



Student Handbook
Shiloh Point Elementary
2020-2021

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Forsyth County Board of Education

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Shiloh Point Elementary Administration

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After School Care

Shiloh Point Elementary provides an after school program (Shark Time). A registration fee of \$60.00 is required at the time of registration. Additional children are \$30.00 for registration. The cost of the ASP is \$65.00 per week. The drop in rate and rate for early release days (if child is registered) is \$30.00. If you have additional questions, please email Sharktimek5@gmail.com

Attendance Procedures

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 20-1-690.1, 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. A visit, up to five days per year, with a parent or legal guardian who is on leave from or who is being deployed to military service.

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:

Parents must submit, fax, or e-mail a note to the attendance office within five (5) school days for the student's absence to be considered excused.

Attendance Fax Number: 678-341-6491 or

Attendance e-mail: LTuttle@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. It is the parent's/guardian's responsibility to send the email to the attendance clerk. Physicians notes or appointment cards may be required if a student has excessive absences excused by a parent. *Do not assume that an email sent to your child's teacher will be forwarded to the front office.*

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.

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. When possible, medical and dental appointments should be made outside of school hours.

Check-in: If a student checks in after 11:00am it is considered an absence for the school day. Parents must sign their child in upon late arrival.

Check-out: If a student checks out of school before 11:00am, it is considered an absence for the school day. If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse 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 medial documentation to validate any absence, tardy or early check-out as excused. Parents must personally sign their child out. All check - outs must occur prior to 1:45 pm.

Building Hours

To ensure safety, students may arrive at school beginning at 7:10 am. Students are to remain after school only for supervised extracurricular activities, which have been approved by the administration. Signed, written notes must be received by the teacher in order for a student to remain at school. **No faxes, phone calls or emails are accepted.**

Office Hours: 7 am - 3 pm

School Hours: 7:40 am -2:20 pm

Check Collection Policy

The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of Georgia. If there are any questions, please contact the bookkeeper at 678-341-6481 ext. 321012.

Clinic Information

We are committed to providing a safe and healthy school for your child. There is a registered nurse in our clinic from 7:45 am to 3:00pm. Please be aware of the items below in regard to the clinic.

Asthma and Food/ Insect Allergies: Each parent will be asked to complete a questionnaire in regard to asthma and food/insect allergies to be returned to the clinic. For your child's safety, please update this information throughout the year as needed.

Infectious Disease: A child is not to return to school until fever, diarrhea and/or vomiting has 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: 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 nebulizer 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 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.

Vision and Hearing Screening: Vision, hearing and dental screenings are conducted for grades 1,3,5. Kindergarten students will be screened for color blindness. 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 full copy of the *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(ren). All parents must sign that they have received a copy of the *Code of Conduct*.

Discipline: Shiloh Point 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 Shiloh Point Elementary:

1. Use quiet voices inside the school building.
2. Take care of all school property and equipment by using it carefully.
3. Walk inside the school building.
4. Respect all citizens at Shiloh Point.
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.

School behavior policies are implemented for the safety of students and the maintenance of an orderly learning environment. At registration or upon enrollment each parent will receive a copy of The *Code of Conduct* pamphlet. Our local school discipline plan is based on this code. Parents will be notified if their child is experiencing discipline problems.

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.

Communication

Teachers at Shiloh Point Elementary will communicate with parents through weekly class newsletters and email reports to parents. Each child should have graded work coming home each week.

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 classroom. Please do not expect the teacher to answer the telephone during instructional time. Leave a voicemail message and the teacher will return your call. If you have an emergency, call the front office.

Shiloh Point communicates with parents through newsletters, phone calls, email, Facebook, Twitter, Parent Portal, itsLearning, Remind, and our website.

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 enewsletters distribution lists. The district invites you to stay connected by visiting its website, www.forsyth.k12.ga.us, (which includes language translation options) following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), subscribing on YouTube (@ForsythCountySchools) and to download the updated mobile app, Forsyth County Schools GA.

Conferences

School-wide student-led conferences are scheduled twice during the academic year on October 21-22 and again on March 11th. Students are dismissed at 11:50 am on conference days. Parents will be notified of conference times in advance. Due to the additional time needed for student led conferences, additional days may be utilized. Additionally, parents may request a conference with their child’s teacher at any time during the school year.

Counseling Services

Two full-time counselors (Kevin Harris and Kristi Logan) are available at Shiloh Point 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. Counselors conduct a county approved Safety Program and Red Ribbon Week (drug awareness). If you need to meet with a counselor, please email them and set up an appointment. KHarris@forsyth.k12.ga.us (1-3-5) or KLogan@forsyth.k12.ga.us (K-2-4)

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

Nathan Turner (Students)
Cindy Salloum (Personnel)

Title IX

Nathan Turner (Students)
Cindy Salloum (Personal)

ADA & 504

Sarah Taylor (students)
Cindy Salloum (Personal)

Gender Equity/

Cindy Salloum (Personal)

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.

Dismissal Procedures

At dismissal time, bus riders are loaded onto their assigned buses by teachers and car riders wait to be picked up in front of the school. All early check-outs must occur by 1:45 p.m. Parents will not be allowed to

go to the **bus area** to get their child. Any student checked out before 1:45 will be recorded as having an early check out.

Change in dismissal plans: A signed and dated note must be received in the front office by 12:00 p.m. in order for a student to be dismissed any other way than the usual manner. For safety reasons, transportation changes will not be altered with only a child's verbal request. **No transportation changes will be accepted by phone, fax or email.** *NOTE: Students are not allowed to ride the school bus to another student's home or another bus stop.

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.

FEDERAL PROGRAMS:

Forsyth County Schools Complaint Procedures:

Parents, students, staff, private schools, and the general public have the right to file a complaint regarding the following Federal Programs: Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies; Title I, Part B, Subpart 3: Even Start Family Literacy; Title I, Part C: Education of Migrant Children; Title I, Part D: Prevention and Intervention; Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk; Title II, Part A: Teacher and Principal Training and Recruiting Fund; Title II, Part D: Enhancing Education Through Technology; Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement; Title IV, Part B: 21st Century Community Learning Centers; Title VI, Part A, Subpart 1, Section 6111: State Assessment Program; Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program; Title VI, Part B, Subpart 2: Rural and Low-Income Schools; Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children; Title X, Part C – McKinney-Vento Homeless Assistance Act

Any and all complaints should be addressed with local school staff and/or administrators. If no resolution is determined, a complaint may be made in writing and signed by the complainant. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education (GaDOE) until every effort has been made to resolve the issue through local written complaint procedures.

The complaint must include the following:

- (1) A statement that Forsyth County Schools has violated a requirement of a federal statute or regulation that applies to an applicable program.
- (2) The date on which the violation occurred.
- (3) The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
- (4) A list of the names and telephone numbers of individuals who can provide additional information.
- (5) Whether a complaint has been filed with any other government agency, and if so, which agency.
- (6) Copies of all applicable documents supporting the complainant's position.
- (7) The address of the complainant.

The complaint must be addressed to:

Federal Program Director (for program the complaint is filed against)
Forsyth County Schools
1120 Dahlonega Hwy.
Cumming, GA 30040

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):

FERPA and PPRA Notices

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, online curriculum vendor, picture company, or yearbook company); 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. If you see a violation of FERPA rights has occurred, visit www.forsyth.k12.ga.us/ferpa to submit a parent complaint form

FERPA Directory Information Notice:

FCS has designated the following information as directory information:

- Name,
- Address.
- Phone number,
- Gender,
- Homeroom teacher,
- Mailing address,
- 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,
- The most recent educational agency or institution attended,

- Parent email addresses specifically to school approved yearbook companies, photography companies, and graduation service companies, and the Forsyth County Public Library,
- Major field of study.

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. 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 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 students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian notifies the principal of the school, in writing, to opt-out within 10 days of the first day of school or of their enrollment date. 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.

At the discretion of the principal, schools may disclose student name, grade, mailing and email address for the purposes of school photography, yearbook and graduation-related services and the Forsyth County Public

Library. Parents/guardians may opt-out by notifying the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

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

- 1) Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) Is teaching under an emergency or other provisional status through which State qualification or licensing criteria has been waived; and
- 3) Is teaching in the field of discipline of the certification of the teacher.
- 4) Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Field Trips

Field trips are planned throughout the year to complement classroom curriculum. Signed permissions forms must be on file for each child who participates. The number of parent chaperones may be limited due to the nature of the activity. All students must ride the buses provided while on the field trip.

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.

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 standards-based grade for English/Language Arts and Math. The traditional numeric average will be determined by averaging the summative scores of assessment which are given at the end of each unit of study. The standard-based grades reflect formative scores that measure the progress of student learning during each unit of study. Science and Social Studies will only receive traditional numeric grades. 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 faculty and staff of Shiloh Point 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.

Our specific homework guidelines are reviewed and revised by each grade level at the beginning of each school year. You will be notified of expectations early in the year.

Item Delivery

Items brought during the school day should be dropped off at the front desk. These items will be delivered at scheduled times to minimize interruption to instruction. No technological devices are allowed to be dropped off for a student, per the BYOT contract that is signed by both student and parent. Lunches that are dropped off regularly will not be delivered to your child. You are responsible for making sure your child knows to pick their lunch up on the way to the cafeteria. Lunches that are purchased from an outside vendor may not be dropped off for your child. You must eat on our stage with your child if you choose to bring outside food.

Lost and Found

Found items of clothing and lunch boxes will be stored in a designated lost and found location. Items such as keys, jewelry, etc. are given to the front 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.

Media Center

The Shiloh Point Elementary Media Center uses an open program that allows students to access material for assignments, projects, research, and personal reading at any time. Features include an 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 books, literary and digital citizenship, research and 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.

Parents may also honor a teacher or child on a special occasion, such as a birthday, by purchasing a book for the library. The media center also hosts book fairs throughout the year. (See the Media Specialist for more 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. A student may not request to attend a school that is at or over capacity.

Parent Involvement

Dads' Club: The Shiloh Point Dads' Club sponsors projects to enhance our learning community. Meetings and work sessions are open to all parents. For more information, see the school website.

Local School Council (LSC): 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 to select members of this council. LSC Parents will continue to have a forum for their questions and for learning about school programs through parent representatives on LSC. LSC meetings will be announced and are open to the public.

PTO: PTO sponsors a variety of activities throughout the year including fundraising drives, the sale of spirit items, family functions, dinners, teacher appreciation, and the yearbook. PTO meetings are scheduled six times during the school year. Meeting times and dates are posted in the newsletter. Everyone is encouraged to become a member. More information can be found on the school’s webpage.

Parties

Board Policy allows elementary students to have two parties a year. Teachers may choose two occasions for a class party. Please cooperate with the teacher by not expecting more than two parties. Some themes or unit of study may have a culminating activity to celebrate achievements. No parties for teachers are to be held on school time. Please schedule these activities to celebrate birthdays, babies, wedding, etc. after school. **Due to health concerns with student food allergies, we ask that no food be sent to school for birthday celebrations. Parents are encouraged to send in non-food treats or schedule a time to conduct a special activity with the class. Under no circumstances will birthday celebrations be in the cafeteria.**

WE ASK THAT NO PERSONAL PARTY INVITATIONS BE DELIVERED TO STUDENTS AT SCHOOL.

Pets

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

Pictures

Individual student pictures will be taken two times each year (fall and spring). The fall individual pictures will appear in the yearbook. Group pictures will be taken in the spring. All questions regarding pictures should be directed to the photographer.

Registration Requirements

To enroll in Forsyth County Schools please contact the Hill Center at 678-947-0863. 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 any 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 1 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.

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)
- Social Security Number or notarized waiver form
- Withdrawal form or transcript
- (2) Proofs of residency

- a. Current utility bill
- b. One of the following: signed lease agreement, deed closing statement, mortgage statement or property tax statement

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. Changes of Address forms are available at the school or at <http://www.Forsyth.k12.ga.us/Page/48193>.

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. The owner of the property must also provide 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 service address of the parent/guardian.

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 FC 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. I also

acknowledge that use of the FCS network with any device may be monitored for compliance with federal, state and local laws and policies.

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 as part of Digital Citizenship training and will provide a springboard for teaching and learning around topics such as Internet safety, online privacy, digital footprint, and a fair use of technology.

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

Safety Drills

Maps showing fire and tornado drill procedures are posted in each room in the school. Fire drills are rehearsed monthly; tornado drills are rehearsed prior to the tornado season. Lockdown drills are held in the event such action becomes necessary. Please refer to the section "Emergency Notification to Parents" for information regarding school closings and early release during severe weather conditions.

Parents in the building during evacuation or tornado drills are expected to participate in the drill. Under no circumstances will you be permitted to take your child during a drill.

Safety and Health

P3 Campus Anonymous Reporting: 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 <https://www.p3campus.com/campus/index.htm>
- Call the ANONYMOUS tip line at 770-888-3466 ext. 1 or 3

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-time 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 as described above about 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 enewsletters will also receive an email notifying them on closings or delays. Please note that you should verify the information by checking two sources, especially when relying on social media for information. Fake social media accounts with school and/or district names and logos violate copyright laws but unfortunately are common. FCS' official social media accounts have been in existence for many years and therefore have a long list of tweets and followers, while fake accounts have significantly less.

- **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:** 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 9:00 am. on the day school is closed. Students should begin working on their lesson 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 schooldays 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) or opioid overdose. School staff members are trained to assess the clinical signs, call 911 and administer the medications (Benadryl, epinephrine injection or nebulized bronchodilator, or Naloxone). 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.

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.

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.

Progressive Discipline Procedures:

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors. Schools are not required to start at step one of the progressive discipline if the behavior warrants a more severe punishment.

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 that 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.

School Calendar

A link to the school calendar is on page 24 of the handbook. Special event dates are publicized through the PTO, in the Shiloh Point Newsletters, the Shiloh Point website, Facebook, Twitter, and the

Forsyth County Messenger system.

Early Release/Early Dismissal dates for parent conferences and professional development for teachers are regular school days, with an 11:50 dismissal time. Lunch will be served before dismissal.

School Newsletter

The Shiloh Point newsletter (*Shark Bites*) and the PTO newsletter are sent out electronically during the school year. The newsletter provides information about school functions and upcoming events. Classroom

and individual notices and reminders will be sent home periodically. Please read these notices carefully for important information.

Special Programs

Early Intervention Program (EIP) is a state funded program that 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 each day.

ESOL services are offered to students for whom English is a second language. The focus of ESOL is to provide learning to use English orally and to use written English to learn other skills.

Gifted Education Program 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. Students who meet the state requirements for gifted program placement are served through the Horizons program. Students must qualify in four areas: ability, achievement, motivation, and creativity. Students may be referred for special testing by their teacher or a parent.

Students can be referred to Horizons in one of three ways. A teacher may refer a child, a child's test scores may reveal a need for referral, or a parent may request that a child be referred. Referral does not guarantee placement.

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 or in an alternative setting. 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. Information and guidelines for Hospital-Homebound Services can be found at the Georgia Department of Education website - gadoe.org

Interrelated Resource: Interrelated resource teachers are available at Shiloh Point for those students with special needs, such as specific learning disabilities. Instructional strategies include consultations, resource instruction (student leaves the regular classroom for a certain time to go to the special teacher) and co-teaching (the special teacher and the classroom teacher work together in the classroom).

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. The Special Education parent Rights document is located

Section 504:

A teacher, educator, or parent/guardian may refer a student for consideration of a Section 504 Accommodation Plan based on a medical or physical impairment by contacting the school's Section 504 Plan chairperson. The Procedural Safeguards for Section 504 and Parent Rights document is located on the school system's Section 504 Resources website.

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. All request for transfers to another in-system public school must be submitted by February 1st for approval for the upcoming school year.

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. **Note:** It is allowable for a school system to have a policy not to accept students that reside out of the school system. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system. If a school system approves an out of system transfer request, it can charge a parent/guardian for the costs of educating a student; also known as out of district tuition. **Note:** Funds received through the Georgia Special Needs Scholarship Program cannot be used to offset the costs of out of district tuition.

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.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

Standardized Testing

Forsyth County's Assessment Calendar can be found on the school and system websites. During the two weeks of Standardized Testing we close our cafeteria to parents and outside food. More information can be learned about standardized testing on the Shiloh Point website.

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. After the fifth unpaid charge, the manager will offer the student a snack or partial meal such as a sandwich or crackers and milk. Parents/guardians should be aware of their child's school policy for unpaid charges. This policy may be found on the School Nutrition page of the school's website. 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	\$1.60	\$2.70
Middle School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.70	\$2.80
High School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.80	\$2.80

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 2020 -2021 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 smckinzie@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.

Outside food can only be brought to the school if the parent is staying at school and eating lunch with their child. During the two weeks of Standardized Testing we close our cafeteria to parents and outside food.

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.

TRANSPORTATION TO AND FROM SCHOOL:

Bus Transportation

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 at www.forsyth.k12.ga.us/transportation. Questions may be directed to appropriate staff members found at the "Who Should I Call" link on the department web page.

Car Riders

Students may not be dropped off at the school before 7:10 a.m. Staff will be on duty to receive students on the sidewalk at 7:10 a.m. Parents or guardians must sign in students who arrive after 7:40 am. Students must be dropped off and picked up at the designated car rider pick up and drop off area. Only parents who have a handicap tag may park in the handicap lanes. Violators will be reported to the Forsyth County Resource Officer.

In the afternoons, children will **not** be released to parents at the classroom door. Afternoon dismissal can become chaotic when last minute interruptions occur. Children being picked up after school will be loaded into cars by school personnel in the front of the building at school dismissal time. If you wish to pick up your child prior to 2:20 p.m. please make sure your child's teacher is notified in writing prior to 1:00 p.m. Students are not dismissed after 1:45 p.m. through the front office. This is for the safety of all the children as dismissal involves many of the front office staff. Children not picked up by 2:30 p.m. will be given a first time warning. If the parent/guardian is late again, the assistant principal will meet with them to discuss other afterschool daycare options. Continued late pick up will result in the referral to the school social worker or proper authority.

Car Rider Information

This year we will continue with assigning a (pink colored) car rider number to assist with the dismissal of car rider students. Our goal is to speed up the process and assure the safety of all children. Car tags are given out at Open House. At dismissal, the students walk to the gym and sit in the designated area for their vehicle number. A staff member will then call out vehicle numbers and will guide your child to the correct car. Please be sure to have your car rider tag displayed on your rear view mirror as soon as you enter the school car line. You must have the car rider tag in order to use the Shiloh Point car line.

Visitors to Our School

For the protection of our children all visitors **must check in** with the front office upon entering the school building. A valid driver's license or government issued ID will be required each time you visit our school.

This includes parents dropping off lunch or forgotten items. All visitors must go through the Raptor Visitor Management system to enter the building. **No exceptions will be made.**

During the weeks of GA Milestones testing, we ask that parents and visitors refrain from visiting their child.

Please Note: Parents are requested to make an appointment with the teacher to visit or volunteer in our classrooms. Parents are not allowed into the classroom without scheduling the visit first. Unscheduled visits interrupt the instruction and supervision of the entire class.

Classroom Observations: Individuals are welcome to visit the system's schools provided the principal or designee approves the visit. Any visitor on the school campus must report to the office, sign in, and state the purpose of the visit. All visitors are expected to leave the school campus promptly after their visit is complete. Individuals that do not follow this procedure may be restricted to future classroom observation access. All visitors must sign a FCBOE confidentiality agreement.

Walking Children to Class

Parents may walk their children to class the first 2 days of school. After that, we ask that students be dropped off in the car rider line. If your child needs additional assistance, our Shark Pals will assist them to their classroom. If your child is unable to carry items on their own, please drop the items off at the front desk and we will be happy to deliver them.

Withdraw Procedures

Parents withdrawing students from Shiloh Point should contact the school office and their child's teacher as soon as 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.

Yearbook

A committee publishes a student yearbook each year. Yearbook orders are taken at Open House and through the fall. All yearbooks will be distributed before the last week of school to those students who ordered one. All students have a picture taken in September for inclusion in the yearbook, but purchase of the yearbook is an optional decision.

Responsible Use of Technology Agreement

Definition and Purpose of "Technology"

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. At Shiloh, we encourage the use of technology tools on a daily basis to engage students in a variety of learning opportunities.

The term “technology” in this agreement refers, but is not limited to:

- district-issued student laptops
- classroom desktops
- district-issued Chrome books
- personal technology devices (phones, ipads, Android tablets, etc.)
- online resources (itslearning, Google Apps for education, Wixie, etc.)

The FCS Learner Profile states: “Students in Forsyth County will graduate able to access, analyze, organize, and process information, solve problems, and create quality products using 21st century tools.” Teachers at Shiloh educate and provide guidance on how to use devices for learning, but *technical support is the responsibility of parents*. Teachers regularly communicate information regarding educational apps that parents may choose to download their child’s personal devices at home.

Students unable to bring own devices to school have ample access to technology available at Shiloh.

Security and Damages

Shiloh Point Elementary is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. Teachers are required to lock the doors when leaving for lunch, specials, recess, etc. to ensure limited access to the classrooms. We recommend using skins (decals) and protective cases for an easy identification, differentiation, and protection of personal devices.

If a device is stolen or damaged, the situation will be handled through the administrative office.

Please review and sign the Technology Agreement found on the next page.



Student Name: _____

Date: _____

Students, parents, and teachers are expected to follow the Responsible Use Guidelines stated in the Student Code of Conduct. Any violation is unethical and may result in the loss of technology privileges at school, as well as other disciplinary action.

Please read carefully and initial every statement:

Student Initial	Parent Initial	Expectations
		Students take <i>full responsibility</i> for their devices. Personal technology should not be left on campus before- or after-school hours. In order to avoid classroom interruptions, parents should not drop off devices at school.
		Students must <i>immediately</i> comply with teachers' requests to shut down devices or close the screen. Devices will not be used during assessments, unless otherwise directed by a teacher.
		Students and parents are expected to <i>respect and protect privacy of others</i> . Students and parents are not permitted to capture, transmit, or post photographs/videos of any person on campus to public or social networking sites for personal reasons.
		Students are expected to use technology at school <i>for educational purposes</i> only. Students will access files or Internet sites relevant to the classroom curriculum and suggested by teachers.
		Students understand that devices cannot be used during transition times, on the playground, on the bus, in the hallways, or at any other non-instructional time.
		Students and parents understand that devices cannot be used at school for personal texting.
		Students should connect to our filtered BYOT network when using any personal device in school, instead of using personal data plans.
		Due to infrastructure, students understand that printing from personal devices will not be possible at school.
		The school has the right to collect and examine any device at any time.

Student signature: _____

Parent Signature: _____

Teacher Signature: _____