



DAVES CREEK

Elementary School

Developing Children's Excellence & Success Through Students Thinking, Exploring and Making Real World Connections

2021-2022

Student Handbook



Daves Creek Elementary Administration

Mr. Eric Ashton, Principal
Ms. Ashley Johnson, Assistant Principal
Dr. Angela Perry, Assistant Principal

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District Information

Dr. Jeffrey Bearden, Superintendent
Forsyth County Board of Education
Mr. Wesley McCall (District 1), Vice Chairperson
Ms. Kristin Morrissey (District 2), Chairperson
Mr. Tom Cleveland (District 3)
Ms. Darla Light (District 4)
Ms. Lindsey Adams (District 5)

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Website: www.forsyth.k12.ga.us

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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 email to the attendance clerk within five (5) school days for an absence to be considered excused. Attendance Fax Number: [770-888-1223](tel:770-888-1223) or Attendance e-mail: 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.

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, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory attendance law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

Make-up Work:

It is the student's responsibility to turn in make-up work when he/she is absent from school. Parents/guardians and students are encouraged to retrieve missed lessons and work from itslearning. The student has five (5) school days to make up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

Late Check-in or Early Check-out:

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

Check-in: Parents must sign their child in upon late arrival.

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

Communication:

Students and parents/guardians are encouraged to regularly check each of their itslearning courses for information such as lessons, assessments, important dates, etc. Within each course, the teacher maintains a Planner where this information can be found. Student grades, state assessment results, and attendance are available in ParentPortal, <http://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 (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.

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 > policies and procedures.

Equity:

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in any of its employment practices, educational programs, child feeding program or any other service or activity. It is the policy of the Forsyth County Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and all accompanying regulations. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated school system coordinator.

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 or company with whom the district has contracted to perform a specific task (such as attorney, auditor, therapist, online curriculum vendor, picture company, or yearbook company); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. If you feel a violation of FERPA rights has occurred, visit www.forsyth.k12.ga.us/ferpa to submit a parent complaint form.

1. 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 or the school system, schools may disclose student name, grade, and parent email addresses for purposes of school photography, yearbook, graduation-related services, and the Forsyth County Public Library. Parents/guardians may opt-out by notifying the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Grading And Reporting:

Students in grades K-5 are graded on a nine-week grading period. Report cards will be posted in Parent Portal at the end of each grading period.

Kindergarten - Third Grade:

Students in 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.

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.

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.

Residency Requirements And Address Changes:

Proof of residence is required when a student initially enrolls in a school and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at <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 service 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.

Responsible Use Guidelines For Forsyth County Schools'

Community:

The mission of Forsyth County Schools (FCS) is to prepare and inspire all learners to lead and succeed. 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: pursue continuous learning, exhibit strong personal qualities, utilize creative and critical thinking, engage and contribute, and interact effectively.

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 any district provided device and any device connected to the FCS network 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.*

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.

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

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

Discipline Records:

Forsyth County Schools will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

Emergency Evacuation of Campus:

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established and checkout preparations are made, parents/guardians will be notified regarding family reunification procedures.

Emergency Notification to Parents:

Parents/guardians are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons. The plans should include arrangements for school closings, delayed openings and early dismissals.

FCS closings will be announced on the local and metro media outlets, the school system website, www.forsyth.k12.ga.us, social media (www.facebook.com/FCSchools and www.twitter.com/FCSchoolsGA), and on the automated voice service at (770) 887-2461. Subscribers to Parent Portal and FCS newsletters will also receive an email notifying them on closings or delays. 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, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00 a.m. 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 as fitness trackers and apps.

Gang Related Activity:

Gang related activity will not be tolerated in FCS. Students engaging in gang related activities will be subject to disciplinary action as defined in the Forsyth County Board of Education Code of Conduct and Discipline Procedures. See the definitions of *Gang Member* and *Gang Related Activity* below.

In addition to those definitions, from time to time new types of gang communication methods or activities may be invented. In that event, the Principal is authorized to further define and prohibit those newly developed activities. Gang Member is defined as: A person who is part of an association of three or more people who form an allegiance for a common purpose and engage, individually or collectively in illegal behavior. Gang Related Activity is defined as: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and / or (2) would be a criminal act if committed by an adult; and (3) is deemed to be gang related by the Principal. Gang related activity includes but is not limited to: communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way

or color scheme; jewelry, tattoos, gang symbols or graffiti on personal items; vandalism of public or private property, and acts of intimidation, threat, fighting and other forms of violence.

Hospital-Homebound Services:

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home or in an alternative setting. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school. Information and guidelines for Hospital-Homebound Services can be found at the Georgia Department of Education webpage – gadoe.org

Infectious Disease:

A child is not to return to school until fever, diarrhea and/or vomiting have stopped **for a full 24 hours**, without the aid of medication. FCS follows guidance from the Department of Public Health regarding COVID-19 illnesses and exposures.

Medications:

All medications (prescription and nonprescription) must be brought to school by the parent/ guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be administered. Prescription medication must be in the original container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be administered once or twice a day unless the physician specifically states a time during school hours. If medication can be administered at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be administered unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication (more than two weeks.) The term "Physician" is used as defined in Article 2 of the Medical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops. All Medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

Possession of Weapon:

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks. Board policy and state law require that any student determined to have brought a weapon to school will be

expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

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 these metal detectors will be used at the discretion of administrators.

Vision, Hearing and Dental Screening:

Vision and hearing screenings are conducted for grades 1, 3, and 5. Dental screenings can be completed at the discretion of school administration. 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.

Student Meals:

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. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase.

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

	Breakfast	Lunch
Elementary		
Reduced-priced meal	\$0.30	\$0.40
Full-paid meal	\$1.60	\$2.70
Middle School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.70	\$2.80
High School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.80	\$2.80

Cash payments at register:

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

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

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

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.

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 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.

Free and Reduced Priced Meals Availability:

The Free and Reduced Priced Meal Program is available to assist families during times of financial hardship. **The School Nutrition Program accepts free and reduced meal applications throughout the school year.** Students approved for free or reduced priced meals may eat both **breakfast and lunch** free or at a reduced cost. Parents can rest assured the information supplied on the form is strictly confidential and student identification is protected with the computer software used at the cashier's station.

- Eligibility for Free or Reduced price meals is **not retroactive**, therefore the parent or guardian is responsible for payment of school meals until the F&R application is approved.
- A current year 2021-2022 application must be submitted. Prior year application forms cannot be accepted. The current school year application is available at each school, in the Registration Office at the Hill Center and on the system's website, www.forsyth.k12.ga.us.
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at www.forsyth.k12.ga.us/nutrition for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
 - scanned and emailed to smckinzie@forsyth.k12.ga.us
 - sent via US mail to: Food & Nutrition Services, 1160 Dahlonega Hwy, Cumming, GA 30040
 - submitted to any school cafeteria.
- Applications will be processed within 10 school days of receipt at the central office. Written notification of eligibility/denial will be sent to the household address via US mail.

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 or accommodations through a Section 504 Plan 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) or Section 504 Plan. 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>

Transportation (Board Policy Edc):

FCS provides school bus transportation for all eligible FCS students based on the student's residence and school of enrollment, and in compliance with federal, state and/or local laws, rules, regulations and/or procedures. The Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students.

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

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

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

DCES Policies and Procedures

BYOT (BRING YOUR OWN TECHNOLOGY)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Daves Creek is excited to be a part of the Bring Your Own Technology (BYOT) initiative.

Permission

When you sign the acknowledgement form that you have read the student handbook, you also agree to let your child participate in the Bring Your Own Technology (BYOT) program.

Definition of “Technology”

For purposes of BYOT, “Technology” means a privately owned (or privately leased) wireless and/or portable electronic hand held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording and information transmitting, receiving, storing, etc. There are many devices out there that your child can bring in to use at school. Some of the most common are laptops, chromebooks, tablets, e-readers, and smartphones. The district has compiled a list of frequently asked questions that you may find helpful in choosing a device for your child. <http://www.forsyth.k12.ga.us/Page/40909>

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters and wireless service accounts are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Daves Creek Elementary is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. **The school does not assume any liability for items left at the front office for students to pick up.** The front office will **not** hold electronic devices for your child. However, teachers are required to lock their doors when leaving the room (for lunch, specials, recess, etc.) If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Teachers' Role

- Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classroom. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility will reside at home with parents/guardians.
- Teachers will regularly communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their children with downloads if they wish to follow teachers' suggestions.
- Teachers will closely monitor students to ensure appropriate usage of technology in the classrooms. All activities involving technology will be based upon and support the Georgia Standards of Excellence.
- We understand that not every elementary school student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within our school.

Please review and sign the B.Y.O.T. agreement between teachers, parents, and students. No student will be permitted to use personal technology devices unless the agreement is signed.

Agreement:

Students and parents participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Please read every statement carefully:

Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices should not be left on campus before or after the school hours.

Devices are used for instructional purposes only. Outside text messages/emails to students' personal devices are a distraction to your child's academics. Please refrain from sending emails/text messages to your child during school hours.

Devices cannot be used during assessments, unless otherwise directed by a teacher.

Students access only files on the computer or Internet which are relevant to the classroom curriculum. Games are not permitted during instructional time unless directed by the teacher.

Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

Students will only take pictures/video for educational purposes. Students are not permitted to transmit or post photographic images/videos taken at school on public and/or social networking sites with the exception of county-specific platforms.

Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.

To ensure appropriate network filters, students will only use the BYOT wireless connection in school and will not use their cellular network (students will turn "on" wifi and "off" cellular data plans).

My child and I have read and understand Forsyth County Schools' **Responsible Use Policy** and realize that noncompliance will result in disciplinary actions. <http://www.forsyth.k12.ga.us/responsibleuse>

Students realize that printing from personal devices will not be possible at school.

Students may be collaborating with partners or small groups using devices when instructionally appropriate.

Please understand that the use of personal devices to support educational experience is not a necessity but a privilege. With respect to the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

Responsible Use Guidelines For Forsyth County Schools' Community

The mission of Forsyth County Schools (FCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of FCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's Learner Profile which includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment. I understand that using digital devices (whether personal or school owned) and the FCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege. All members of Forsyth County Schools' community agree to follow the Forsyth County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

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

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

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

COUNSELING SERVICES

School counselors are available at Daves Creek to provide individual or small group counseling to students and to conduct classroom guidance lessons on a regular schedule. Small group counseling provides participating students with peer support for decision making and improving problem solving skills. The counselors work with school personnel to foster a positive learning environment. School Culture is cultivated through our Social Emotional Learning (SEL) platform, The Voyage. Through character education, students are able to change their understanding and perspectives of not only themselves but the community and world in which they live. The counselors may also assist parents in obtaining special school and/or community services.

DAY CARE – THE 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.

DISMISSAL PROCEDURES

At dismissal time bus riders are loaded onto their assigned buses by teachers, and car riders wait to be picked up in front of the school. Dismissal begins at 3:00, and **students signed out before 3:00 will be recorded as having an early checkout.**

Change in dismissal plans:

A signed, dated note from the parent or guardian must be received and signed in the office in order for a student to be dismissed in any way other than the usual manner. For bus riders, this includes riding a different bus or being picked up in a car line. For car riders, it means being picked up by someone other than the parent or guardian or riding the bus. For safety reasons transportation routines will not be altered with a verbal request. Requests must be made in writing or by email only. Emergencies will be handled on a case by case basis.

TRANSPORTATION CHANGES MUST BE RECEIVED ON OR BEFORE 2:30PM ON THE DAY OF THE CHANGE. CHANGES AFTER THAT TIME WILL BE DECIDED BY AN ADMINISTRATOR.

MENTORS

The Forsyth County School System believes in the value of adult relationships with students. Mentors may be assigned to students who desire or might benefit from having a caring adult visit with them at school. Please call a counselor if you are interested in volunteering to be a mentor or if you would like your child to have a mentor.

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

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 will be held in the spring to select members of this council. LSC Parents will continue to have a forum for their questions and for learning about school programs through parent representatives on LSC. LSC meetings will be announced and are open to the public.

LOST AND FOUND

Lost items are often shown on the morning news. Items may be claimed from the Lost and Found Table. Periodically, lost and found will be displayed outside the school lunchroom for parents and students to claim. Unclaimed items are donated to charity on a quarterly basis. Everything brought to school should be labeled so that lost articles can be returned to the owner.

MEDIA CENTER

The Media Center at Daves Creek uses an open program 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, and works of fiction and nonfiction. In the Media Center students will learn about research methods, authors, themes, Primary Search, and use of Media Center materials. Students come to the Media Center for books and materials check-out, to use the computers, and for storytelling. Materials from the Media Center may be checked out for two weeks. Students are expected to pay for books that are lost or damaged.

- Check out privileges may be suspended if items are lost and not paid for.
- Substitute items will not be accepted as replacement for lost items.

Parents may also honor a teacher or child on a special occasion, such as a birthday, by purchasing a book for the library. See the Media Specialist for more information. The Media Center also hosts a book fair each fall and spring.

MONEY COLLECTION PROCEDURES

Money is collected in the morning as the children arrive and it is a busy time of the day. Our goal is to get instruction to begin promptly and the following procedures will help ensure the best use of our teacher's time.

Money should be sent in separately for items such as field trips, lunch money, etcetera. 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.**

- Money should be sent in on the day of the event. Teachers are not allowed to hold money in their rooms overnight.
- Any money not properly labeled and separated will be returned. We do not make change for cash.
- Checks are preferred over cash.

Personal Checks:

The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of Georgia.

Please include the following on each check written:

~Drivers License # ~Full Name
~Street Address ~Phone Numbers

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, the principal of the admitting school. The forms and the board policy are available in the office of the superintendent. Approval may be restricted by class size and is granted on a year-to-year basis only. Students who present behavior or attendance problems may have the out-of-district approval rescinded by a letter from the principal of the school the student is attending. A student may not request to attend a school that is at or over capacity.

PARENT TEACHER ASSOCIATION

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 newsletter. Everyone is encouraged to become a member.

PARENT TEACHER CONFERENCES

The school system calendar schedules two parent conference dates during the school year for teacher conferences. Students are released early on these days (at 12:30) so that parents may schedule conference times with their children's teacher. One conference week will be in October, and one in March. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year. Parents may request a telephone conference at any time by leaving a message on the teacher's voice mail.

PARTIES

Board Policy allows elementary students to have two parties a year. Teachers may choose two occasions for a class party. Please cooperate with the teacher by not expecting more than two parties. Some themes or unit of study may have a culminating activity to celebrate achievements. **No parties** for teachers are to be held on school time. Please schedule these activities to celebrate birthdays, babies, weddings, etc. after school.

Delivery of flowers or balloons for students is prohibited.

Balloons are prohibited during the graduation ceremony and during the "Graduation Walk".

Birthday Celebrations

The health and safety of our students is our first priority; therefore, outside food, drink, or other treats may not be brought into the school for birthday celebrations. Families can pre-purchase ice cream or muffin tops from the cafeteria for the class. Contact your child's teacher for further details.

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.

PICTURES

Individual student pictures will be taken one time each year (Fall). The Fall individual pictures will appear in the yearbook. Group pictures will be taken in the Fall. All questions regarding pictures should be directed to the photographer.

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 drills are rehearsed monthly; tornado drills are rehearsed prior to the tornado season. Lockdown drills are held in the event such action becomes necessary. Please refer to the section "Emergency 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.

SCHOOL CALENDAR

A calendar for the school year is posted on the Forsyth County website. Special event dates are publicized through the PTA, in the Daves Creek Newsletters, the Daves Creek website, and email. It is your responsibility to make sure the school has the most up to date email address. You can verify or update information on Parent Portal.

Early Release/Early Dismissal dates for parent conferences and professional development for teachers are regular school days, with a **12:30 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.

SCHOOL COMMUNICATION

Students and parents/guardians are encouraged to regularly check each of their itslearning courses for information such as lessons, assessments, important dates, etc. Within each course, the teacher maintains a Planner where this information can be found. Student grades and attendance are available in Parent Portal, <http://www.campus.forsyth.k12.ga.us>, which is also used for school and district e-newsletters distribution lists. The district invites you to stay connected by visiting its website, www.forsyth.k12.ga.us (which includes language translation options), following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), subscribing on YouTube (@ForsythCountySchools) and to download the updated mobile app, Forsyth County Schools GA.

Parents have the responsibility to make sure that the school has the most up to date contact information. Please make sure that teachers have an accurate email for weekly communication.

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. Teachers may also allow students to purchase ice cream for an after lunch snack.

SPECIAL PROGRAMS

- **EIP**

Early Intervention Program (EIP) is a state funded program which is available to eligible kindergarten through fifth grade students. This program focuses on supplementing instruction in skills necessary for academic success. The EIP program emphasizes an activity-centered, small group curriculum with extensive use of appropriate materials to assist in skill development.

- **ESOL**

This service is offered to students for whom English is a second language. The Daves Creek staff includes an ESOL teacher who will work with students individually and in the classroom. The focus of ESOL is to provide learning to use English orally and to use written English to learn other skills.

- **Gifted Education Program**

The gifted education program is an enrichment program that provides supplementary activities to enhance the education of the gifted students. A student must meet school system guidelines in order to be eligible for the enrichment program. Students who meet the state requirements for gifted program placement are served through the program. Students must qualify in four areas: ability, achievement, motivation, and creativity. Students may be referred for special testing by their teacher or a parent. For specific requirements and referral information for the program, visit the school website.

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

- **Hospital-Homebound Services:**

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home or in an alternative setting. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school. Information and guidelines for Hospital-Homebound Services can be found at the Georgia Department of Education webpage – gadoe.org

STANDARDIZED TESTING

Students in third – fifth grades will take the Georgia Milestones in April/May. Individual student reports will be posted in Parent Portal.

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 may not be considered.

TEXTBOOKS

All basic textbooks are on loan to students for use during the school year. Each student is responsible for the textbooks issued to him or her. Replacement textbooks will not be issued until reimbursement fees have been paid in the office. All textbooks must be returned, and fees for any lost or damaged books must be paid by the last day of school.

TRANSPORTATION CHANGES

All transportation changes must be communicated to the homeroom teacher by note or email **by 2:30pm**. Emails changes should be reserved for emergencies. Approval of transportation changes that arrive after 2:30pm, are up to the DCES Administration and may not be approved. ***The school will not ever accept changes to transportation over the phone in order to maintain safety at all times for our students.***

Please maintain a routine schedule for the transportation mode for getting home. The school has found that problems arise when transportation is being constantly changed. Our homeroom teachers will always do their best to make sure all students go home on the correct transportation mode but keep in mind they have a classroom full of students and are teaching throughout the day.

If your child misses the bus stop or the appropriate adult is not at the stop and the student has to be returned back to school, parents will be responsible for picking up the child. If the child cannot be picked up right away, then the child will be sent to Dolphin Cove, our after school program. Parents will be responsible for the cost of the child care.

TRANSPORTATION - CAR RIDERS/WALKERS

Students may not be dropped off at the school before 7:50 AM unless they are enrolled in the before school child care program in the cafeteria. Daves Creek cannot be responsible for students left at the school before 7:50am. For safety reasons, 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.

In the afternoons, children will not be released to parents at the classroom door. Afternoon dismissal can become chaotic when last minute interruptions occur. Children being picked up after school will be loaded into cars by school personnel in the front of the building at school dismissal time. **Children not picked up by 3:30pm may be placed in the Dolphin Cove after school program at the parent's expense.**

Please be aware of the delay in time to pick up your child through the car lane at the end of each school day when making after school arrangements such as extracurricular activities and doctor/dentist appointments. In order to maintain a safe environment for the students, parents are not allowed to park in the parking lot or Joint Venture and walk up and pick up children from the student holding area. You must wait in the car rider line if you want to pick up your child from the front of the school. Thank you for helping us keep all children safe and accounted for during this process.

“Walk-Up Policy”

At the request of our families that live within a walking distance, Daves Creek has added in a “Walk Up” option to help foster a healthy community. If you live within a mile, within our surrounding community of James Creek or Brandon Hall and you walk from your home to the school, then you are eligible. (Safe walkways were taken into consideration and therefore limited to these surrounding communities.) Please do not park at Joint Venture.

Please use this link to request a walk-up pass: <https://forms.gle/6Ge33jWgHo5aJDjM8>

If your child will be a walker, please be sure that your child's teacher knows. Please have your walk-up pass visible at all times. Pictures of your walk-up pass will not be accepted. This helps us maintain safety and accountability for our students. In the mornings, we ask that you walk your child to the gate next to the playground and check in with the administrator or staff member. In the afternoons, students will walk as a group to the sound booth (building with a green roof next to Joint Venture).

In order to ensure our students are safe and remain healthy at all times, pets including dogs are not allowed on school premises during arrival and dismissal.

Car Rider Information

This year we will continue with assigning a Car Rider number to assist with the dismissal of car rider students. Our goal is to speed up the process and assure the safety of all children. We encourage all parents to complete a form requesting a Car Rider number. Parents may obtain a copy of the Car Rider Form on our school website. This sheet provides the staff and office with vital information such as student name, teacher name, grade level and driver information. The information provides important data quickly. The students at dismissal walk to the front of the building and sit in the designated area for their vehicle number. An adult will then call out vehicle numbers and a color column for your child to stand by until an adult opens a car door. We appreciate your help with this process as we continue to adapt to better serve our community.

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 go through the "Safety Check" system to enter the building. **No exceptions will be made.** To visit Daves Creek you will need your driver's license or other form of government issued ID. Proper ID will have to be swiped each time you enter the building. Parents are requested to make an appointment for teacher conferences. If you are visiting the school with preschool age siblings, please make sure they are closely supervised to avoid any disruption of classroom instruction.

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.

- Kindergarten parents can walk their child to the classroom on the first two days of school. No exceptions will be made for other grade levels or other days in the school year.
- No lunch visitors until further notice.
- No lunch visitors during the End of Grade Milestones testing in April.
- No lunch drop offs during the End of Grade Milestones testing in April.

VOLUNTEERS

Parents, relatives, and friends 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 call the school or contact Daves Creek's PTA volunteer coordinator. Volunteers must sign in and out in the office using the same procedure as other visitors.

All volunteers must watch a mandatory reporting video before they can volunteer in the classroom. Video can be found at <http://www.forsyth.k12.ga.us/Page/40094>.

August 2021: no volunteers until further notice.

WITHDRAWAL PROCEDURES

Parents withdrawing students from Daves Creek should contact the school office and their child's teacher as soon as possible. The teacher will secure a withdrawal form from the school office. The student's teacher, media specialist, and the cafeteria manager must complete and sign the form before it is returned to the office for the principal's signature. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Records will be mailed to the new school upon receipt of a signed request.

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.