

**Silver City Elementary School**  
6200 Dahlonega Highway  
Cumming, GA 30028  
678-965-5020  
[www.forsyth.k12.ga.us/silvercity](http://www.forsyth.k12.ga.us/silvercity)

# **2023-24 SCES**

# **STUDENT HANDBOOK ADDENDUM**

IN CONJUNCTION WITH THE  
[FCS 2023-2024 FAMILY ENGAGEMENT GUIDE](#)  
[AND STUDENT HANDBOOK](#)

#### **Administration**

Mike Sloop, Principal  
Maleah Dickman, K-2 Assistant Principal  
Shelley McCannon, 3-5 Assistant Principal

#### **Office Staff**

Jo Hacker, Student Information Analyst  
Megan Mangino, Principal's Secretary  
Meredith Warren, Receptionist  
Rhonda Woodall, Bookkeeper

#### **School Hours**

8:20 a.m. – 3:00 p.m.  
Car Rider and Bus Drop-off begins at 7:45 a.m.  
**Early Release** – *Dismissal is at 12:30 p.m.*

#### **School Colors**

Blue and Silver

#### **School Mascot**

Comets

#### **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 encourage you to read the FCS Family Engagement Guide and Student Handbook, as well as this SCES addendum, and review any key pieces of information with your child so you are all familiar with the District's and 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 2023-24 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.

# SCHOOL CALENDAR 2023-2024



## 2023-24 Student Calendar Key Dates

July						
sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
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28	29	30	31			

August						
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27	28	29	30	31		

February						
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September						
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24	25	26	27	28	29	30

March						
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24	25	26	27	28	29	30
31						

October						
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29	30	31				

April						
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28	29	30				

November						
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May						
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December						
sun	mon	tue	wed	thu	fri	sat
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31						

June						
sun	mon	tue	wed	thu	fri	sat
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23	24	25	26	27	28	29
30						

### Student Holidays/Breaks (No School)

Sep 4	Student/Staff Holiday
Sep 25-29	Fall Break
Oct 20	Student Holiday (Prof. Dev.)
Nov 20-24	Thanksgiving Break
Dec 20	Student Holiday (Prof. Dev.)
Dec 21-29	Winter Break
Jan 1-2	Winter Break
Jan 3	Student Holiday (Prof. Dev.)
Jan 15	Student/Staff Holiday
Feb 16-19	Student/Staff Holiday
Feb 20	Student Holiday (Prof. Dev.)
Mar 15	Student Holiday (Prof. Dev.)
Apr 1-5	Spring Break

### Student Early Release Days\*

Sep 1	K-12 (Prof. Dev.)
Dec 15-18	9-12 (Exams)
Dec 19	K-12 (End of the Semester)
Mar 14	K-12 (Parent Conf.)
May 21-22	9-12 (Exams)
May 23	K-12 (Last Day of School)

### Teacher Work Days (No School for Students)

Jul 26-31	Preplanning
Jul 31	Open House (MS)
Aug 1-2	Preplanning
Aug 1	Open House (ES)
Oct 20	Professional Development
Dec 20	Professional Development
Jan 3	Professional Development
Feb 20	Professional Development
Mar 15	Professional Development
May 24	Post Planning

### Dates of Interest

Aug 3	First Day of School
Oct 19	K-8 Online Learning Day/Parent Conference

\*School hours and early release times can be found at [forsyth.k12.ga.us/time](http://forsyth.k12.ga.us/time)

## AFTER SCHOOL CARE

Silver City is happy to offer an after school program on our campus called Comet Kingdom. This program specializes in providing safe and fun after school care for our K-5 students. The program is structured to ensure a variety of activities for each child that will include homework and reading time, center play time, planned arts and crafts, as well as recreation time outside or in the gym. The hours of the program are from 7:00-7:45am and 3:00-6:30pm. Comet Kingdom does not provide after school care on inclement weather days or student holidays, but they do provide care on Early Release days when dismissal begins at 12:30pm. For more information, please contact Priscilla Hoch at 678-965-5020 or visit us online at <https://www.forsyth.k12.ga.us/domain/1337>.

## 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 a.m. to signify that students have only two minutes to get to their classrooms. The tardy bell rings at 8:20 a.m.**

Students arriving late because of bus difficulties will **not** be marked tardy. Due to safety considerations, parents are not allowed to walk their child to class. We always have staff on hand to help any child needing to find their way to their class or to carry any heavy supplies or large projects to class.

## ATTENDANCE

### Absences

Parents and guardians have four primary ways to submit excuse notes **within five (5) school days** for the student's absence to be considered excused:

1. Send a fax to 678-965-5021,
2. E-mail Ms. Warren at [mwarren@forsyth.k12.ga.us](mailto:mwarren@forsyth.k12.ga.us),
3. Send in a note to the homeroom teacher, or
4. Fill out the "Student Absence Form" under the *Quick Links* on Silver City's webpage ([www.forsyth.k12.ga.us/silvercity](http://www.forsyth.k12.ga.us/silvercity))

The excuse note must include the student's name, the date(s) of absence(s), and the reason for the absence.

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.

### Late Check-in / Early Check-out

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.

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

Students who miss more than half of the school day will be considered absent for the day.

Should parents have any questions about the attendance policy, they should contact a counselor or the school attendance secretary.

## **BUS TRANSPORTATION**

### **Oversized Items on the School Bus:**

Generally, items permitted on an FCS school bus with a student during regular morning/afternoon bus routes must meet the following guidelines:

1. The student **MUST** be able to safely manage the item (ex—school project, etc.) without any assistance while loading, sitting in their seat, and unloading the bus.
2. The item **MUST** be maintained in that student's seating space (in their lap) at all times while riding the bus.
3. The item **CANNOT** rest on or be stored on the floor, under a seat, on a seat, or in the walkway aisle.
4. The item being managed/held by a student in their own seating space **CANNOT** block the driver's view of the passenger compartment or the immediate exterior of the bus in any way.

The restrictions/guidelines in place for oversized items (ex—school projects, etc.) are designed with student and driver safety in mind. Oversized items that do not meet the requirements above should be transported by students/parents on their own—not on the school bus. All items allowed on an FCS school bus during regular AM/PM bus routes must not impede student or driver safety—including driver visibility, loading, unloading, sitting properly in the bus seat, walking safely in the bus aisle, and being able to properly evacuate the bus in an emergency. All school bus seats during regular morning/afternoon bus routes must be reserved for safely seating & transporting students as our top priority.

## **CAFETERIA PROGRAM and LUNCH VISITORS**

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

### **Visitors at Lunch:**

Parents and family members who visit students at lunch will be asked to sit with **ONLY their child at the parent tables** in the cafeteria. We do not allow friends or other students to sit with a child and their parent at the parent tables because 1) we do not know if the other child's parent has given their child permission to sit with you and 2) we do not have enough space at the parent tables to accommodate students other than your own children to join you.

## **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. School assigned car rider numbers must be displayed in the parent's window during afternoon pickup, until their child is safely in the car. **If no car rider sign is 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. The adult MUST be an approved adult on Parent Portal** in Infinite Campus for that child in order to get a new car tag. 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/guardians must park and enter the school's front lobby to sign their child in as tardy.**

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. **If a child is not picked up within a reasonable time of the last car in the car rider line, they will be taken to the after school program, Comet Kingdom, and parents/guardians will be subject to payment of any drop-in fees to this program (typically \$25 per child per day).**

**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.

**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.

**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 [www.forsyth.k12.ga.us/Page/56201](http://www.forsyth.k12.ga.us/Page/56201) 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.

**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” which focus on:

- Being Respectful,
- Being Responsible, and
- Having Integrity.

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

**DISMISSAL**

All check-outs on a normal school day occur at the reception counter in the front lobby **prior to 2:40pm**. Students cannot be dismissed to anyone from the bus. All cars picking up students must have a car rider number assigned by the school. **If no car rider sign is 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. The adult MUST be an approved adult on Parent Portal** in Infinite Campus for that child in order to get a new car tag. 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: **All afternoon transportation changes must be made via the online “Transportation Change Form” on the Silver City website by 1:00pm.** You will no longer turn in a handwritten note for afternoon transportation changes, unless you are requesting a permanent afternoon transportation change. 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 that is an **approved adult on Parent Portal** in Infinite Campus for that specific child. The adult checking the student out may be asked to show identification and will use the system at the front reception desk to sign the child out. 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 the *FCS 2023-2024 Family Engagement Guide and Student Handbook*).

Emergency dismissal: In the event of an early release from school due to unforeseen events, such as inclement weather, the school will follow normal dismissal procedures for all students. In the event of an emergency, please use the Forsyth County Schools Web Page and the Silver City webpage and social media accounts for information regarding school closings and emergency dismissals. (See *FCS 2023-2024 Family Engagement Guide and Student Handbook* for further information.)

## **EMERGENCY INFORMATION**

It is critical that all parents/guardians keep their emergency contact information updated on Parent Portal. It is also wise to plan ahead and identify a couple of close friends, neighbors, or family members in Parent Portal that have your permission to check-out or pick-up your child in an emergency situation.

## **LOCAL SCHOOL COUNCIL**

The Local School Council (LSC) is comprised of at least two parents (excluding parents or guardians who are also employees of the school), two parents who are businesspersons, two certificated teachers, 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. The four LSC meeting dates each year will be posted to the Silver City Elementary School web site and LSC meeting agendas and minutes will be posted to the County’s webpage. 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.

**Local School Council (LSC) Meeting Dates** – All meetings will take place at Silver City Elementary at 7:30 a.m. in room 210. The 2023-2024 meeting dates are as follows:

1. Tuesday, September 14, 2023
2. Tuesday, November 14, 2023
3. Tuesday, February 13, 2024
4. Tuesday, April 16, 2024

## LOST AND FOUND

Lost articles need to be claimed as soon as possible. Articles may be displayed near the front lobby or in the hallways leading to the K-2 and 3-5 playgrounds 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 your child.

## MENTORS

Silver City 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. Mentors typically spend approximately thirty (30) minutes each 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 contact one of our 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. **Make sure you check the District website for out-of-district deadlines and forms.**

## PARENT COMMUNICATION

Teachers regularly send home newsletters and folders which include information related to special dates, homework, projects, class activities, etc. Teachers may choose to post their newsletters to our learner management system each week, rather than send it via email or in hard copy form. 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 will not to answer the phone during instruction.** Whenever parents reach out via a voicemail or email message, please know that teachers or administrators will respond within 24-48 hours, unless it is over the weekend or holidays. Open, honest communication between home and school is essential. Please contact your child's teacher **first** if you have any questions or concerns.

## PARENT-TEACHER ORGANIZATION (PTO)

The Silver City Elementary PTO will sponsor a variety of activities throughout the year to connect and serve our families and students. Everyone is encouraged to become a member of the Silver City PTO. PTO meeting dates and times are determined each year by the PTO Board. Please refer to our school website or follow PTO's Facebook page (<https://www.facebook.com/silvercitypto>) for more information. You may also reach out to the PTO through their email address – [silvercityesPTO@gmail.com](mailto:silvercityesPTO@gmail.com).

## PARTNERS IN EDUCATION

At Silver City, we are actively seeking and maintaining business partnerships in our community through our Partners in Education (PIE) program. 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.



## 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.

## STUDENT HOMEROOM/CLASS PLACEMENT

Each year, the administration works collaboratively with parents/guardians, 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 process based on a variety of research-based best practices as well as differentiated instructional considerations.

Each year, prior to Spring Break, parents are invited to share general information regarding their child and their learning, as well as characteristics you feel would be beneficial in your child's teacher or in their classroom environment. 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:

- Reach out **directly to the teacher** with whom you have a concern to discuss and ask questions to understand.
- If there is little to no progress and concerns continue, a **minimum of 2 teacher-parent conferences** should be held, directly focused on the area of concern, with administrative support and presence.
- At each teacher-parent 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 outlined 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 may not call home for forgotten items such as homework, permission forms, musical instruments, or lunch. Parents are encouraged to use email or the voicemail system to contact their child's teacher to minimize interruptions of instruction. Staff members monitor

their voice mail closely and will return calls during non-instructional times and within 24-48 hours, unless it is over the weekend or holidays

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

At Silver City, we encourage 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.

## **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 do this in an effort to ensure that all food served to a class is prepared under healthy conditions and to protect students with food allergies. We have many students who 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.

- Parents and guests are welcomed as customers of the school's nutrition program when they visit for lunch.
- Students will be discouraged from sharing foods or beverages with one another.
- 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 so we can safely celebrate birthdays and honor allergies and dietary restrictions for all of our students.

## **WITHDRAWAL**

Students withdrawing from Silver City Elementary must secure a withdrawal form from the school data clerk, Jo Hacker. 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.