

Johns Creek Elementary

Johns Creek



Jaguars

**2017-2018
Student-Parent
Handbook**

Johns Creek



Jaguars

Welcome to Johns Creek Elementary, Home of the Jaguars. Our dedicated and highly trained faculty work collaboratively to provide a challenging, engaging, and enjoyable learning environment for our students. We are committed to providing a professional learning community that embraces high academic standards, character development, leadership skills, and social skills. Our policies, procedures, and school rules are based on what we believe are best for our students.

You will find Johns Creek Elementary a very special place because of the large number of parent and community volunteers as well as Partners in Education who donate their time to support our school and student success. Our volunteers, community members, Partners in Education, parents and staff model the same values and standards expected of our students. In addition, we have mentors who contribute a great deal to our learning environment.

On behalf of the Johns Creek faculty and our administrative team, Welcome to the 2017-2018 school year. We look forward to working together throughout the school year to make Johns Creek Elementary the very best!

*Alyssa Degliumberto, Principal
Johns Creek Elementary School*

Johns Creek Elementary School Vision, Mission, and Belief Statements

Vision:

Challenging and Engaging Learning for All

Mission:

The mission of Johns Creek Elementary School is to create a safe, vibrant, and supportive community where staff, students, and parents are actively engaged.

Beliefs:

Johns Creek Elementary will build the foundation for each student to be college and career ready upon graduation from Forsyth County Schools, the Forsyth County Schools' Learner Profile. This advanced profile describes the attributes of students attending and graduating from a Forsyth County school. With these academic skills and personal characteristics, Forsyth County Schools' students are college and career ready.





Quality Learning and Superior Performance for All

Dr. Jeffrey Bearden, Superintendent
Forsyth County Board of Education
Ms. Ann Crow (District 1)
Ms. Kristin Morrissey (District 2), Vice Chairperson
Mr. Tom Cleveland (District 3)
Ms. Darla Light (District 4), Board Chairperson
Ms. Nancy Roche (District 5)

Main Phone: 770-887-2461
Transportation Phone: 770-888-1234
Website: www.forsyth.k12.ga.us

Johns Creek Elementary School

6205 Old Atlanta Road
Suwanee, Georgia 30024
Phone: 678-965-5041
Fax: 678-475-1725

Alyssa Degliumberto, Principal
Jennifer Amburgy, Assistant Principal
Robin Neal, Assistant Principal
Barbara Clement, Assistant Administrator

Counselor:..... Onalee Flynn & Dawn Boseman

School Nurse:.....Pat Klosinski

Lunchroom Manager:.....Catherine Bolinger

Head Custodian:.....Betsy Hodkinson

All staff members may be reached by telephone or email. For a complete list of numbers and/or email addresses, please refer to the school webpage.

School Colors Blue and Gold

School Mascot..... Jaguar

Accreditation

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

ARRIVAL & DISMISSAL:

Johns Creek Elementary School hours are 8:20am to 3:00pm. Students may enter the building beginning at 7:50am when JCE staff is present in the car rider line. Students should not arrive to school prior to 7:50am unless registered with The Learning Bridge before school program. Supervision is not provided prior to 7:50am. Students not in their classroom by 8:20 a.m. will be considered tardy. Only students arriving late due to bus difficulties will not be marked tardy.

Students who are car riders will enter the front entrance of the school. Students must be dropped off and picked up in front of the school. Cars will form a single line in front of the school and wait for a staff member to be present before unloading. Students should exit the vehicle from the passenger side only.

For the safety of your child, all individuals (including parents) who have permission to check out a student *must* be listed on the check-out card kept in the front office and must provide identification at time of checkout. Students will not be released without proper identification. All checkouts are to occur in the office. No checkouts in the classroom are permitted.

Due to end of the day transitions and preparing for dismissal, students may not be checked out of school between 2:30pm and 3:00pm. After the 2:30pm time, parents will be required to wait in the carline to pick their children up.

Change in dismissal plans: A signed, dated note from the parent or guardian must be received in order for a student to be dismissed in any way other than their normal transportation plan. This includes being picked up by someone other than the parent or guardian. For safety, transportation routines will not be altered with only the child's verbal request. Transportation changes will not be taken over the telephone, fax or e-mail, unless an emergency arises. Should an emergency arise during the school day and dismissal plans must change, please contact the receptionist and she will direct you to an available administrator. Parents must understand the school's responsibility in ensuring the safety of our students. Students will not be allowed to ride a different bus home. Students may only get off the bus at their assigned stop.

Student(s) in grades K to 2 will be returned to JCE if the parent or guardian is not at the bus stop to receive the child(ren). The parent/guardian will be responsible for picking up the student at JCE in a timely manner. A driver's license will be required for identification.

Dropping off items at the front desk:

In an effort to build responsibility, please remind your child to bring all items needed for the day with them in the morning. BYOT will not be accepted at the front desk and parents will be asked to take it home with them. We will email the teacher with forgotten items the first few weeks of school, but will not guarantee they will see it as our school day is jammed packed with instructional learning activities. We will not interrupt educational time throughout the day for these items. If a child forgets something critical for instruction, such as glasses, we will contact the classroom teacher directly. Classroom teachers will not be on email throughout the day as they are teaching, but will check email in the morning, possibly at lunch and afterschool.

Hours:

School office hours are 7:00am to 3:00pm. Doors will be locked at the conclusion of afternoon car pool. Students may not re-enter the building for forgotten items after school.

ATTENDANCE:

Regular attendance is essential to success in school. As permitted under the State Board of Education Rule 160-5-1-.10, the Georgia Compulsory Education Law O.C.G.A. § 20-2-690.1, and Forsyth County Board of Education policy, students may be excused for the following reasons:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- 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.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A scheduled medical, dental, or eye examination of the student.
- Registering to vote or voting.
- Visiting with a parent or legal guardian who is in 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 five (5) days per school year.

Students shall be counted present when they are serving as a page in the Georgia General Assembly. Students who are in foster care are to be counted present at school when attending court proceedings related to their care and placement.

Non-school related activities and vacations are considered unexcused.

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 email the attendance office within five (5) school days for the student's absence to be considered excused**. Attendance Fax Number: 678-475-1725 or Attendance e-mail: smcguire@forsyth.k12.ga.us. The note must include 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.

A Medical Note will be required for any student who has 10 absences whether excused or unexcused.

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 attendance 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.

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 retrieve missed lessons and work from itslearning. 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 late check-ins and/or 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 parent note, physician's note, or appointment card is required within 5 school days to be considered excused. After the tenth late check-in or early check-out, 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.

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 and meet assessment criteria for the school to excuse the absence. Parents may submit a note to excuse an early check-out due to illness. Students who are frequently absent, tardy, or check out early from school may be required by the school administration to provide medical documentation to validate any absence, tardy or early check-out as excused.

BEFORE AND AFTER-SCHOOL CHILD CARE:

Before and after-school care will be provided through The Learning Bridge. Jim Riddle is in charge of the Johns Creek Elementary program and may be reached by phone at 678-513-4428. Please register your child in advance. Enrollment forms are available in the Johns Creek office.

BIRTHDAY RECOGNITIONS:

We will hold birthday recognitions each month on the same day as our house meetings. Room parents or designee will be in charge of organizing a snack (cookie or cupcake-individually portioned already) and drop the treat off on the day of the event at the table labeled in the front lobby.

Birthday Lunch—Parents may come to lunch daily and/or to celebrate with their child on on/near their birthday. Safety is our first priority. Due to allergies and for the safety of our students, parents will only be able to eat with their own children in a designated area. Friends will not be permitted to eat with other families. We hope you enjoy this is a special time with your child.

CAFETERIA PROGRAM:

The Johns Creek Elementary Cafeteria offers both breakfast and lunch. Breakfast is served from 7:50am to 8:15am each morning. Parents are welcome for lunch and may eat with their child in the Multi-Purpose room. Students may not bring friends when having lunch with their parent. Ice cream is prepaid; therefore, there are no cash ice cream sales during lunch.

CLASS PLACEMENT:

Each year, 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 each Spring for the upcoming year, 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 two teacher-parent conferences will be held directly focused on the area of concern with administrative support and presence.
- At the initial and follow up conference, a written plan to address concerns from that point forward will be drafted and agreed upon by all parties present to protect the child from unnecessary transition.
- Follow up will be conducted by administration, via contact with both parents and teacher(s), to ensure the sustained efforts of all parties and success of the plan.
- A final assessment of the child's progress regarding the area of concern will be conducted by administration.

Adjustments to any student's classroom assignment will be by extreme exception and only considered by administration 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.

CLINIC:

Johns Creek Elementary clinic is located in the administrative office area and is staffed five days a week by a registered nurse. In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted and appropriate medical personnel may be contacted. If parents are not available an ambulance may be summoned if deemed necessary. 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.

If a child is sick, he/she should be kept at home. This helps stop infection of other children and your child will be much happier and more comfortable in your care. Children may not attend school when:

- temperature is 100 or above
- they have had diarrhea within the last 24 hours
- they have vomited within the last 24 hours

- they have a rash with fever
- they have pink eye (red or pink eyes with white or yellow discharge), they may not return until 24 hours after treatment has begun
- they have tuberculosis, they are not allowed to return until a physician states the child is not infectious
- they have impetigo, until 24 hours after treatment has begun
- they have Strep throat – they may not return until after 24 hours of treatment and without fever
- they have head lice – they must be treated with a lice shampoo, and all nits removed from hair. The school nurse must be notified and they may not ride the bus until cleared by our nurse. All students must check in with the nurse upon arrival for re-check prior to being allowed to the classroom.
- they have ringworm, they may return after 24 hours of treatment
- they have chickenpox, they must stay out of school 6 days after the onset and until all lesions have crusted over

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.

Emergency Response to Life Threatening Asthma or Allergic Reactions

FCS partners 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.

Vision, Hearing and Dental Screening:

Vision and hearing screenings are conducted for grades 1, 3, 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.

CODE OF CONDUCT

Each student in Forsyth County Schools will be issued a *Code of Conduct*. Parents should carefully review this document with their child(ren). By signing the Parent Permission form you stated you read and received this booklet.

COMMUNICATION:

Students and parents/guardians are encouraged to regularly check each of their itslearning courses for information such as lessons, assessments, important dates, etc. Within each course, the teacher maintains a Planner where this information can be found. Student grades and attendance are available in ParentPortal, <http://www.campus.forsyth.k12.ga.us>, which is also used for school and district newsletters distribution lists. The district invites you to stay connected by visiting its website, www.forsyth.k12.ga.us, following on social media

(@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), and to download the updated mobile app, Forsyth County Schools GA.

COUNSELING SERVICES:

Two full-time counselors are available at Johns Creek Elementary. The counselor works with school personnel to foster a positive learning environment through classroom guidance, individual and small group counseling, and direct parent education classes. In addition, the counselors are available and may assist in obtaining special and/or community services. Onalee Flynn and Dawn Boseman may be reached at ext. 362519.

CURRICULUM:

Georgia has adopted the Georgia Standards of Excellence (in English Language Arts & Math). The development of national standards for K-12 English Language Arts and Mathematics was initiated by the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO). These standards provide a consistent framework to prepare students for success in college and career. The standards can be viewed on the Georgia Department of Education website www.georgiastandards.org. Forsyth County Schools follow the Georgia Standards of Excellence deemed appropriate for each grade level. We will follow the Georgia Performance Standards for Science and Social Studies. In addition, Music, Physical Education, and Art classes are taught to all grade levels.

DISCRIMINATION/HARASSMENT 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

Todd Shirley (Students)
Cindy Salloum (Personnel)

Title IX

Todd Shirley (Students)
Cindy Salloum (Personnel)

ADA and 504

Sarah Taylor (Students);
Cindy Salloum (Personnel)

Gender Equity

Cindy Salloum (Students)

Community Based Work Programs

Valery Lowe

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.

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:

- 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.
- 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.
- 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.
- 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:

- Name,
- Photograph,

- Date of birth,
- Major field of study,
- Grade level,
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Degrees, honors and awards received, and
- The most recent educational agency or institution attended.

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, 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 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:

0. Political affiliations or beliefs of the student or the student's parent;
1. Mental or psychological problems of the student or the student's family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
6. Religious practices, affiliations, or beliefs of the student or student's parent; or
7. 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.

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. In standards-based grading, student progress is measured by determining student progress toward achievement of grade level standards. Rather than receiving one grade per content area, your child will receive a breakdown of performance by standard cluster enabling you to more readily identify areas of academic strength and opportunities for improvement. In addition, the reports include a three-point rubric defining work ethic and behaviors that impact student achievement.

4th Grade PLUS and 5th Grade PLUS:

Students in grades 4 and 5 will receive a report card that includes both a traditional numeric average and a breakdown of performance, based on standards for English/Language Arts 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 standards-based scores. Science and Social Studies will receive traditional percentage grades only. In addition, the reports include a three-point rubric defining work ethic and behaviors that impact student achievement.

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.

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.

HOMEWORK:

The use of homework promotes student learning by reinforcing academic skills. Students develop self-discipline by setting aside time after school hours to complete homework assignments. Homework is assigned to increase student achievement, involve parents in the learning process, and encourage 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. Whether it be drill and practice of facts, research, or application activities, homework is valuable only when it connects with classroom activities and matches student needs.

Homework will be purposeful. Homework must be a priority 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.

INFINITE CAMPUS

Parents' Home-to-School Connection is an option on the Forsyth County website called Parent Portal where parents can check their student's academic progress and view the following:

- View grades
- Check homework assignments
- See attendance records
- Review skill mastery
- Examine other student information

Parent Portal: You may obtain your activation key at the front desk *only* if you have not previously created an account. Click this link: [Parent Portal Instructions for Parents](#) for directions.

LOCAL SCHOOL COUNCIL:

The Local School Council (LSC) is comprised of parents, business partners, two teachers, a member of the PTO Board, and principal in compliance with the Board of Education policy. The council is designed 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. The LSC provides advice, recommendations, and assistance and represents the community of parents and businesses. LSC meeting dates, meeting agendas, and monthly minutes will be posted to the Johns Creek Elementary School web site (www.forsyth.k12.ga.us). Please click on the Local School Council link under Parents & Partners once on the Johns Creek Elementary page.

LOST AND FOUND

Clothing and lunchboxes found in hallways, on the playground, in the cafeteria, gym or other school locations are placed in lost and found located behind the back stairs. Eyeglasses, jewelry, money or keys are taken to the front desk of the school. Students should check these locations to retrieve lost items. Unclaimed items are donated to charity on a regular basis.

MAINTAINING SCHOOL PROPERTY

Students are expected to assist in maintaining cleanliness of the classroom, lunchroom, corridors, restrooms, and outside grounds, and to exercise proper care in the use of school furniture and equipment.

MEDIA CENTER

The media center offers a variety of multi-media resources available to teachers and students. When students and teachers have questions and are seeking information, the media center at Johns Creek Elementary can point them toward the answers! We support online sources through the use of itslearning, GALILEO (Georgia Library Learning Online) and NetTrekker. We also facilitate the use of streaming video from reputable sources including Discovery Education, Safari Montage, and BrainPop. The media center operates on a flexible schedule which allows students and teachers access to books and resources when the need arises during the school day. Students in Kindergarten and First Grade may checkout one book for a two-week period. Students in Second through Fifth grades are allowed two books for a two-week period. Books may be renewed unless a reserve is pending for the book. Students are expected to return books on time and overdue notices are given to teachers when necessary.

MENTORS

Various students are selected by teachers to participate in our Mentoring program. After mentors have attended training sponsored by the Forsyth County School System, they are matched with students. The mentors spend at least thirty minutes per week with their student. The Mentoring program is one of our many support programs that has proven successful for our students. If you would like more information regarding the Mentoring program or training for the program, please call, Onalee Flynn, the school counselor.

PARENT NOTICE OF TEACHER QUALIFICATIONS:

Forsyth County Schools informs parents/guardians that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- 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;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- 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)].

PARENT TEACHER ORGANIZATION (PTO):

The Johns Creek Elementary PTA sponsors a variety of activities throughout the year including arts in education, fundraising drives, spirit item sales, family fun events and much more! PTO meeting days and times for this school year will be posted on the PTO's webpage. We encourage everyone to become a PTO member.

PARTIES

Each class will have two parties per year. Teachers may request the assistance of room parents. Students and teachers should help clean the room after any parties. Classroom parties should be scheduled to end no later than 2:30 p.m. Parties cannot take the place of lunch. Any food brought in by parents must be store bought and prepackaged.

PARTNERS IN EDUCATION:

Johns Creek Elementary actively seeks and maintains business partnerships. Members of the business community interact with and support the students by planning activities in the community, volunteering in the classroom, providing supplementary materials, and participating in school events. The Chamber supports the school system in its efforts to attain business partners.

PICTURES

Individual student pictures will be taken two times each year (fall and spring). Class group pictures will be taken in the spring.

RECORDS TRANSFER AND WITHDRAWAL PROCEDURE:

If your child is transferring to Johns Creek Elementary from another school, every effort will be made to obtain records from your child's previous school. In the event that school does not respond to our request, it is the parent's responsibility to supply requested information. Student records which are incomplete upon arrival will need to be completed by parents immediately.

If your child will be withdrawing from school, please notify your child's teacher and our Records Clerk, Stephanie McGuire, as soon as possible. A withdrawal form must be obtained from the front office and signed by the parent/guardian. Records will be released to your child's new school upon receipt of a records release form from that school.

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES:

Proof of residence is required when a student initially enrolls in a school 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 signed by the owner of the residence. 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

3. A Forsyth County Schools 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 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.

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 or in a different school attendance zone within Forsyth 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 will 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.

RESPONSIBLE USE GUIDELINES FOR FORSYTH COUNTY SCHOOLS' COMMUNITY:

The mission of Forsyth County Schools (FCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of FCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's Learner Profile which includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

I understand that using digital devices (whether personal or school owned) and the FCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

All members of Forsyth County Schools' community agree to follow the Forsyth County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

- *Developed based on Responsible Use Procedures of Canyon County Schools and the Holy Spirit Roman Catholic Separate Regional Division.*

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.

1. ANONYMOUS TEXT message to "crimes" (274637) and begin your message with "FCSS."
2. ANONYMOUS Web tip at www.forsyth.k12.ga.us/crime
3. 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.

Discipline Records:

Forsyth County Schools 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 event of 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 regarding family reunification procedures.

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 media outlets, the school system website, www.forsyth.k12.ga.us, social media (www.facebook.com/FCSchools and www.twitter.com/FCSchoolsGA), and on the automated voice service at (770) 887-2461. Subscribers to Parent Portal and 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.
- **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.
- **Online Learning for School Closures Online Learning for School Closures:** In the event of a school closure, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure

activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00am on the day school is closed. Students should begin working on their lessons on the day school is closed when possible. If students have questions about their lessons, they may contact teachers during their posted office hours. Student work is due three school days upon returning to school.

Emergency Response to Life Threatening Asthma or Allergic Reactions:

FCS partners with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). 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.

False Public Alarms:

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.

Fitness Assessment:

As a component of Physical Education, a variety of fitness assessment activities and techniques will be used to measure different areas of health-related fitness. These may include but are not limited to 1. The PACER run or one mile run for cardiovascular fitness; 2. Push-Ups for upper body strength; 3. Curl-Ups for abdominal strength; 4. Back-Saver Sit and Reach for flexibility. Lifelong fitness and wellness may be promoted through exposure to modern technology tools such as fitness trackers and apps.

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.

Hospital-Homebound 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.

Infectious 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 infectious diseases are to be given for 24 hours prior to return.

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 term "Physician" is used as defined in Article 2 of the Medical Practice Act of Georgia. 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.

Possession of 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. Board policy and state law 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.

SAFETY/EMERGENCY DRILLS

Fire drills, tornado drills and lockdown drills will be practiced throughout the year. We will also conduct medical lockdowns and other lockdowns for safety and security. Maps showing fire and tornado drill procedures are posted in each room in the school.

During tornado drills each class goes to a designated area within the building. All children sit with their backs to the wall and cover their heads with their hands. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas as quickly as possible in a safe, quiet and orderly manner.

The school is prepared for a variety of emergency situations and has drills routinely to ensure all parties know what to do.

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.

Vision, Hearing and Dental Screening:

Vision, hearing and dental screenings are conducted for grades 1,3,5. 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.

SCHOOL NEWSLETTER:

Our school newsletter is Paw Prints. The newsletter will be shared with parents every other Friday and can be found on the school web page and on the JCE itslearning dashboard. News about school events will help you understand more about your child's school work and environment. Calendar revisions and reminders, special announcements and upcoming events will be featured in the newsletter. This publication is in addition to any newsletter sent home by the teacher.

SNACKS

We ask that students have healthy snacks. Parents should be sending in snacks for their own students ONLY. No class snacks are to be sent in.

STUDENTS WITH DISABILITIES:

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 accommodations, and/or for special education eligibility. If the student support team determines that an evaluation needs to be completed to consider additional services, an initial evaluation for special education services is administered only with written parental consent. After an evaluation is completed, a meeting (including parent/guardians, teachers, administrator and school psychologist) will determine the student's special education eligibility; and if appropriate, an Individual Education Plan (IEP) for special education services will be developed.

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 504 eligibility/accommodation, or 504 procedural safeguards, contact the school level SST chair.

Notice of Rights of Students and Parents Under Section 504:

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a

nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Revised by GaDOE 2-13-12

Section 504 Procedural Safeguards:

1. Overview: Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily (34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and

witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

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/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/default.aspx>.

STUDENT INSURANCE:

Student health and accident insurance is offered as an option and service to interested families at the beginning of the year. Purchases and claims are made directly to the vendor.
Parents are responsible for all medical expenses in the case of an accident.

STUDENT MEALS:

Automated Meal Account:

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 by cash, check, or by using the on-line payment system (see below for details). 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 cafeteria 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, all extra items selected will require cash at the time of purchase.**

Parents/guardians or siblings having lunch with an elementary student may use the funds on the student meal account to pay for guest meals. Guests may cover their purchases with a check or cash.

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

To prepay for a child's meals online using a valid credit/check card, parents/guardians must use the student identification number and school name to register and place money on their child's account. If parents/guardians do not know their child's student ID, contact the school's front office. To learn more about paying on-line, visit www.mypaymentsplus.com.

Meal Charge Policy:

Students in elementary will be allowed to charge up to the equivalent of five (5) meals. Middle and high school students are allowed only one meal charge. No ala carte purchases may be charged to the student's meal account, except milk or carton juice when a meal is brought from home. A charge notice will be completed and sent home to the parent/guardian through the student. To assist parents, student account balances can be monitored any time via www.mypaymentsplus.com regardless of the payment method you use. If you notice that your child's account is low on funds, please consider sending cash or check for the day as an on-line payment may not post to your child's account in time for meal service. 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.

NOTE: In an effort to ensure that students in elementary schools do not carry over a negative account balance into the new school year, meal charges will not be accepted beginning the first school day in May.

Returned Check Policy:

The Food and 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.

Meal Prices:

Our breakfast meal offers a choice of a breakfast entrée, a milk and up to two choices of fruit. At lunch we offer an entrée, a milk and up to 3 fruit or vegetable choices at the elementary and middle schools. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase.

The meal prices at each school level are listed below. Students may purchase additional portions of the meal at an extra cost. We also provide Smart Snack compliant snacks and treats that can be purchased at an additional cost.

	Breakfast	Lunch
Elementary		
Reduced-priced meal	\$0.30	\$0.40
Full-paid meal	\$1.40	\$2.50
Middle School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.50	\$2.60
High School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.60	\$2.60

Cash payments at register:

Cash is gladly accepted at the cafeteria register for meal and a la carte item purchases, and to add funds on the student's account; however, cashiers do not have adequate funds to make change for customers with bills larger than \$20. Bills larger than \$20.00 will only be accepted for meal payment if the entire amount is deposited into their meal account.

Free and Reduced Priced 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 both **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 2017-2018 application must be submitted. Prior year application forms cannot be accepted. The current school year 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.
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at www.forsyth.k12.ga.us/nutrition for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
 - scanned and emailed to jsanders@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 OPPORTUNITIES:

Below are just a few examples of opportunities for our students.

- **Field Day:** In the spring our PE teacher coordinates a field day for all students. This is a great opportunity for children to spend time outside enjoying the benefits of healthy exercise. Parents are needed to help with these activities. If you are interested, please contact your child's PE teacher.
- **Chorus:** Fourth and Fifth grade students are given the opportunity to participate in chorus. These students perform concerts and at special functions as representatives of Johns Creek Elementary.
- **Reflections:** All students are invited to enter this competition sponsored by PTA. Children K-5 may enter the contest in a variety of categories. Sample categories include: Visual Arts, Photography, Literature, and/or Music. Original student work is displayed and judged according to a theme. School, county, and state level competitions are held.
- **Spelling Bee:** Each year, fourth and fifth grade students are given the opportunity to compete in a spelling bee. Preliminary bees are held in the classrooms and the winners advance to the school contest. Winners at this level go to county, then state and from there, nationals, if they keep winning. If you are interested, be sure

to tell your teacher.

- **Technology Fair:** Students may enter projects in multi-media programming, computer graphics, etc. in a county competition. Winners advance to state level contest.

STUDENT SUPPORT TEAM (SST)

This team is composed of caring parents, administrators, grade level teachers, counselors, and other members of the staff. The team's primary function is to provide support and strategies that are geared toward resolving academic or emotional difficulties for children. By collective team involvement, helpful suggestions and strategies of intervention are often generated. In instances where suggestions do not work or where the team feels there would be benefit from additional information or intervention, referral for testing by a school psychologist may be requested. Referrals to our schools' Student Support Team may be made by either by a child's parent or by a teacher. Parents are a critical part of the SST process and are encouraged to attend these meetings.

STUDY SKILLS

Good study skills should be practiced by every student.

- Desk organization - Organize your books and other materials you need for your daily classroom activities. This will help you locate the items you need quickly and easily.
- Classroom Participation - Nothing is more important than listening carefully to your teacher during class. Keep your attention focused on what is being said and participate by asking questions.
- Note Taking - Do not try to write what your teacher is saying word for word. Instead, listen carefully and use your own words to summarize the ideas. Make sure your notes are neat and leave large margins so you can add to them later.
- Homework - Before you leave school each day, check your Agenda (grades 2-5) for the materials you need to take home. Select a place where you can concentrate for an extended period of time without distraction. Study your difficult subjects first and take regular breaks. Stand up, stretch, get a drink of water, or walk around. However, do not let these breaks exceed 5 - 10 minutes. **IMPORTANT:** be sure to leave your homework in a special place each day so you will not forget to take it to school.
- Projects - Break major projects down into smaller more manageable parts. Put these parts in order by developing a step-by-step plan. As you complete each step, check it off; evaluate your progress, and then go on to the next one.
- Tests. - Before beginning a test, make sure you read and understand ALL of the directions. Work at your own pace answering the questions you know first. If you finish early, check your answers and make sure your work is neat. Finally, when you get your test back, be sure to correct any wrong answers.

TRANSPORTATION (BOARD POLICY EDC):

FCS provides school bus transportation for all eligible FCS 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.

The code of conduct applies on the school bus and at the bus stop as each is considered an extension of the school and classroom. As such, behaviors are expected to be safe, orderly and respectful at the stop and on and around the school bus.

It is the responsibility of the parent/guardian to become familiar with transportation practices and procedures specific to our service. You may find those at www.forsyth.k12.ga.us/transportation or you may request clarification and/or assistance from the appropriate staff member found at the "Who Should I Call" link on the department web page.

Transportation at JCE:

All students are encouraged to ride the bus. Traffic is a continuously growing concern. If it is possible for you to utilize our transportation department by putting your child on the bus instead of driving him/her to school, please do so. Students are not marked tardy should a bus be late.

Bus loading/unloading is located at the 2nd floor entrance. No cars other than Johns Creek Elementary staff are allowed in this parking area. The main entrance is located at the other driveway (past the playground). It has been determined that for safety reasons, **changes in bus transportation WILL NOT be permitted in Forsyth County Elementary Schools** except in cases of a 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.

TELEPHONE USE:

Children will not be allowed to call home for items they have forgotten. They will only be allowed to call home in an emergency or if they miss the bus. If a child is sick, the nurse or office staff will notify the parents. It is important that all transportation arrangements be made prior to students leaving for school that morning. Students are also not permitted to use their BYOT to contact their parents during the day, as that is a violation of the Appropriate Use Policy.

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. All textbooks must be returned and fees for lost or damaged books paid by the last day of school. Each student is obligated to give his/her books the best of care.

VISITATION:

We encourage parents and relatives to visit our school. For the protection of our children and staff, all front doors will be locked. Visitors will access the buzzer; the receptionist will converse with them through the speaker and unlock the door when cleared. Visitors are then required to check in with the receptionist and swipe their driver's license in the system.

All guests are required to present their **driver's license (or another form of government issued identification)** and have their photo taken for a system database at their first visit. For return visits, visitors will be required to show their driver's license (or government issued identification) in order to verify identification. An adhesive badge will then be printed, showing the visitor's photo, name, destination, and date. Please wear this sticker on your upper torso where it is clearly visible to all.

For the safety of the students, anyone in the school who is not wearing a sticker will be stopped and the front desk notified for identification. Main lobbies, halls, and the outdoor perimeter of the school are monitored by security cameras.

Parents are requested to make an appointment for teacher conferences.

VOLUNTEERS:

Parents, relatives, and friends of Johns Creek 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. PTO is also always seeking volunteers for our programs

and events, so please contact them for additional information on volunteer needs. Teachers will notify the office of expected visitors/volunteers for the day and will be confirmed upon arrival (i.e.; Mystery Reader, Center Volunteers).

BYOT (Bring Your Own Technology)

Johns Creek Elementary is a BYOT (Bring Your Own Technology) School. As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Our vision is to use classroom technology to engage students in asking questions and choosing tools to facilitate real world problem solving.

All students who choose to bring personal devices to JCE must abide by responsible use guidelines. Responsibility to keep the device secure rests with the individual owner. FCS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Protective cases for technology are encouraged. Devices are only used under the supervision of a certified staff member, paraprofessional, or substitute teacher who has attended specific training for this purpose. Students, however, are 100% accountable for inappropriate use.

Each parent must make his/her own decision about allowing their child to bring a personal device to school. We respect that some parents do not feel their child is ready for this responsibility. We have many school Chromebooks available for student use.