

**Silver City Elementary School**  
6200 Dahlonega Highway  
Cumming, GA 30028  
678-965-5020

# **2021-2022**

# **STUDENT HANDBOOK**

## **Administration**

Mike Sloop, Principal  
Kelly Fuchs, Assistant Principal  
Amber Lamb, Assistant Principal

## **Office Staff**

Meredith Warren, Receptionist  
Jo Hacker, Records  
Rhonda Woodall, Bookkeeper  
Miki Walraven, Principal's Secretary

## **School Hours**

8:20 a.m. – 3:00 p.m.

## **School Colors**

Blue and Silver

**School Mascot: Comet**

## **Our Vision**

*Igniting Minds for a Brighter Tomorrow!*

Dear Silver City families,

Welcome to Silver City Elementary School...home of the Comets! Silver City is a school that strives for academic excellence and embraces our supportive community. We urge you to read the Student Handbook with your child and become familiar with the school's policies and procedures. We are committed to providing a learning environment that promotes high academic standards, character development, leadership and social skills, and community awareness. Our policies, procedures, and school rules have been developed based on what we believe is in the best interest of our students.

The Silver City faculty and administrative team welcome you to the 2021-2022 school year. Thank you for supporting our school as we strive daily to serve our students and community. If we can assist you in any way, please do not hesitate to contact the school.

Warm Regards,

*Mike Sloop*

Principal, Silver City Elementary School

### **Vision, Mission, and Beliefs**

**Vision:** Igniting Minds for a Brighter Tomorrow!

**Mission:** The mission of the Silver City community is to provide a supportive environment, with rigor and relevance, which encourages individual excellence, collaborative learning, and quality performance by all.

### **Beliefs**

- Differentiated instruction meets the needs of all learners.
- Safe, nurturing environments foster student independence and respect for diversity.
- Collaborative school culture promotes effective communication.
- Dynamic staff and supportive community encourage a commitment to lifelong learning.
- Transformational technology engages students and promotes critical thinking and problem solving in a global environment.

# Forsyth County School District Information

Dr. Jeffrey Bearden, Superintendent

Forsyth County Board of Education  
 Mr. Wesley McCall (District 1)  
 Ms. Kristin Morrissey (District 2), Board Chairperson  
 Mr. Tom Cleveland (District 3)  
 Ms. Darla Light (District 4)  
 Ms. Nancy Roche (District 5), Vice Chairperson

Main Phone: 770-887-2461  
 Transportation Phone: 770-888-1234  
 Website: [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us)

**DATES TO REMEMBER**  
**PTA and Local School Council (LSC) - Dates and Times to Be Determined**  
**Please check our website for Information**

<b>School Begins</b>	<b>School Ends</b>	<b>Early Release</b>
8:20 a.m.	3:00 p.m.	12:30 p.m.

## SCHOOL CALENDAR 2021-2022

August	3	Elementary Open House
	5	First Day of School
September	3 & 6	Early Release/Prof. Dev.- Labor Day
	20-24	Fall Break (No School)
October	20 & 21	Early Release/Parent Conferences
	22	Professional Development (Student Holiday)
November	22-26	Thanksgiving Holiday (No School)
December	22-Jan. 3	Holiday Break begins (No School)
January	4 & 5	Professional Development (Student Holiday)
	17	Student/Staff Holiday
February	18	Student/Staff Holiday
	21	Student/Staff Holiday
	22	Professional Development (Student Holiday)
March	10	Early Release/Parent Conferences
	11	Prof. Development (Student Holiday)
April	4-8	Student/Staff Holidays
May	26	Early Release/Last Day of School
	27	Post Planning (Prof. Development)

## AFTER SCHOOL CARE

Silver City is proud to be able to offer our own after school program. Silver City Comet Kingdom specializes in providing a safe and fun after school program for our students. The program is structured to ensure a variety of activities for each child that will include homework and reading time, planned arts and crafts as well as science projects, and recreation time outside or in the gym. The hours of the program will be from 7:00 a.m. to 7:45 a.m. and 3:00 p.m. to 6:30 p.m. Silver City Comet Kingdom will also provide care on Early Release days, with an additional fee for students picked up after 3:30pm on these days. For more information, please contact Priscilla Hoch at 678-965-5020 Ext. 350249 or visit us online at: [www.forsyth.k12.ga.us/silvercity](http://www.forsyth.k12.ga.us/silvercity).

## AGE REQUIREMENT

Children who will be five years of age on or before September 1<sup>st</sup> will be admitted to kindergarten. Those who are six on or before September 1<sup>st</sup> may be admitted to first grade. Any student entering from a private school or home school will be evaluated by SCE staff to determine appropriate instructional grade placement.

## ARRIVAL

Students may enter the school **no earlier than 7:45 a.m.** Any student who is dropped off prior to 7:45 a.m. will be asked to register and pay for Silver City's Comet Kingdom before school program services. Please enroll your child if you would like him/her to be a part of this program. **Students must be in their seats at 8:20 a.m. to avoid being marked tardy. Parents must sign their children in upon late arrival in the front office. The first "warning" bell rings at 8:18 am to signify that students have only two minutes to get to their classrooms. The tardy bell rings at 8:20 am.**

Students arriving late because of bus difficulties will **not** be marked tardy. To ease students into the transition of the new school year, parents can walk their child to class the first **two** days of school, if they desire. After that, parents will not be able to walk their children to the classroom as we will have staff on hand to help any child needing to find their way to their class.

## 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:

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 school 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

The parent/guardian must **submit a note, fax or e-mail the attendance office clerk within five (5) school days for the student's absence to be considered excused.** The attendance fax number is 678-965-5021 and the e-mail is **mwarren@forsyth.k12.ga.us**. In the excuse note, the parent/guardian must state the student's name, the date(s) of absence(s), and the reason for the absence. It is the responsibility of the parent(s)/guardian(s) to be in communication with the student's teacher(s) and/or office staff when a student is absent, especially when it is for more than one day. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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

### Consequences

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Division 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.

### Communicable Diseases

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.

Main reasons for keeping your child home:

- If he/she is too sick to be comfortable at school.
- If he/she will spread a contagious disease to someone else.
- A child may **not** return to school until fever of 100 degrees or greater, diarrhea and/or vomiting has stopped a full 24 hours without the aid of medication.

A child should stay at home:

- If the fever is greater than 100 degrees Fahrenheit.
- If vomiting and/or diarrhea has occurred within the last 24 hours.
- If child has a frequent/persistent cough.
- If child has a persistent pain (stomach, ear, etc.).
- If Strep Throat Infection or Pink Eye has been diagnosed by a physician with antibiotics ordered – child must remain out of school for 24 hours after antibiotics have been started.

### 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 alternate 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 webpage – [gadoe.org](http://gadoe.org).

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. FCS follows guidance from the Department of Public Health regarding COVID-19 illnesses and exposures.

#### Makeup 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 use 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 / Early Check-out

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused tardies and/or early check-outs will be considered one unexcused absence. 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, a 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.**

It is a parent's responsibility to see that his/her student arrives on time. **Students must be in their seats at 8:20 a.m. to avoid being marked tardy.** Please have your children in the building by 8:15am, so they have plenty of time to walk to their classrooms. Oversleeping, car trouble, or traffic problems (waiting in car lines) are not legitimate reasons for tardiness.

**Parents must sign their children in upon late arrival in the front office. The first "warning" bell rings at 8:18 am to signify that students have only two minutes to get to their classrooms. The tardy bell rings at 8:20 am.**

**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 school to excuse the absence, otherwise a doctor's note would be required for the check-out within five (5) school days in order to be excused. 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 excuse, tardy or early check-out as excused.** Due to safety concerns, parents/guardians *may not check-out students after 2:40pm during a normal school day* because of the close proximity to afternoon dismissal.

To maintain a safe environment for our students, ***the adult checking out the student must have a valid picture identification card at time of check-out and be an approved adult on parent portal in Infinite Campus.***

Students who miss more than half of the time in any class will be considered absent for that class period, while students who miss more than half of the school day will be considered absent for the day.

#### Perfect Attendance

A student who has been at Silver City all year long and has not had an absence, a tardy, or an early dismissal will be eligible for a Gold Perfect Attendance award. A Silver Perfect Attendance award will be given for no absences but allows up to three tardies or check-outs, combined. Field trips and/or school-sponsored activities do not count as an absence or early dismissal from school.

Should parents have any questions about the attendance policy, they may contact an administrator or the school attendance secretary.

### **TRANSPORTATION (Board Policy EDC)**

FCS provides school bus transportation for all eligible Forsyth County students based on the student's residence and school of enrollment, and in compliance with Federal, State and/or Local laws, rules, regulations and/or procedures. The

Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students. The Forsyth County Board of Education encourages supervision appropriate to the age and/or maturity level(s) of students at bus stops by parents or guardians. School administrators and transportation staff have determined for safety reasons that **changes in bus transportation will not be permitted in Forsyth County Elementary Schools** except in cases of true emergency. If such an emergency occurs, a bus pass will be presented to the driver, but only after it is approved by school administration. **Students who board a bus other than their assigned bus or request to get off the bus at a stop other than their assigned location will be returned to the school where the parent may pick them up.**

**Kindergarten through 2<sup>nd</sup> Grade students not met by a parent or designated adult at the bus stop will be returned to the school, unless they have been given specific permission by the principal to walk home with an older sibling.**

The Forsyth County Board of Education encourages supervision by parents or guardians appropriate to the age and/or maturity level(s) of students at bus stops. 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](http://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.

## **CAFETERIA PROGRAM**

The Silver City Café offers both breakfast and lunch. Ice cream is also available for purchase. 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 three 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.

### **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.

### **Automated Meal Account:**

Each school has an automated system that can 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. It 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 from 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 a student may not use the student meal account to pay for guest meals. Guests may cover their meals with a check or cash.

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

Parents/guardians may prepay online for a child's meals using a valid credit/check card. Parents/guardians will need to know their child's student ID and school name to register for an account and to deposit funds on the account. If the child's ID is unknown, contact the school's front office. To learn more about paying on-line, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

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

**Meal Charge Policy:**

Students in elementary will be allowed to charge up to the equivalent of five (5) meals. Middle and high school students are allowed 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](http://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 may 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: 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.

**Proposed Meal Prices:**

*Note: Please check school website for exact meal prices.*

	Lunch		Breakfast	
	Paid	Reduced	Paid	Reduced
Elementary	\$2.60	\$0.40	\$1.50	\$0.30
Middle	\$2.80	\$0.40	\$1.70	\$0.30
High	\$2.70	\$0.40	\$1.70	\$0.30
High School Grill Meal	\$3.75	\$0.40		
Employee	\$2.75 (HS Grill - \$3.75)			
Guest	\$3.25 (HS Grill - \$4.25)			
Extra Milk:	\$0.60			

**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 **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.

- Eligibility for Free and 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.**
- A current year 2021-2022 application must be submitted. Prior year application forms are not 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](http://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](http://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](mailto: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 Forsyth County Board of Education office. Written notification of eligibility/denial will be sent to the household address via US mail.

### **Canned Drinks:**

Forsyth County Food Services and SCE administration respectfully request that drinks be sent in a thermos as opposed to a can. This prevents injuries that may be caused when a child opens an aluminum can; it also prevents carbonated drinks from bursting. By asking your child to purchase or bring a healthy drink of milk, fruit juice, or water, we reinforce the food pyramid which is taught in class.

### **Visitors at Lunch:**

Parents and family members who visit students at lunch will be asked to sit with **their child only at the parent tables** in the cafeteria. ***We discourage fast food lunches from being brought into the cafeteria*** (see the *Wellness Policy* section for more information).

### **CAR RIDERS: PICK-UP AND DROP-OFF**

Children who ride in a car to school must be dropped off and picked up on the sidewalk in front of the school from the passenger side of the car only. Handicap parking is for that purpose only; neither parents nor visitors may use these spaces for drop-off or for regular parking. For safety reasons, no child should be dropped off from the parking lot area or from the through-lane. Students escorted to the building must be walked to the front, main entrance only. All other exterior doors are locked. School assigned car rider numbers must be displayed in the parent's window during afternoon pickup. **If a car rider sign is not displayed, the adult will be asked to walk into the building and produce a driver's license in order to receive a new car tag and check-out the child. For safety reasons, parents will not be able to wait in the front lobby to pick up their children at the end of the day.**

**If arriving to school at 8:20 a.m. or after, parents must park and enter the school office to sign their child in as tardy.** Students should be in their seats at 8:20 am. Helping your child arrive by 8:15 am allows him/her time to get out of the car and walk to the classroom. **If your child eats breakfast at school in the morning, please be sure that he/she is in the building no later than 8:10 a.m., to give them sufficient time to eat breakfast before classes begin.**

Parents are also required to enter the school to sign their child out if they pick up their child after the last car in the car rider line has left the school or twenty (20) minutes after dismissal time, whichever comes last. **If a child is not picked up by this time, they will be taken to the after-school program, Silver City Comet Kingdom, and will be subject to payment of any drop-in fees to this program.**

### **Clean Air Campaign – No Idling Zone:**

Good air quality is important to the health of all our students, particularly for those children who have severe allergies and asthma. For that reason, we have created a “No Idling” zone for our carpool line. If you are waiting in the carpool line to pick up your child/children, we ask that you please turn your car off until we begin dismissal and the car rider line is moving.

### **COMMUNICATION**

Students and parents/guardians are encouraged to regularly check each of their iLearning 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, state assessment results, 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](http://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.

### **COMPUTER AND NETWORK RESOURCES**

#### **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. 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 fair use of technology.

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

### **CONFISCATED ITEMS**

Unless required for class work or approved by a certified staff member, items such as playing cards, toys, games, electronic devices, sports equipment, etc. should not be brought to school. Such items are subject to confiscation and will be returned to parents. Items not claimed one week after the last day of school will be discarded or donated to a charitable organization.

(Weapons, tobacco products, drugs, and similar items will not be returned to the student or his/her parents and will result in additional disciplinary actions as defined by *The Code of Conduct* for Forsyth County Schools).

## COUNSELING SERVICES

Two counselors are available at Silver City. The counselors work 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 for parent consultations and may also assist in obtaining special school and/or community services.

## CURRICULUM

Forsyth County Schools follow the Georgia Standards of Excellence (GSE). The basic curriculum incorporates language arts (English, reading, spelling, and writing), mathematics, science, social studies, health, and physical education. In addition, music and art classes are taught weekly to all grade levels. Forsyth County curricula can be accessed through the Forsyth County website at [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us).

## DISCIPLINE

Silver City Elementary School believes that self-discipline is important in a child's education. Self-discipline underlies the whole educational structure and is the training that develops character, orderliness, efficiency, empathy, and self-control. Proper behavior allows all students the maximum opportunity to play, learn, and grow. Students who choose not to demonstrate compliance with the school rules are made aware of the consequences of their actions. Parents will be notified if the use of these consequences does not bring about a successful change in behavior. The *Code of Conduct* is available to all families through FCS's website at <https://www.forsyth.k12.ga.us/Page/28509> and contains details of school and system discipline procedures. Hard copies of the *Code of Conduct* are available in our front office upon request. All families must review the *Code of Conduct* with their child(ren) and electronically sign-off that they have access to this document.

The following behavior expectations have been established at Silver City as part of our "Comet Way":

- Be Respectful
- Be Responsible
- Have Integrity

These expectations are explicitly taught throughout the school year to all Silver City students and these, along with the system codes of conduct, apply on school grounds, on the bus, at bus stops, and at school-sponsored events.

**Positive Behavioral Interventions and Supports (PBIS):** Silver City Elementary has implemented PBIS into the daily activities and expectations of our school, which contributes to common PreK-5 expectations for our students. PBIS is a framework for teachers, administration, and parents to follow to improve school safety and promote positive behaviors for students. It is also a way for schools to decide how to consistently respond to behaviors that are against our common expectations. Teachers and staff encourage our students to follow the "Comet Way" and focus on being *Responsible*, *Respectful* and having *Integrity*.

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

## DISCRIMINATION/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 (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](http://www.forsyth.k12.ga.us/boe) > policies and procedures.

**DISMISSAL**

At the conclusion of the school day, bus riders will load their assigned buses at the bus pick-up area along with daycare van riders. Car riders will wait in the cafeteria to be picked up in front of the school (this location is subject to change). All check-outs must occur at the reception counter or in the front office **prior to 2:40pm**. Students will not be dismissed to anyone from the classroom or from the bus. All cars picking up students must have a car rider number assigned by the school. **If proper car sign identification is not demonstrated in our car line, drivers will be asked to walk into the office and produce picture identification in order to pick up a child. For safety reasons, parents will not be able to wait in the front lobby or dismissal area to pick up their children at the end of the day.**

Change in dismissal plans: **NEW TRANSPORTATION CHANGE PROCEDURES** – All afternoon transportation changes will be made via an online Google Form on the Silver City website by 1:00pm. You will no longer be required to turn in a hand written note for afternoon transportation changes. You may access the online form through the SCE website ([www.forsyth.k12.ga.us/silvercity](http://www.forsyth.k12.ga.us/silvercity)) beginning at 4:00pm the day before the transportation change, all the way up to 1:00pm the day of the transportation change. No changes will be accepted after 1:00pm.

For our students' safety, **transportation routines will not be altered with only a child's or parent's verbal request.** For the safety and security of our students, **emails or text messages are also not allowed.** **The principal or the principal's designee may make exceptions to this in emergency situations.**

Early dismissal: Medical and dental appointments should be made outside of school hours whenever possible. If a student must be absent from school for a portion of the school day, the student will be released from school only to parent(s) or a parent designee with written authorization. Parents may be asked to show identification. Parent(s) or parent designees are asked to sign the child out at the front reception counter. The student will remain in the classroom until the teacher is notified by the receptionist to release the student. An early dismissal is defined as any time a student with parental permission leaves school prior to the end of the school day (at 3:00 p.m.). In order for this dismissal to be excused, it must meet one of the eight reasons listed as excused (see *Attendance*).

Emergency dismissal: An emergency dismissal form must be completed and kept on file at school. This information will be used in the event of an early release due to unforeseen events, such as inclement weather, which may cause hazardous road conditions. The school must have this information in advance. Each student must be aware of their family's emergency plan

in case school closes early. In the event of an emergency, the school cannot call individual parents, as phone lines must be kept open. Please view the Forsyth County Schools Web Page, social media, for information regarding school closings and emergency dismissals. (See *Safety* section for further information.)

## DRESS CODE

Forsyth County School's purpose in adhering to a dress code is to establish an atmosphere focused on learning. The following code can also be found in the Forsyth County School System's Code of Conduct.

**Dress and Grooming Code:** Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. The school administration is authorized to determine what constitutes inappropriate dress for the school setting. Questions regarding this code should be addressed with an administrator. In matters of opinion, the judgment of the principal shall prevail. Penalty for violation may include: warning, requirement to secure appropriate dress, detention, parent conference, ISS, OSS, and tribunal. **Prohibited items and practices include, but may not be limited to:**

- Articles that may reasonably be considered a safety hazard or potential weapon.
- Any tattoo, hair-style, clothing, inappropriately worn clothing, jewelry, or body decoration that interferes with or disrupts any legitimate function of the school. Obviously oversized, over-length, or baggy clothing items are prohibited. Pants must be worn at the waist; no sagging is allowed.
- Garments that expose the midriff, see-through or mesh clothing, halter or tank tops, pajamas, sleep or loungewear are prohibited. **Shirts, blouses and dresses must completely cover the abdomen, back, and shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff visible.**
- Running shorts, tennis shorts, running tights, short shorts are prohibited except for vigorous, physical activities as approved by the principal.
- **Skirts, dresses or shorts must be beyond fingertip length with arms extended downward by the sides of the body and shoulders relaxed.**
- Head apparel, except for religious or medical purposes, may not be worn inside the school building. Examples include hats, caps, visors, do-rags, bandannas or any other head garment.
- Coats and jackets exceeding fingertip length may not be worn inside the building during the school day.
- Inappropriate footwear may not be worn at school. Footwear is required and must be safe and appropriate for indoor and outdoor activity. Cleats may not be worn inside a building.
- Clothing and accessories such as jewelry, backpacks, patches, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) hate speech, (3) gang affiliations or (4) vulgar, obscene, subversive, sexually explicit or sexually suggestive language or images; nor should they promote products that students may not legally buy such as alcohol, tobacco, or illegal drugs.
- Garments, jewelry, body art and tattoos that communicate gang allegiance may not be worn at school. No item may be worn in a manner that communicates gang affiliation.
- Prohibited items include: (1) large, long or heavy chains; (2) studded or chained accessories; (3) chains and dog collars; (4) baby pacifiers; (5) sunglasses inside the building except for health purposes; (6) sleepwear; (7) skin-tight outer materials such as spandex; and (8) deliberately tattered, torn or cut garments. Parents will be notified if violations occur. In most cases, **parents will be asked to bring a change of clothes for his/her child.**

## EMERGENCY INFORMATION

The school must be kept informed of all changes regarding phone numbers, addresses, emergency contacts, and medication in the event of an emergency. **We request that parents notify the homeroom teacher of any contact information, including new phone number or email addresses. It is critical that parent also make these updated in Parent Portal. If a change of address is needed, proof of residency must be provided to Jo Hacker, our data clerk, as soon as possible.**

## ENTRANCE REQUIREMENTS

Students entering public school for the first time will not be allowed to attend school until all health requirements are met.

Immunizations: Each student entering Silver City Elementary must be immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis, varicella and polio. The proper Certificate of Immunization form, Department of Human Resources form 3231, may be obtained from the local health department (770.781.6900).

Physical Examinations: Each student entering Silver City Elementary must provide a Certificate of Ear, Eye, and Dental Examination (Department of Human Resources form 3300). Vision and hearing screenings for first through fifth grade students will be set up in the school building at the beginning of the school year. The school has a list of dentists who will provide free screening.

Social Security Number: The school must have on file a copy of each student's social security card or a waiver form.

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 on the Forsyth County School System website at [www.forsyth.k12.ga.us/Page/48193](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 service 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.

## **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):**

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

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records.

- Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
  3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
  4. If you feel a violation of FERPA rights has occurred, visit [www.forsyth.k12.ga.us/ferpa](http://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,
- Photograph,
- Phone Number
- Gender
- Homeroom Teacher
- Grade level,
- Date of birth,
- Mailing address,
- Parent email addresses specifically to school approved yearbook companies, photography companies, and graduation service companies, and the Forsyth County Public Library
- 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,
- Major field of study, and
- The most recent educational agency or institution attended.

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 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 parent email addresses for purposes of school photography, yearbook and graduation-related services. 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.

## **GRADING and REPORTING PROCEDURES**

Students in grades K-5 are graded on a nine-week grading period. Report cards will be made available to families through parent portal at the end of each grading period. If a printed copy of the report card is needed, please reach out to Jo Hacker by calling the school (678-965-5020) or emailing [f36843@forsyth.k12.ga.us](mailto:f36843@forsyth.k12.ga.us).

### **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 assessments which are given at the end of each unit of study. The standards-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 original test grade is not acceptable to the student, parent or teacher. There will be one opportunity for a 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 then 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](http://www.forsyth.k12.ga.us).

#### **HARASSMENT**

The school district forbids sexual, racial and other harassment of all employees and students while at school or impacts 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.

#### **LOCAL SCHOOL COUNCIL**

The Local School Council (LSC) is comprised of at least two parents, two teachers, two community members and the principal in compliance with the State Board of Education policy. The committee is designed to bring communities and schools closer together in the spirit of cooperation to solve 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 minutes will be posted to the Silver City Elementary School web site. Parents and community members are welcomed to attend LSC meetings. Agenda item requests must be forwarded to the LSC chairperson one week prior to a meeting to be considered for addition to the LSC agenda.

#### **LOST AND FOUND**

Lost articles need to be claimed as soon as possible. Articles are displayed in the gym hallway for parents and students to identify and claim. Unclaimed items are donated to a charity at the end of every nine weeks. Everything brought to school should be labeled with your child's first and last name so that lost articles can be returned to him/her.

#### **MEDICATIONS**

**All medications (prescription and non-prescription) must be brought to school by the parent or 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 the pharmacy filling the prescription.** Please ask your pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school. Do not send medication to the school which 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 and guardians must provide specific instructions (including drugs and related equipment) to the school 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 signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students are not allowed to 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.

All medications (prescriptions and over the counter drugs) must be kept in the clinic and administered by the school nurse or his/her designee. **No student may possess, or claim to possess, any drugs at any time without special administrative approval.** No member of the school staff may furnish a student with any medicine, including aspirin or similar non-prescription medications. In accordance with county policy, law enforcement officials will be notified when illegal or suspected illegal drugs are found.

## MENTORS

SCE is always in need of dedicated adults who would like to mentor. Various students are selected by teachers to participate in our mentoring program, and parents must give permission before students can participate. After mentors have attended training sponsored by the Forsyth County School System, they are matched with students. The mentors spend at least thirty (30) minutes per week with their student. The Mentoring program is one of our many support programs that has proven to ensure the success of our students. If you would like more information regarding the Mentoring program or training for the program, please call the school counselors.

## OUT-OF-DISTRICT PROCEDURE

In order to attend a school outside the student's residential district, approval must be secured from the superintendent, the principal of the receiving school, and the principal of the school in the student's residential district before the student can attend the out-of-district school. The forms and the board policy are available in the Superintendent's office. Students who are found to be out-of-district without permission will be withdrawn and sent to their home school. Due to reduced class sizes by state law, out-of-district requests will not be granted except for extenuating circumstances. **Make sure you check the District website for out-of-district deadlines and forms.**

## PARENT COMMUNICATION

Teachers send home weekly newsletters and folders which include information related to special dates, homework, projects, class activities, etc. Teachers may choose to post their newsletters to itsLearning each week. Should parents have any questions, they may contact teachers in writing, via email or VIP folders. Parents may also contact teachers on their six-digit phone extensions. To honor instruction and confidentiality, **teachers are asked not to answer the phone during instruction.** If a voice mail message is left during the day, teachers will respond at their first available opportunity, which may be the following day. Open, honest communication between home and school is essential. Please contact your child's teacher **first** if you have a question or concern.

## PARENT NOTICE OF TEACHER QUALIFICATIONS:

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher-
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **PARENT-TEACHER ASSOCIATION (PTA)**

The Silver City Elementary PTA will sponsor a variety of activities throughout the year including family and student events. PTA meeting dates and times are to be determined. Please refer to our website for more information – [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) and select Silver City Elementary. Everyone is encouraged to become a member of the Silver City PTA.

## **PARTNERS IN EDUCATION**

SCE's Partners in Education (PIE) Committee 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 materials, and participating in school events. If you have questions about or would like to lend support to our PIE Program, please contact an administrator. The Forsyth County Chamber of Commerce supports the school system in its efforts to attain business partners.

## **PLACEMENT**

Grade placement is determined by the overall academic and social progress of a student, with emphasis in the elementary level placed on the mastery of reading, writing, and math skills. Placement is also influenced by the student's past performance, age, and performance on district and state level assessments as well as standardized tests. Conferences are held to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Students entering Forsyth County Schools from private or home study schools must be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is complete. Placement of kindergarten students will be done according to state and county guidelines. Currently, Georgia law sets requirements for promotion.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

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

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. 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 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.

## **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 two ways.

1. ANONYMOUS Web tip at <https://www.p3campus.com/campus/index.htm>
2. 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- 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](http://www.forsyth.k12.ga.us), social media ([www.facebook.com/FCSchools](https://www.facebook.com/FCSchools) and [www.twitter.com/FCSchoolsGA](https://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 the 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, FCS 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) or opioid overdose. School staff members are trained to assess the clinical signs, call 911 and administer the medications (Benadryl, epinephrine injection, 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 may 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 a 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.

“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. 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.

**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 (O.C.G.A. §16-11-127.1). Board policy and state law (O.C.G.A. §20-2-751.1) require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

**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 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 which occur outside normal school hours or off the school campus. Students are notified that metal detectors will be used at the discretion of administrators.

**STUDENTS WITH DISABILITIES**

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 plan 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 on the school system's special education website.

**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 Right's documents are 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 requests 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. 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>.

## **SPECIAL SERVICES**

Gifted: Gifted certified teachers provide supplementary activities to enhance the education of gifted students at SCE. A student must meet state guidelines in order to be eligible for this program.

Interrelated Services: Special education teachers are available at Silver City Elementary for those students with special needs related to academic progress. Instructional strategies are taught via pull-out resource, collaborative teaching, paraprofessional instructional support, and/or inclusion models per a student's Individualized Education Plan.

Early Intervention Program (EIP): EIP is a state funded program, which is available to eligible students who have demonstrated a need based on criteria set by the Forsyth County School System. This program focuses on reading and math skills necessary for academic success. The EIP program emphasizes an activity-centered curriculum with extensive use of manipulative and multi-sensory materials.

Speech Therapy: Certified Speech Language Pathologists are available for screening and therapy of those students who have speech and language impairments.

Occupational and Physical Therapists: OT and PT are available as deemed necessary by an evaluation.

## **STUDENT HOMEROOM/CLASS PLACEMENT**

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

Each Spring, parents are invited to share general information regarding their child and their learning, as well as characteristics they feel would be beneficial in their child's teacher. Specific teacher requests by name are discouraged and cannot be accommodated. Should a parent have a concern regarding a student placement at any point in the year, the following procedure will be followed:

- A **minimum of 2 teacher-parent conferences** should be held, directly focused on the area of concern, with administrative support and presence.
- At both 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 to protect the child and other children from unnecessary transition. Action steps for all parties involved will be part of the written plan.

- **Intentional follow-up by administration** over the coming weeks, via contact with both parents and teacher, to ensure the sustained efforts and success of the plan moving forward.
- **Final assessment of progress** during the follow-up period regarding the area of concern will be addressed by the principal.

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

## **STUDENT SUPPORT TEAM**

Students about whom teachers have concerns may be referred to the Student Support Team (SST) for intervention. This team is made up of three or more school professionals and parents who meet to discuss potential interventions to increase the opportunity for student success. Parent permission for screening (academic, speech, behavioral, etc.) is requested before any testing is begun. Recommendations of the SST may include specific academic and/or behavioral interventions or referral for additional testing.

## **TELEPHONES**

Students may use school phones when deemed appropriate by a staff member or for emergency reasons. Students typically may not call home for forgotten items such as homework, permission forms, musical instruments, or lunch. Parents are encouraged to use email or the voice mail system to contact their child's teacher - doing so will help minimize interruptions of instruction. Staff members monitor their voice mail closely and will return calls during non-instructional times.

## **VISION, HEARING AND DENTAL SCREENINGS**

Vision, hearing and dental screenings are conducted for grades 1, 3, and 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 regarding the referral, contact the school nurse.

## **VISITORS AND VOLUNTEERS IN THE CLASSROOM**

Silver City Elementary encourages parents, relatives, and community members to volunteer their time and services at the school. In an effort to safeguard instructional time and manage the safety of our students and facilities, **all visitors must show a valid picture identification card, sign in at the front desk and wear a visitor's pass while in the school.** For the safety of our students, anyone in the school who is not wearing a pass will be questioned and escorted to the front office.

Please notify your child's teacher in advance if you wish to volunteer in the classroom or eat lunch with your child so that the appropriate accommodations can be made.

## **FORSYTH COUNTY WELLNESS POLICY**

**All snacks and food brought to school for a class must be commercially prepared.** We must be able to verify that this food was commercially prepared, so please make sure the box is labeled by the business supplying the snack. We are doing this in an effort to make sure that all food served to a class is prepared under healthy conditions and to protect students with food allergies. We have many students who do have different food allergies. For edible teaching activities, teachers will either prepare the food in class or purchase it commercially. Projects that students bring in with edible pieces will not be served to students unless they were commercially prepared. Please understand this only pertains to food being brought in for entire classes. This in no way affects what you may wish to send or bring for your own child.

- Meals brought in from outside commercial establishments will be eaten in an alternate designated area. Parents and guests are welcomed as customers of the school's nutrition program.

- Students will be discouraged from sharing foods or beverages with one another.
- Daily snacks should feature healthy choices.
- Birthday celebrations involving food will be scheduled during lunch only but should not conflict with the school lunch program. We invite parents to purchase class ice cream packs from the cafeteria for \$1.10 per student (not required to pay more than \$20 for a class) that we can safely provide to celebrate birthdays and honor allergies and dietary restrictions.

Should you have any questions about the system Wellness Policy, please see an administrator.

## **WITHDRAWAL**

Students withdrawing from Silver City Elementary must secure a withdrawal form from the school data clerk office. The data clerk will check with the student's teacher, media specialist and cafeteria manager to make sure the student(s) does/do not owe lunch charges or have lost or damaged books before completing the withdrawal process/paperwork. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Only the parent who registered the student will be allowed to withdraw the child. Record of the registering parent is found on the student information sheet that is signed at the time of registration.



## itsLearning FAQs for Parents

### 1. What is itsLearning?

itsLearning is Forsyth County Schools' personalized online learning management system. Go to <https://forsyth.itslearning.com> or visit your school's website to access itsLearning.

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### 2. What can I do as a parent?

In itsLearning parents monitor student progress and view tasks assigned to their child. Parents have one login to view multiple children. Examples of what is available to parents in itsLearning include a list of student tasks with due dates, a report showing how well their student is keeping up with class work, a view of the teacher's planner, and a secure messaging system to communicate with their child's teacher.

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### 3. How do I login for the first time?

Prior to being able to login to itsLearning, parents will need a Parent Portal account. If you do not have a Parent Portal account, visit your school's data clerk to setup your account. Please bring a photo ID for activation. After your Parent Portal account has been activated, email Donna Bauman ([dbauman@forsyth.k12.ga.us](mailto:dbauman@forsyth.k12.ga.us)).

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### 4. Do I still need to go to Parent Portal?

Yes, parents will access Parent Portal to view grades and attendance for their child.

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### 5. Where can I find more information?

Visit <http://vimeo.com/71456463> to watch a three-minute video tour of itsLearning designed for parents. After logging in to itsLearning, you can also find parent training materials on the Forsyth County Schools' dashboard.

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### 6. How will itsLearning be used during inclement weather days?

Forsyth County Schools has announced a plan to recover instructional time lost due to school closures by utilizing asynchronous (not at the same time) online learning using itsLearning, the district's online learning management system. **For the 2021-22 and beyond school calendars, there will be no Inclement Weather Days** built into the school calendar. For school closures, all days will be made-up with asynchronous online learning.

*For more information on the Online Learning for School Closure Plan, [CLICK HERE](http://www.forsyth.k12.ga.us/Page/46646).  
(<http://www.forsyth.k12.ga.us/Page/46646>)*