in parent's name.

OR

Forsyth County Schools Affidavit of Residency with notarized signatures of landlord and parent. The landlord must also provide the documents listed above.

EXTENDED DAY PROGRAM

Students who are eligible for extra instruction in reading and math may be asked to attend school after regular dismissal time. The Extended Day Program is offered on two days a week beginning in September. Parents will be notified if their child should attend. This extended day program is required by Georgia law, offered at no charge, and may be a condition of promotion if a child is not progressing satisfactorily in school. Student eligibility is based on teacher recommendation and scores on standardized tests.

FALSE PUBLIC ALARMS (BOMB THREATS, FIRE ALARMS, 911 CALLS, etc.)

Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated. Consequences will include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to **Mrs. Sherri Black**, a written request identifying the record(s) they wish to inspect. **Mrs. Sherri Black will** make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To

request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605,

GANG RELATED ACTIVITY

Gang related activity will not be tolerated in FCS. Students engaging in gang related activities will be subject to disciplinary action as defined in the Forsyth County Board of Education Code of Conduct and Discipline Procedures. See the definitions of Gang Member and Gang Related Activity below.

In addition to those definitions, from time to time new types of gang communication methods or activities may be invented. In that event, the Principal is authorized to further define and prohibit those newly developed activities. Gang Member is defined as: A person who is part of an association of three or more people who form an allegiance for a common purpose and engage, individually or collectively in illegal behavior. Gang Related Activity is defined as: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and / or (2) would be a criminal act if committed by an adult; and (3) is deemed to be gang related by the Principal. Gang related activity includes but is not limited to: communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme; jewelry, tattoos, gang symbols or graffiti on personal items; vandalism of public or private property, and acts of intimidation, threat, fighting and other forms of violence.

GRADING AND REPORTING

Students in grades K-5 are graded on a nine-week grading period. Report cards will be sent home at the end of each grading period.

Kindergarten - Third Grade

Students in grades Kindergarten through Third Grade will be evaluated using a standards-based report card. Below are the keys that teachers use to evaluate student progress towards learning goals every nine weeks. Academic standards are outlined for each quarter and provided in a Quarterly Parent Portfolio for your reference. Academic achievement is evaluated using a standards-based score of 3 (Consistent achievement of standard), 2 (Ongoing progress toward standard) and 1 (Limited or minimal progress toward standard). Rather than receiving one grade per content area, you will receive a breakdown of your student's performance by standard enabling you to identify areas of academic strength and opportunities for improvement more readily.

We believe in holding our students to high standards, not only in academics, but also for their personal conduct. Recognizing that successful students take initiative and have good work habits, these skills will be assessed throughout the year using the following scale - S = Successful (Student displays appropriate learner behavior), P = Progressing (Student behavior improving but not yet displaying satisfactory behavior), and N = Needs Improvement (Student does not display behaviors that lead to successful learning).

Additionally, Initiative and Work Habits of students are reported separately so that parents may monitor those student behaviors in addition to academic performance. Initiative and Work Habits will be assessed using the following scale - S = Successful (Student displays appropriate learner behavior), P = Progressing (Student behavior improving but not yet displaying satisfactory behavior), and N = Needs Improvement (Student does not display behaviors that lead to successful learning).

4th Grade PLUS and 5th Grade PLUS:

Students in grade 4 and 5 will receive a report card that includes both a traditional numeric average and a breakdown of performance, based on standards, for Reading, English and Math. The traditional numeric average will be determined by an average of summative assessments (work done after the learning has taken place and reflects the level of student mastery). Specific standards performance is based on formative assessments (work done during the learning process) and is evaluated using a standards-based score of 4 (Mastery), 3 (Consistent achievement), 2 (Ongoing progress), and 1 (Limited or minimal progress). Academic standards are outlined for each quarter and provided in a Quarterly Parent Portfolio for your reference.

Additionally, Initiative and Work Habits of students are reported separately so that parents may monitor those student behaviors in addition to academic performance.

4th and 5th Grade PLUS Summative Retest Procedure :

Students will be given the option of a retest on any summative assessment, if their summative grade is not acceptable to the student, parent or teacher. There will be one opportunity for a summative retest and a required commitment by the student to attend reteaching sessions and/or complete assignments designed to ensure mastery of standards. The reteaching sessions and assignments will be determined by the teacher. The expectation is that any student that does not pass the initial summative test will attend reteaching sessions, complete assignments and retake the summative assessment.

To learn more about elementary grading and reporting, please visit the Forsyth County Schools website at www.forsyth.k12.ga.us.

GUM

Big Creek as a no gum policy.

GUN FREE SCHOOLS ACT

Forsyth County Schools comply with the Gun Free Schools Act of 1994. A student who is determined to have brought a firearm to school will be expelled for a minimum of one year, subject to modification as controlled by federal law.

Possession of Weapon: It shall be unlawful for any person to carry to or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks (O.C.G.A. sec.16-11-127.1) Board policy and state law (O.C.G.A. sec. 20-2-751.1) require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

HARASSMENT

The school district forbids sexual, racial, and other harassment of all employees and students while at school, in the work place, or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system. This includes students harassing another student.

HOMEWORK

The faculty and staff of Big Creek Elementary endorse and encourage the use of homework and reading practice to promote student learning. Students develop self-discipline by setting aside time after school hours to complete homework assignments. The purpose of homework includes increasing student achievement, involving parents in the learning process, and encouraging self-directed, independent learning. Assigning quality homework offers

students opportunities for enrichment, practice of basic skills, and extension of instructional objectives.

Teachers have an obligation to assign homework as necessary to meet instructional objectives and to monitor student progress. As students' needs and achievement rates vary, so should homework assignments vary to accommodate these differences. Whether it is practice of skills and facts, research, or application activities, homework is valuable only when it connects with classroom activities and matches student's needs.

Homework will be purposeful. Homework must be a priority at home for students to receive maximum benefit. Through a strong home/school partnership homework has the potential to increase learning time and student achievement, which is our ultimate goal. Following is a guideline for the amount of time that should be spent on homework each night:

Kindergarten	5-10 minutes
First Grade	10-20 minutes
Second Grade	15-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes

If your student is spending longer than this on a regular basis, please talk with the teacher about the excess. Unfinished class work assignments may be extending the time your child spends doing homework!

HOSPITAL HOME-BOUND SERVICES

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school.

LOCAL SCHOOL COUNCIL

The LSC was established by Georgia law to "bring communities and schools closer together in the spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process...to provide advice, recommendations, and assistance and represent the community of parents and businesses." Elections will be held in the spring to select members of this council. The Local School Council replaces LSAC. Parents will still have a forum for their questions and for learning about school programs through parent representatives

on LSC. Meetings will be announced and are open to the public. A parent will lead and moderate the group.

LOST & FOUND

Found items of clothing and lunch boxes will be collected in a designated lost and found location. Items such as jewelry, car keys, etc. are given to the office. Unclaimed items are donated to charity on a quarterly basis. Everything brought to school should be **labeled** so that lost articles can be returned to the owner.

MAKE-UP WORK

It is the student's responsibility to turn in make-up work when he/she is absent from school. Parents and students are encouraged to use the Homework Hotline to retrieve make-up work daily. (Extension numbers will be given at Open House.) The student has five (5) school calendar days to make up work for every day missed. The teacher has the discretion to grant a longer period to make up work, if there are extenuating circumstances. It is the student's responsibility to make arrangements with the teacher within two days of returning to school to make up test(s). Students with unexcused absences will not be permitted to make up work unless extenuating circumstances exist as determined by the principal or the principal's designee.

Parents should contact the school before 9:00 a.m. if they plan to pick up missed work. Work will be available to pick up after 3:00 p.m. Make-up assignments may be picked up in the front office after dismissal time. In an effort to minimize disruption, we ask that parents not pick up missed work or make-up assignments from the teacher during the school day.

If your child is going to miss school because of a trip or other unexcused absence, the teacher may not have work available prior to the time of the absence. In most instances, he/she will not have it ready ahead of time. If this is the case, your child may be allowed to make up the work upon their return to school. **However, the teacher is not required to provide make-up work for an unexcused absence.** Most work cannot be made up with a book or paper-and-pencil assignment, and absences of any type do impact student learning and/or grades.

Students suspended out-of-school are responsible for securing assignments and completing assignments by the time they return to school. Failure to do so will result in loss of credit for the assignments missed during the out-of-school suspension.

MEDIA CENTER

The Media Center at Big Creek Elementary uses an open program that allows students to access materials for assignments, projects, research, and personal reading at any time. Features include online card catalog computer workstations, reference materials, and works of fiction and nonfiction. In the Media Center, students will learn about research methods, authors, themes, Primary Search, and use of Media Center materials. Students come to the Media Center for materials check-out, to use the computers, and for storytelling.

Materials from the Media Center may be checked out for two weeks. Students are expected to pay for books that are lost or damaged. The Media Center also hosts a book fair each fall and spring.

Parents may also honor a teacher or child on a special occasion, such as a birthday, by purchasing a book for the library. See the Media Specialist for more information.

NCLB PARENT NOTICE OF TEACHER QUALIFICATIONS

In compliance with the requirements of the No Child Left Behind statute, FCS informs parents/guardians that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If parents/guardians wish to request information concerning their child's teacher's qualification, contact the Human Resources Department at 770.887.2461 [Section 1111(h)(6)]

NEWSLETTER

The Wildcat Weekly, the school newsletter, is sent home via email each Friday. The newsletter provides information about school functions and upcoming events. Each classroom and individual notices and reminders will be sent home periodically. Please read these notices carefully for important information.

OUT OF DISTRICT POLICY

In order to attend a school outside the student's residential district, approval must be secured from the superintendent, the principal of the admitting school, and the principal of the school in the student's residential district. Approval may be restricted by class size and is granted on a year-to-year basis only. Students who present behavior or attendance problems may have the out-of-district approval rescinded by a letter from the principal of the school the student is attending.

PARENT TEACHER CONFERENCES

The school system calendar schedules 2 dates in the fall for parent conferences. Students are released early on these days at 11:50 so that parents may schedule conference times with their child's teacher. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year. Parents may request a telephone conference at any time by leaving a message on the teacher's voice mail.

PARTIES

Elementary classes may schedule two parties a year. The teacher may choose on which two occasions to have a class party. Please cooperate with the teacher by not expecting more than two parties. Some themes or units of study may have a culminating activity to celebrate achievements.

Big Creek does not permit parties for teachers are to be held on school time. Please schedule these activities to celebrate birthdays, babies, weddings, etc. after school.

PETS

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity with the principal's approval. Pets must be taken home immediately after the activity. However, under no circumstance is a potentially dangerous pet to be brought to school. Pets can never be transported on the school bus. We must be considerate of students who have allergies.

PICTURES

Individual student pictures will be taken two times each year (fall and spring.). One of the fall pictures will appear in the yearbook. Group pictures will be made in the spring. Prepayment of picture packages is required. All questions regarding pictures should be directed to the photographer.

PLACEMENT & PROMOTION

Grade placement is determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Placement decisions for third and fifth grade may also be determined by the Criterion Referenced Competency Test results. Students entering Forsyth County Schools from private or home study schools may be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Placement of kindergarten students will be done according to state and county guidelines.

Conferences are held in late spring to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Parent input is valuable, but the final responsibility for the decision rests with school officials.

POSSESSION OF A WEAPON

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks (O.C.G.A. §16-11-127.1). Board policy and state law (O.C.G.A. §20-2-751.1) require that any student determined to have brought a weapon to school will be

expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

RECORDS REQUEST

Parent(s)/Guardian(s) have the right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to *Mrs. Black*, a written request identifying the record(s) they wish to inspect. *Mrs. Black* will make arrangements for access and provide notice of such arrangements.

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES

Proof of residence is required when a student initially enrolls in a school, when entering grades K, 6 and 9, and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at www.forsyth.k12.ga.us/registration.

In the event of an address change, the Registration Center staff, principal or principal's designee shall accept the following records as proof of residency:

1. A current utility bill (gas, electric, water, telephone, or cable) and a current and valid lease or rental agreement. Records must include the name and address of the parent/guardian.

OR

2. A current utility bill (gas, electric, water, telephone, or cable) and one of the following documents establishing home ownership – deed, **closing statement**, **mortgage statement**, or **property tax statement**. Records must include the name and address of the parent/guardian.

OR

A FCS Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed and signed by the parent/guardian, as well as the

1. legal owner or landlord of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides proof of residence as required by the Forsyth County Board of Education, but no longer than the end of the current school year.

A school system representative may visit the address given by any parent/guardian to verify residency.

A family that rents a home in Forsyth County, while owning a home in another county, solely for the purpose of proving residence for their children to attend school in Forsyth County will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

In cases of separation or divorce, the student shall be deemed a resident of the parent/guardian who is indicated in legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents, the student will be deemed to be a resident with the parent/guardian with whom the student resides overnight during the majority of the school week.

SAFETY and HEALTH

Campus Crime Stoppers:

Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to FCS' Crime Stoppers by one of three ways.

- ANONYMOUS TEXT message to "crimes" (274637) and begin your message with "FCSS."
- ANONYMOUS Web tip at www.forsyth.k12.ga.us/crime
- Call the ANONYMOUS tip line at 770-205-4625

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

Communicable Disease:

A child is not to return to school until fever, diarrhea and/or vomiting have stopped for a full 24 hours, without the aid of medication. Prescribed antibiotic medications for communicable diseases are to be given 24 hours prior to return.

Discipline Records:

In compliance with the No Child Left Behind Act, FCS will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis in the school.

Emergency Evacuation of Campus:

In the even to a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established and checkout preparations are made, parents/guardians will be notified as described above about family reunification procedures.

SPECIAL EDUCATION RECORDS

IDEA (34 CFR 300.566) requires each local school system to maintain documentation of confidentiality requirements for those having access to special education records. Therefore, all requests, including parents or other agencies requesting special education records, must be made for these records through the Forsyth County Special Education Administrative Department at 1120 Dahlonega Hwy. It is here that original files are maintained.

SPECIAL EDUCATON SERVICES

A teacher, principal, counselor or parent/guardian may recommend students for referral to special services. Initial evaluation for special education services are administered only with parental permission. After the evaluation is completed, a staff meeting (including parents/guardians, teachers, counselor, administrator and the school psychologist) will determine the student's eligibility; and if appropriate, placement for special education services will be made.

Georgia Special Needs Scholarship:

Parents/guardians of students who receive special education services in FCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

Special Needs Public School Choice Options:

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individualized education program. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system.

The parent/guardian may also request a transfer to one of the State schools for the deaf and /or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

Special Needs Private School Choice Option:

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/sb10.aspx>

Private School Choice Option:

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on Georgia Special Needs scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/sb10.aspx>.

Section 504:

The Student Support Team (SST) is the mechanism in FCS for identifying disabled students who are eligible for an individual accommodation plan under Section 504. A teacher, educator, or

parent/guardian may refer a student to the Student Support Team to consider the appropriateness and eligibility of a student for a 504 individual accommodation plan. For questions regarding SST and/or 504, contact the school level SST chair.

EIP:

Early Intervention Program (EIP) is a state funded program which is available to eligible kindergarten through fifth grade students. This program focuses on supplementing instruction in skills necessary for academic success. The EIP program emphasizes an activity-centered, small group curriculum with extensive use of appropriate materials to assist in skill development. The EIP teacher plans with the classroom teacher for 50 minutes of instruction daily.

Horizons:

Horizons is an enrichment program that provides supplementary activities to enhance the education of the gifted students. A student must meet school system guidelines in order to be eligible for the enrichment program.

Interrelated Resource:

Interrelated resource teachers are available at Big Creek Elementary for those students with special needs, such as specific learning disabilities. Instructional strategies include resource instruction (The student leaves the regular classroom for a certain time to go to the special teacher) and inclusion (The special teacher and the classroom teacher work together in the classroom).

Speech Therapy:

Certified Speech Language Pathologists are available for screening and therapy for those students who have speech and/or language impairments.

Student Support Team:

Students who are experiencing academic or behavioral difficulties may be referred to the Student Support Team (SST) for discussion. This team is made up of three or more professionals at the school who meet to discuss the student's difficulties and plan for alternate instructional strategies and/or modifications. Occasionally, students may be referred to the assistant principal for screening (academic, intelligence, or behavioral), at which time permission must be secured from the parents. Recommendations of the SST after any screening is completed may include specific curriculum, behavioral modifications, or referral for full psychological testing. Parents are invited to SST meetings and kept aware of the SST recommendations. Teachers or parents may ask for SST to assist with a student's educational planning.

STANDARDIZED TESTING

The Iowa Test of Basic Skills will be administered to third grade students in September. Students in third – fifth grades will take the Georgia CRCT in April. Parents are asked to make every effort possible to have their children present on these days.

The Cognitive Abilities Test (CogAT) will be administered to third grade students. CogAT scores give an estimate of the student's academic ability and allow us to compare a student's ability against achievement.

STUDENT HOMEROOM/CLASS PLACEMENT

Each year, the administration works collaboratively with teachers, test/assessment data and other relevant information to develop a balanced class placement for all students. This is a multiple-criterion decision that is based on a variety of research-based best practices as well as differentiated instructional considerations.

While parents are welcome to share general information regarding their child and their learning, specific teacher requests by name will not be accepted under any circumstances.

Should a parent have a concern regarding a student placement at any point in the year, the following procedure will be followed:

- A minimum of 2 teacher-parent conferences directly focused on the area of concern with administrative support and presence.
- At that initial and follow up conference, a written plan to address concerns from that point forward will be drafted and agreed upon by all parties to protect the child and children from unnecessary transition.
- Follow up by administration over the coming weeks, via contact with both parents and teacher, to ensure the sustained efforts and success of the plan are moving forward.
- Final assessment of progress during this period regarding the area of concern by the principal.

Adjustments to any students assigned to classrooms will be by extreme exception and only considered by the principal after it has been clearly determined that joint efforts were made by both parties to resolve any concern. Furthermore, that there is clear evidence that a move to another classroom will directly address the lingering concern after the above attempts have been made to resolve the issue.

STUDENT ASSESSMENT

The 2010-11 Elementary School Assessment Calendar can be found in the Appendix Section of this handbook.

STUDENT EVENTS

Activities to enhance extended learning opportunities are offered to Big Creek Elementary students at all grade levels. Examples are Spelling Bee, Oratorical Competition, Mathletes, Art Contests, Student Council, Technology Fair, Science Olympiads, After School Clubs, etc. In addition to these events, the physical education teacher will coordinate a field day

for all students in the spring on the campus of Big Creek. These activities are subject to available human and financial funding that may vary from school year to school year.

STUDENT MEALS

Each school has an automated system that is able to track the payment and purchasing activity of each individual student's account. Meals may be pre-paid for the week, month, or even the year. Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to enjoy their meal.

Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. If parents/guardians wish to limit the use of their child's account to meals only, each school year parents/guardians must send a written note to the school's program manager stating that their child will not be allowed to purchase extra items off of their meal account. If this restriction is applied to the account and they select extra items on the line, they will be required to pay cash at the point of sale.

Parents/guardians or siblings having lunch with a student may not use the student meal account to pay for guest meals.

Pre-payment by Debit or Credit Card via the Internet:

Register at www.myLunchMoney.com to prepay for a child's meals online using Visa or Mastercard. Parents/guardians must use the student identification number, school name, and student's date of birth to register and place money on their child's account. **If the child's student ID is less than six digits, parents must put in a leading zero(s) to make it six digits.** If parents/guardians do not know their child's student ID, contact the school's nutrition manager. To learn more about this visit the food and nutrition at www.forsyth.k12.ga.us/nutrition.

Prepayments made through myLunchMoney.com may take up to 48 hours to post to the student's meal account at school. Parents/guardians will be assessed a \$1.95 fee per transaction made through mylunchmoney.com. Prepayments in any amount made online for your child's meals will be assessed a \$1.95 fee per school transaction. If parents/guardians have more than one child at the same school and are making prepayments on each child's account at the same time, only one transaction fee of \$1.95 will be assessed to their debit or credit card. If parents/guardians have children in multiple schools a \$1.95 will be assessed per school site.

Parents/guardians that have used the online prepayment method previously should verify the account information annually. This is particularly important if the student has changed schools. Credit and debit card information should be verified periodically as well.

Meal Charge Policy:

Only students in elementary will be allowed to charge up to the equivalent of five (5) meals. No ala carte purchases may be charged to the student's debit account, except milk/50% juice when a meal is brought from home. Middle and high school students are not allowed to charge a meal or ala carte items. (Adults are not allowed to charge a meal or any portion thereof.) A charge notice will be completed and sent home to the parent/guardian through the student. When the manager has sent home the third notification with no success in collection of outstanding charges, the principal or counselor will be asked to intervene to assist with collecting the delinquent payments and assessing if there is a need for free or reduced priced

meals. After the fifth unpaid charge, the manager will offer the student a snack or partial meal such as a sandwich or crackers and milk. If a student continues to come to the cafeteria without a lunch from home or money and the student's account continues to be delinquent, the case will be considered for release to the Department of Family and Children's Services for neglect. Students who have unpaid meal charges will not be allowed to purchase any extra sale food items until the charges have been satisfied.

Returned Check Policy:

Nutrition Services Program will accept checks for exact payment of meals or prepayments to the student's debit account. The program will not cash personal checks or give change back when a check is received for payment. FCS uses a check company to collect checks that are returned unpaid. Without further notice, they will attempt to collect on the check electronically if it is returned unpaid by your bank for any reason. If a check is returned unpaid, the face amount and a state- authorized fee will be collected electronically from the parent's account when the money is available. If a parent writes a check to the district, they are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned unpaid by the banking institution to the recovery company. After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

Proposed Meal Prices:

	Lunch		Breakfast	
	Paid	Reduced	Paid	Reduced
Elementary	\$2.15	\$.40	\$1.25	\$.30
Middle	\$2.25	\$.40	\$1.35	\$.30
High	\$2.25	\$.40	\$1.45	\$.30
High School Grill Meal	\$3.25	\$.40		
Employee	\$2.75 (HS Grill \$3.75)		\$1.75	
Guest	\$3.25(HS Grill \$4.00)		\$2.00	
Extra Milk:	<u>\$.60</u>			

Free and Reduced Price Meals Availability:

The Free and Reduced Priced Meal Program is available to assist families during times of financial hardship. **The School Nutrition Program accepts free and reduced meal applications throughout the school year.** Students approved for free or reduced priced meals may eat **breakfast and lunch** free or at a reduced cost. Parents can rest assured the information supplied on the form is strictly confidential and student identification is protected with the computer software used at the cashier's station.

- A current year 2011-2012 application must be submitted. Prior year application forms are not accepted. The 2011-2012 application is available at each school, in the Registration Office at the Hill Center and on the system's website, www.forsyth.k12.ga.us.
- Completed and signed applications can be sent via one of the following methods:
 - scanned and emailed to aplant@forsyth.k12.ga.us
 - faxed to 770-888-3464
 - sent via US mail to: Food & Nutrition Services, 1140 Dahlonega Hwy, Cumming GA 30040
 - submitted to any school cafeteria.
- Applications will be processed within 10 school days of receipt at the central office. Eligibility for those approved for free or reduced benefits will be effective within an hour of being processed at the central office. Written notification of eligibility/denial will be sent to the household address via US mail the day the application is processed.
- Eligibility for Free or Reduced price meals is **not retroactive**, therefore the parent or guardian is responsible for payment of school meals until the F&R application is approved.

STUDENT SEARCHES

Student cars brought on campus, student book bags, and school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. FCS reserves the right to use "walk-through" and "hand-held" metal detectors and "drug or weapon sniffing" dogs at school and during any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

TARDIES and EARLY CHECK-OUTS

Students need to be in school daily, on time, and stay for the duration of the day. It is the responsibility of the parent(s) or guardian to see that their students arrive at school on time. Parents need to sign in their late elementary students.

Medical and dental appointments should be scheduled after school hours, if possible. If it is necessary to check in late or to checkout early due to an appointment, proof of the appointment through a doctor's note/bill must be provided for it to be excused. If no verification is received, the late check in or early check-out will be unexcused. Written notes need to be

submitted within five days. Only parents or individuals designated on the check out card will be permitted to check out a student. Identification is required for safety purposes. A combination of three unexcused late check ins (tardies) or early check outs will be considered as one unexcused absence. Students must be checked out prior to 2:00 p.m.. After 2:00, students will be dismissed through the car line only.

Punctuality and attendance are life skills that are modeled by parents so children will develop positive habits that will carry over into adulthood. Parental attitude and example have the most impact on children. Getting to bed or getting up earlier as well as being organized with clothing, lunches, and book bags will help every family start the day in a positive way that will enable students to get to school on time. Being on time enables students to visit with friends, organize their learning materials, keep up with classroom routines and prevents embarrassment from walking in late and disrupting the class. Parents are encouraged to work out a good routine that will ensure on time attendance.

Teenage Driver Curfew: Georgia law (O.C.G.A.§40-5-24) prohibits Class D licensed drivers from driving on public roads, streets or highways between the hours of 12:00 Midnight and 6:00 a.m. It is the responsibility of individual students, to be informed as to the terms and conditions which currently exist or may be imposed upon driver's licenses issued by the State of Georgia, and to comply with such terms and conditions. It is not the responsibility of the Forsyth County Board of Education, its board members, employees or agents to either inform students of such terms or conditions, or insure compliance with the laws of this State.

Teenage and Adult Driver Responsibility Act: This law mandates the school system to report non-compliant students 14-17 years old for the purpose of denying or suspending the driver's license. A non-compliant student is defined as one who has:

1. Dropped out of school without graduating and has remained out of school for ten consecutive days;
2. Ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or
3. Been found in violation by a hearing officer, panel or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
 - a. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - b. Possession (internal or external) or sale of drugs or alcohol on school property; or
 - c. Possession or use of a weapon on school property (For the purpose of reporting non-compliance under this Act only, the term "weapon" shall be defined in accordance with O.C.G.A.§16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project),
 - d. Any sexual offense (including sexual touching) prohibited under O.C.G.A. Chapter 6 of Title 16; or

- e. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

TEXTBOOKS

All basic textbooks are on loan to students for use during the school year. Each student is responsible for the textbooks issued to him or her. Replacement textbooks will not be issued until reimbursement fees have been paid in the office. All textbooks must be returned, and fees for any lost or damaged books must be paid by the last day of school.

VISITATION

We encourage parents and relatives to visit our school by appointment. For the protection of our children, all visitors must make prior arrangements with the teacher, and then on the day of the visit must check in with the office upon entering the school building to receive a visitor badge. At that time, you will be asked to share the reason for your visit. Parents are requested to make an appointment for teacher conferences. Please do not bring preschool age children into the classrooms as this can be very disruptive to the instructional environment. **PLEASE DO NOT GO TO THE CLASSROOM TO SPEAK TO THE TEACHER JUST FOR A MOMENT.** Although this may be convenient for you, it interrupts the instruction and supervision of the entire class.

Safety Check:

Safety Check is a new computerized visitor check-in system that is being installed in all Forsyth County Schools with full implementation planned for the start of the 2008-09 school year. Safety Check requires first-time guests to present their driver's license (or another form of government issued identification) and have their photo taken for a system database. For returning visits, guests will "swipe" their identification card in order to verify their identity. An adhesive badge will then be printed, showing the visitor's photo, name, destination and date. In addition to enhanced security, the system will also provide valuable records such as volunteer hours.

Each visitor will be asked to go through the Safety Check System to enter the building. No exceptions will be made.

To visit Big Creek or any other Forsyth County School you will need: your drivers license or other form of government issued ID. For more information regarding the Safety Check System, please visit the Forsyth County Website (www.forsyth.k12.ga.us)>Select A Link Menu>District Department>School Safety>Safety Check link on the left.

VOLUNTEERS

Parents, relatives, and friends of Big Creek Elementary students are encouraged to volunteer in the school and at school sponsored events. A form will be available at Open House for parents to indicate their interest in volunteering. Parents may also call the school for volunteer information. Volunteers must sign in and out in the office using the same procedures as other visitors. Please do not bring preschool age children into the classrooms as this can be very disruptive to the instructional environment. If you have small children, and would like to

volunteer, please speak with your child's teacher about opportunities to prepare instructional materials at home. This is also a great service for our school. Due to safety issues, small children are not permitted in workrooms.

WITHDRAWAL

Parents withdrawing students from Big Creek Elementary should contact the school office and their child's teacher at least a week in advance, if possible. The teacher will secure a withdrawal form from the school office. The student's teacher, media specialist, and the cafeteria manager must complete and sign the form before it is returned to the office for the principal's signature. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Records will be mailed to the new school upon receipt of a signed request. Under no circumstances are textbooks or other school owned materials to be taken from the building during any withdrawal time period from Big Creek.

CALENDARS