



# **DAVES CREEK**

## **Elementary School**

2023-2024

Student Handbook

School Specific Information

**Daves Creek Elementary Administration**

Mr. Eric Ashton, Principal

Ms. Ashley Johnson, Assistant Principal

Mrs. Leslie Storm, Assistant Principal

Mrs. Lauren Parsell, Assistant Administrator (AA)

- **Forsyth County Family Engagement Guide.** ([Linked Here](#)). Please read before continuing on.
- **Forsyth County Student Code of Conduct K-12 Discipline Procedure**([Linked Here](#))

## **Daves Creek Specific Information**

### **→ Absences:**

The parent/guardian must submit a note, or email to the homeroom teacher and attendance clerk five (5) school days for an absence to be considered excused. Attendance email: [kcorso@forsyth.k12.ga.us](mailto:kcorso@forsyth.k12.ga.us). The note must include 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.

- ★ Non-School related activities and trips/vacations are unexcused absences
- ★ Students must be in school in order to participate in afterschool activities

### **→ Traveling/Extended Absences**

Per county policy, students will be withdrawn after missing 10 consecutive school days. Parents/Guardians will need to come to the front desk to sign the withdrawal form. Vacation/Travel leave is unexcused, please do not email the teacher, office staff or Admin to ask permission. The county will not allow Canvas access for any withdrawn student. Homework, tests, and/or classwork will not be given in advance. If the extended absence is for more than 30 school days, you will need to make an appointment at the Forsyth County Student Registration Center.

<https://www.forsyth.k12.ga.us/Page/45168>

### **→ Late Check-In Or Early Check-Out:**

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

- ★ **Late Check-in** - School begins at 8:20 am. In order to be considered present, **your child must be in their classroom by 8:20 a.m.** Your child will need at least 5 minutes to get to their classroom, so they will need to be out of the car by 8:15. As of 8/2022, all parents will be required to check in their child through our new automated *Checkmate System*.
- ★ **Early Check-out (No check-out after 2:30pm)**. If it is necessary for a student to check out early due to illness, the student must be assessed by the school nurse and meet assessment criteria for the school to excuse the absence. frequently absent, tardy, or check out early from school may be required by the school administration to provide medical documentation to validate any absence, tardy or early check-out as excused.

### **→ Withdrawal Procedures**

Parents withdrawing students from Daves Creek should contact the school office and their child's teacher as soon as possible. The registering parent/guardian must come to the office to sign a withdrawal form. The student's teacher,

media specialist, and the cafeteria manager must complete and sign the form before it is returned to the office for the principal's signature. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Records will be mailed to the new school upon receipt of a signed request.

## → Communication

Students and parents/guardians are encouraged to regularly check Canvas 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://campus.forsyth.k12.ga.us>

## → Updating Personal Information In Parent Portal

Parents are responsible for updating any changes (phone number, email addresses, emergency contact list etc) in Parent Portal. Daves Creek does not have the ability to update personal information.

## → Clinic- Sick/Hurt Child & Emergency Transporting Of Students To The Hospital

Daves Creek has a full time nurse on staff. - Nurse Amber - Ext 170315

- ★ All medication must be given through the school nurse. Students may not bring medication with them to school.
- ★ If a student needs to be picked up due to illness or injury, it is the parents responsibility to make arrangements for the child to be picked up within a reasonable time. It is also the responsibility of the parent or guardian to call a doctor for the child or transport to the doctor's office or hospital if medically necessary. In cases of emergency or when it is deemed necessary to transport the child to the hospital, it is the responsibility of the principal or designee to remain with the child until a parent or other responsible adult arrives. The school administrator reserves the right to make emergency decisions as the situation requires.

## → Transportation

### ★ Car Rider

1. Students may not be dropped off at the school before 7:50 AM unless they are enrolled in the before school child care program (Dolphin Cove) in the cafeteria.
2. Car riders must be dropped off/picked up in the car line at the front of the building. Car riders may not be dropped off/picked up at the bus entrance or Joint Venture.
3. Drivers must pull all the way forward, stopping near your students hallway is not permitted.
4. All adults must remain in the car at all times (please do not help your child exit)
5. Morning Carline will end at **8:15**. If you arrive after this time, you will be required to park and walk your student in.
6. Drivers must have their car rider number displayed for the afternoon carline.. **Children not picked up by the end of Carline may be placed in the Dolphin Cove after school program at the parent's expense. School ends at 3:00. The expectation is that if you are a car rider that your child is picked up by the time the carline ends. Most days that is by 3:15.**

### ★ Walkers

Students are welcome to walk from home (to and from school) while accompanied by an adult. A "Walker Pass" must be applied for and carried. Families should not share walker passes with anyone that is not listed in the ParentPortal as a contact person. Parents have access to update approved adults to pick up on ParentPortal.If there is a change of transportation (due to rain, etc...) parents must email the homeroom teacher prior to 2:30p.m.

### ★ Change in dismissal plans:

A signed, dated note or email from the parent or guardian must be received in order for a student to

be dismissed in any way other than the usual manner. This includes bus riders being picked up in a car line or vice versa. For safety reasons transportation routines will not be altered with a verbal request. Emergencies will be handled on a case by case basis.

**Transportation Changes Must Be Received On Or Before 2:30 pm On The Day Of The Change. Any emergency changes after that time will need approval from Administration.**

### → **Dolphin Cove (Before And After School Care)**

Daves Creek will run its own child care program during the school year on days of attendance including early dismissal days. Registration information can be found at

<http://www.forsyth.k12.ga.us/site/Default.aspx?PageID=41300> . Please contact Sue Perks at extension 170105 for registration questions.

### → **Dropping Off Items In Office For Students**

Due to additional safety and security features in our front entry/office, we no longer have the space and access to collect items dropped off at school during the day. We would like you to assist us in encouraging independence and responsibility in our students; therefore, only items necessary to physical well-being may be dropped off (e.g. eyeglasses). We will not allow technology or any electronic devices to be dropped off.

If you choose to send a lunch from home instead of purchasing from our cafeteria, then the child should bring it with them in the morning. If your child forgets their lunch, you can drop it off between 8:30-10:30am at the front office.

We do not allow lunch to be dropped off on a daily basis. This is strictly for the occasional lunch left at home.

### → **Field Trips**

Field trips are planned throughout the year to complement the classroom curriculum. The number of parent chaperones may be limited due to the nature of the activity. All students must ride the buses provided while on the field trip. Charges for field trips cover the price of admission and transportation. No child will be excluded from a field trip for financial reasons. Parents attending field trips as chaperones must ride the school bus to and from the school. Some exceptions may be made by the school if there is a shortage of seating on the school bus but these will be approved in advance of the day of the trip.

### → **Homework**

The faculty and staff of Daves Creek Elementary endorse and encourage the use of homework and reading practice to promote student learning. Homework is necessary for each pupil to be a successful student. Students should expect to have homework assignments each day. Having a quiet place to work and a set time to do homework will help the student complete their assignments successfully in order to review what has been taught in class each day. Most homework assignments are due the next day; however, some long range projects may occasionally be given to students. The goals of our homework guidelines are:

1. to develop good study habits and responsibility
2. to reinforce skills taught at school
3. to promote parent involvement
4. to improve student achievement

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

### → **Extra Credit**

The staff of Daves Creek follows the standards-based grading and reporting procedures implemented by Forsyth County Schools. Extra credit is not a component of the standards-based grading system therefore we do not

implement or support the use of extra credit.

### → **Lost and Found**

Lost and Found is located between the music room and the gymnasium. Students may ask their teacher to visit Lost and Found and claim items. Unclaimed items are donated to charity on a quarterly basis. Everything brought to school should be labeled so that lost articles can be returned to the owner.

### → **Visitors To Our School**

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

No exceptions can be made. **All visitors must be listed in ParentPortal.** Visitors are asked to be respectful of school and classroom policies and guidelines. Visitors who do not set a positive role model or maintain a respectful environment will be asked to leave.

- ★ Lunch Visitors- Family members may have lunch with their students in designated areas starting the Tuesday after Labor Day. No lunch visitors during the End of Grade Milestones testing in the spring. **Lunch visitors must be listed as a contact in ParentPortal.**

### → **MEDIA CENTER**

The Media Center at Daves Creek uses a flexible schedule that allows students to access materials for assignments, projects, research, and personal reading at any time. Features include an online card catalog, computer workstations, reference materials, works of fiction and nonfiction, and a makerspace. In the Media Center students will learn about research methods, authors, themes, and use of Media Center materials. Students come to the Media Center for books and materials check-out, lessons, and for storytelling. Materials from the Media Center may be checked out for two weeks. Families are expected to pay for books that are lost or damaged (unpaid/lost books will result in suspension of checkout services). Substitute items will not be accepted as replacement for lost items. Parents may also honor a child for their birthday by purchasing a book for the library through the Birthday Book Club. See the Media Specialist for more information. The Media Center also hosts a Scholastic Book Fair each fall and spring as well as multiple author visits.

### → **Money Collection Procedures**

Money should be sent in separately for items such as field trips, lunch money, etc. Please place money for each event in a **separate envelope with the child's name, reason for the money (field trip), and amount of money in the envelope.** **Online payments are preferred through [Mypaymentsplus.com](http://Mypaymentsplus.com) or [Schoolpay.com](http://Schoolpay.com)**

- For fundraisers, money should be sent in on the day of the event and labeled.
- Any money not properly labeled and separated will be returned. We do not make change for cash.
- MyPaymentsPlus.com is the most secure way to pay FOR LUNCH ONLY
- Schoolpay.com is the most secure way to pay for all other items.
- Checks are preferred over cash.
- Personal Checks: The district will gladly accept your checks; however, in the event your check is returned for insufficient funds, your account will be debited electronically for the face amount and fees allowed by the state of Georgia.

Please include the following on each check written:

~Drivers License #

~Full Name

~Street Address

~Phone Numbers

Checks will be returned if any of this information is missing.

If there are any questions, please contact the bookkeeper at 770-888-1222 x170105.

## → Out Of District Policy

In order to attend a school outside the student's residential district, approval must be secured from the superintendent's designee and the principal of the admitting school. The forms can be found here: <https://www.forsyth.k12.ga.us/outofdistrict> Approval may be restricted by class size and is granted on a year-to-year basis only. Students who present behavior or attendance problems may have the out-of-district approval rescinded by a letter from the principal of the school the student is requesting to attend. A family should not request for students to attend a school that is at or over capacity.

## → Parent Teacher Conferences

The school system calendar schedules two parent conference dates during the school year for teacher conferences. October 19th will be an online learning day and March 14th is an early release day (12:30). Conferences can take place in person, virtually, or by phone. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year.

## → Parties

Board Policy allows elementary students to have two parties a year. Teachers may choose two occasions for a class party. Please cooperate with the teacher by not expecting more than two parties. Some themes or units of study may have a culminating activity to celebrate achievements. **No parties** for teachers are to be held on school time. Please schedule these activities to celebrate birthdays, babies, weddings, etc. after school. Delivery of flowers, balloons or food gift items for students is prohibited. **Balloons are prohibited during the 5th grade book ceremony and during the "Graduation Walk".**

### ★ Birthday Celebrations

The health and safety of our students is our first priority; therefore birthday treats must be store bought with nutrition labels attached. Families can also pre-purchase ice cream from the cafeteria for the class. Teachers will schedule a **monthly date** to celebrate all the birthdays in their classroom for the month. Here is the general rule. You MUST contact the teacher before-hand and communicate your request to bring in any items.

- K & 3<sup>rd</sup> - 2<sup>nd</sup> week of the month
- 1<sup>st</sup> & 4<sup>th</sup> - 3<sup>rd</sup> week of the month
- 2<sup>nd</sup> & 5<sup>th</sup> - 4<sup>th</sup> week of the month

We know that due to the school calendar, teachers may have to stray from this general rule. PLEASE contact your teacher for more detailed information.

## → Pictures

Individual student pictures will be taken one time each year. The fall individual pictures will appear in the yearbook. Group/Class pictures will be taken in the fall. All questions regarding pictures should be directed to the photographer, contact information will be shared on the fall picture flyers.

## → Parent Teacher Association (PTA)

Daves Creek PTA sponsors a variety of activities throughout the year including fundraising drives, the sale of spirit items, family functions, dinners, teacher appreciation, and the yearbook. PTA meetings are scheduled six times during the school year. Meeting times and dates are posted in the PTA newsletter. Everyone is encouraged to become a member.

## → Local School Council

The LSC was established by Georgia law to "bring communities and schools closer together in the spirit of

cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process... to provide advice, recommendations, and assistance and represent the community of parents and businesses.” Elections are held, if necessary, in the Spring.

### → Pets

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

### → Required Reporting By Faculty And Staff

Any teacher or other person employed at any public or private elementary school who has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which act is prohibited by any of the following: aggravated battery, sexual offenses, carrying a deadly weapon, or possession and other activities regarding marijuana and controlled substances, may have a written report of that act and the name of the student to the principal. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) should notify the appropriate police agency.

### → Safety

Maps showing fire and tornado drill procedures are posted in each room in the school. Fire, Severe Weather and Lockdown drills are held throughout the year. Lockdown drills are held in the event such action becomes necessary. Please refer to the section “Emergency Dismissal” under Dismissal for information regarding school closings and early release during severe weather conditions. Parents in the building during evacuation or tornado drills are expected to participate in the drill. Under no circumstances will you be permitted to take your child during a drill.

- ★ SRO-Daves Creek has a full time School Resource Officer (SRO)

### → Use Of Electronic Devices Including Cell Phones And Smart Watches

#### Electronic Devices: Updated Policy (8/2023)

- ★ All electronic entertainment and electronic communication devices, including all phones must be turned OFF and in student book bags from 7:50 am until dismissal.

#### Smart Watch Policy Updated 3/21/2024

- ★ Smart Watches may be worn but must be turned OFF from 7:50 until dismissal
- ★ With BYOT (Bring Your Own Technology), Students may bring tablets/laptops to use in class.
- ★ The use of all electronic devices are strictly prohibited in restrooms, the cafe and during outdoor recess.

### → Student Behavior & Consequences

- ★ **Office time out-** Temporary removal of a student from the classroom by the principal assistant principal. The student will have the opportunity to complete all academic work.
- ★ **After School detention:** A detention is assigned at the discretion of administration as a consequence for the inappropriate behavior. Students are assigned a period of time to be made up after school.
- ★ **Out Of School Suspension (OSS):** OSS is the temporary removal from the school by the Principal or the Assistant Principal for a period not to exceed ten (10) consecutive school days. The students will have the opportunity to complete all academic assignments, quizzes

and tests for credit. Arrangements for any makeup work are to be initiated by the students with the teachers with the understanding that some educational experiences cannot be duplicated

\*Any student serving OSS is prohibited from participating or attending any Forsyth County school functions throughout the duration of the suspension.

### → **School Calendar**

A calendar for the school year is posted on the Forsyth County website. Special event dates are publicized through the PTA, on the Daves Creek website, Facebook, and email. It is the parent/guardian's responsibility to make sure ParentPortal has the most up-to-date email address.

Early Release/Early Dismissal dates for parent conferences and professional development for teachers are regular school days, with a **12:30pm dismissal time**. Lunch will be served before dismissal. After school care will be available at school for a nominal fee through Dolphin Cove on those days only if you desire.

### → **Snacks**

Teachers may plan a snack break during the day. This time allows for a small, healthy snack such as fruit or crackers. Please allow your child to bring a water bottle if he or she chooses, but juice and soft drinks are not allowed during snack time.

### → **Standardized Testing**

Students in third – fifth grades will take the Georgia Milestones in April/May. Individual student reports will be posted in ParentPortal. Testing dates can be found on the Forsyth County Website under Calendars (Assessment Calendars). Please be aware of these dates when you schedule appointments and absences for your child. The best testing environment for your child is with his/her peers. <http://www.forsyth.k12.ga.us/page/189>

### → **Teacher Characteristics Forms**

Teacher placement request forms will be emailed in Quarter 3. Late entries will not be considered.

### → **Volunteers**

Parents/guardians of Daves Creek students are encouraged to volunteer in the school and at school-sponsored events. A form will be available at Open House for parents to indicate their interest in volunteering. Parents may also contact students' homeroom teachers or Daves Creek's PTA volunteer coordinator to volunteer.

All volunteers must watch a mandatory reporting video before they can volunteer in the classroom. The video can be found at <https://www.forsyth.k12.ga.us/site/Default.aspx?PageID=54759>

### → **Yearbooks**

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