

Chestatee Elementary School 2010-2011

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Forsyth County School Board of Education

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School Involvement and Communication

Parent Teacher Association

PTA is a group of parents, teachers, and other concerned adults who join together to support the school. The PTA is the primary group of fund-raisers who work to supply funds for school-wide projects that are not available through other means. Parent volunteers for classrooms and other areas of the school are coordinated through the PTA. We hope that every parent will become a PTA parent. Many of our PTA programs will include performances by our students. Meetings and special activities are announced through the school newsletter. If you have any questions or would like to volunteer please call one of the following PTA officers.

President: Lorrie Angell

Vice President: Denise Cavanaugh

Secretary: Barbara Love

Treasurer: Sandy Lime

Local School Council

Believing that parent and community support is critical to the success of students and schools, the local school council was created. The purpose of the LSC is to bring communities and schools closer together in a 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. If you have any questions or would like to be involved please contact one of following members.

Parent Representatives: Stacy Archer, Mayra Bilderback, Leigh Middleton, Michelle Miller, Christine Stahl

Business Partners: Wanda Garner, American Proteins; Marty and Debby Marsell, Papa Johnøs Pizza

Teacher Representatives: Jerry Kelley, Ashley Laury, and Principal Rebecca Johnson

Volunteers and Visitors

Parents, relatives, and friends of Chestatee Elementary 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 for volunteer information. Volunteers and visitors must check in through the front office upon arrival at the school. All visitors and volunteers must go through the õSafety Checkö system to enter the building. To visit Chestatee you will need your driverøs license or other form of government issued photo identification. Proper ID will need to be swiped each time you enter the building. Please do not bring preschool age children into the classroom or workrooms as this can be disruptive to the educational environment and unsafe.

Communication

Teachers at Chestatee will communicate with parents through class newsletters, the teacherøs website and weekly reports to parents. Every parent/guardian should receive graded papers each week from the teacher. Graded papers will be placed in the studentøs communication folder. Upcoming events, assignments, special materials needed, as well as progress and behavioral reports are information you can expect from your childøs teacher. Each classroom and special area teacher has a telephone in the room however you should not expect the teacher to answer the phone while students are in the room. Please leave a voice mail message and the teacher will

return your call if necessary within 24 hours. In the event of an emergency please call the main school office at 770-887-2341 and dial 0 for the receptionist.

Accreditation

Chestatee Elementary School is accredited by the Georgia School Standards Commission and by the Southern Association of Colleges and Schools.

Curriculum

Providing quality work for students every day in every classroom is the primary focus of all instructional programs in Forsyth County. Our systemøs Standards and Benchmarks provide a rigorous and challenging instructional program for all students at every level. To learn more about the variety of curriculum services available please visit the Forsyth County Schools website at <u>www.forsyth.k12.ga.us</u>.

Homework

The faculty and staff of Chestatee Elementary endorse and encourage the use of homework and reading practice to promote student learning. Students develop self-discipline by setting aside time after school hours to complete homework assignments. The purpose of homework includes increasing student achievement, involving parents in the learning process, and encouraging self-directed, independent learning. Assigning quality homework offers students opportunities for enrichment, practice of basic skills, and extension of instructional objectives.

Teachers have an obligation to assign homework as necessary to meet instructional objectives and to monitor student progress. As studentsøneeds and achievement rates vary, so should homework assignments vary to accommodate these differences. Whether it is practice of skills and facts, research, or application activities, homework is valuable only when it connects with classroom activities and matches student needs.

Homework will be purposeful. Homework must be a priority at home for students to receive maximum benefit. Through a strong home/school partnership homework has the potential to increase learning time and student achievement, which is our ultimate goal. Following is a guideline for the amount of time that should be spent on homework each night:

Kindergarten	5-10 minutes
First Grade	10-20 minutes
Second Grade	15-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes

Awards

The recognition of students is extremely important as it enhances self-esteem. Teachers are encouraged to find creative ways to recognize the many accomplishments of their students throughout the school year. In addition to classroom recognition, students are recognized school-wide and receive ribbon awards following each grading period for the following academic and personal achievements.

Honor Roll-This award is for students who have earned all Aøs and all satisfactory marks in all areas of conduct. Handwriting grades are not considered.

Merit Roll-This award is for students who have earned a combination of Aøs and Bøs or all Bøs. In addition, students must have all satisfactory marks in all areas of conduct. Handwriting grades are not considered.

Perfect Attendance-This award is for students who attend every day, are on time to class, and have no early checkouts.

Parent Teacher Conferences

The school system calendar schedules two dates during the school year for parent conferences. Students are released early on these days at 11:50 so that parents may schedule conference times with their childøs teacher. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year.

School Hours

To ensure safety, students should not arrive at school before 7:10 a.m. as no supervision is provided before this time. Students are to remain after school only for supervised extracurricular activities which have been approved by the administration. Students will be placed in the Learning Bridge Afterschool Program if they are not picked up by 2:45. It will be the responsibility of the parent/guardian to pay for this afterschool care. **Office Hours-**7:10-3:10 **School Hours-**7:40-2:20

Parties

Elementary classes may schedule two parties a year. The teacher may choose on which two occasions to have 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. Parents may send a treat or special snack for the class to celebrate a studentøs birthday. All snacks must be commercially prepared and follow our Forsyth County Schools Wellness Policy. Please schedule this with the teacher so they may be shared at the end of lunch.

Car Riders

Morning Drop-off: When a child is a car rider, he/she should be dropped off through the car rider line. Teachers will be on-duty to receive students at the sidewalk from 7:10-7:40. For safety reasons, all students not arriving by bus should be dropped off through the car rider line. In the event that parents need to accompany students to class, they must park in a designated parking space and sign in at the main office. Parent/guardian must come into the office to sign in students who arrive after 7:40.

Afternoon Pick-up: Car pool signs are available for parent/guardian to receive in the office. Students must be picked up through the car line if they are not riding the bus or attending Learning Bridge for after school care. Children will not be released to parents at the classroom door. To expedite the car pool process, please have your car pool sign displayed in the front windshield of your car. Parents are not to walk to the car dismissal area and take their children back across the crowded parking lot. This is for your child¢s safety, as well as yours.

Dismissal Procedures

At dismissal the bus riders are loaded onto their assigned buses by teachers and car riders wait to be picked up at the designated car dismissal area.

Change in Dismissal Plans: A signed, dated note from the parent/guardian must be received and approved in the office prior to 2:00p.m. for a student to be dismissed in any way other than

the previously planned manner. For safety reasons, transportation changes will not be made by a verbal request, by email, or by fax. If your child must be checked out of school early for an appointment, please be sure he/she is checked out prior to 2:00p.m. After 2:00p.m. students may only be picked up through the car rider line or transported home by bus. Please note this and plan afterschool activities accordingly. Please do not wait in the lobby or at the front of the building to pick up students after dismissal.

After School Care

There is an on site after school program for childcare. This program is operated by The Learning Bridge. Registration information can be obtained at Open House, from the receptionist at Chestatee, or by calling The Learning Bridge at 678-513-4428.

Deliveries for Students

Please make every effort to establish a routine of bringing necessary items to school each morning. In the event that your child forgets an item that is needed at school, please bring that item labeled with the student name and teacher name to the school office. Teachers will be contacted to pick up items when there is an instructional break. The learning environment will not be interrupted to take items to the classroom. Floral and other gift deliveries for students are not allowed at school.

Counseling Services

Two full time counselors are on staff at Chestatee to provide individual and small group counseling to students and to conduct classroom guidance lessons on a regular schedule. The counselors work with school personnel to foster a positive learning environment. The counselors may also assist parents in obtaining special school and/or community services. Counselors conduct <u>Good Touch, Bad Touch</u> lessons, Red Ribbon Week (drug awareness), and Olweus (bully prevention) activities during the year.

Discipline

Chestatee Elementary believes that self-discipline is an important part of a childøs development. Self-discipline underlies the whole educational structure and is the training that develops character, orderliness, efficiency, and self-control. Developing self-discipline occurs when students learn to follow common rules and make wise decisions.

School behavior policies are implemented for the safety of students and the maintenance of an orderly learning environment. Administrators are directed to follow these policies. Students who disregard school rules are made aware of the consequences to their actions. Parents will be notified if the use of these consequences does not bring about a successful change in behavior. The Forsyth County Schools Code of Conduct is distributed to all students and parent/guardian during the first week of school and contains details of the school and system discipline procedures. Student expectations are outlined below.

Chestatee Elementary School Student Expectations

1. We take responsibility for learning. This means:

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude in daily work.
- Homework is carefully and thoughtfully completed on time.

- 2. We try to settle our differences in a peaceful manner. This means:
 - We respect other people property and personal space.
 - We do not physically or verbally fight with other children.
 - We do not take anything that does not belong to us.
- 3. We follow the directions of adults in charge. This means:
 - We look at the speaker.
 - We do not talk back to teachers or adults in charge, including substitutes and lunchroom supervisors.
- 4. We are sensitive to the needs and feelings of others. This means:
 - We use appropriate language at all times.
 - We do not bully or tease other children.
 - We never boo or whistle in the auditorium.
 - We are willing to help each other.
 - We are friendly and courteous.
- 5. We are expected to move safely through the school. This means:
 - No playing in the bathrooms or hallways.
 - No running in the lunchroom, hallways, or classrooms.

Dress Code

The school dress code is outlined in the Forsyth County Code of Conduct. Appropriate dress enhances the learning environment and reduces distractions. Dress codes apply to students, staff, and all visitors in the building. Please note that parent/guardian will be required to bring appropriate clothing if a student is not appropriately dressed by definition in the Forsyth County Code of Conduct. We ask that all of our adult visitors be examples for our students in abiding by the dress code.

Acceptable Use of Computers and Network Resources (Board Policy IFBG):

It is the belief of the Forsyth County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. The Board further believes that a õtechnology richö classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Forsyth County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Forsyth County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

- 1. A qualifying õtechnology protection measure,ö as that term is defined in Section 1703(b)(1) of the Childrenøs Internet Protection Act of 2000; and
- 2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful

to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Childrenøs Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children's Internet Protection Act;
- c. Prevent unauthorized access, including so-called õhacking,ö and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minorsøaccess to materials õharmful to minors,ö as that term is defined in Section 1703(b)(2) of the Childrenøs Internet Protection Act of 2000.

The districtøs technology resources are provided for educational purposes that promote and are consistent with the instructional goals of FCS. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the districtøs acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any userøs files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet¢s advantages far outweigh its disadvantages. The Forsyth County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Forsyth County Board of Education acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Acceptable Use of Computers and Network Resources (Guidelines):

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

Safety Issues:

- 1. Any on-line communication should always be at the direction and with the supervision of a teacher.
- 2. Never provide last name, address, telephone number, or school name online.
- 3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- 4. Never send a photo of yourself or anyone else.
- 5. Never arrange a face-to-face meeting with someone you met on-line.
- 6. Never open attachments or files from unknown senders.
- 7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are:
 - 1. Damaging to another personøs reputation,
 - 2. Abusive,
 - 3. Obscene,
 - 4. Sexually oriented,
 - 5. Threatening or demeaning to another person,
 - 6. Contrary to the schooløs policy on harassment,
 - 7. Harassing, or
 - 8. Illegal
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driverøs license or social security numbers, bankcard or checking account information.
- G. Using the schooløs computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any schooløs computer or computer system.

- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another userøs account.
- L. Using the schooløs computers or network while access privileges have been suspended.
- M. Using the schooløs computer hardware, network, or Internet link in a manner that is inconsistent with a teacherøs directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district¢ technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to õHackingö, or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary:

Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with Nettrekker (http://school.nettrekker.com) and must be done with teacher supervision.

Attendance

Regular attendance is essential to success in school. As permitted under the Georgia compulsory education law 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 studentøs health or the health of others.
- 2. A serious illness or death in a studentøs 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. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Non-school related activities and vacations are considered unexcused.

Absences:

It is the responsibility of the parent(s)/ guardian(s) to contact the school office, by 10:00 a.m. to report the student's absence. Students must **submit a note or parents must fax or email the attendance office within five (5) school days for the student's absence to be** <u>considered excused</u>. Attendance Fax Number: 770-781-2281 or Attendance e-mail: <u>dkirkland@forsyth.k12.ga.us</u>. The parent/guardian must write the note, fax or e-mail stating the studentøs name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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

Consequences:

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

Make-up Work:

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

Late Check-in or Early Check-out:

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

will be considered one unexcused 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 appointment, a physician 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 for the absence to be excused. Parents must personally sign their child out.

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 Bruce Wagar (Students) Candace Norton (Personnel)

ADA and 504 Sarah Taylor (Students); Candace Norton (Personnel) Title IX Bruce Wagar (Students) Candace Norton (Personnel)

Gender Equity Candace Norton (Students)

Community Based Work Programs

Genise Tworek

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 <u>www.forsyth.k12.ga.us/boe</u> > 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.

<u>Harassment:</u>

The school district forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.

FERPA and PPRA Notices

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 õActö), 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 studentøs education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the studentøs 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 studentøs privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- 3. Consent to disclosures of personally identifiable information contained in the student¢s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official 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. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

FERPA Directory Information Notice:

CS has designated the following information as directory information:

1. Studentøs name, address and telephone number;

- 3. Studentøs participation in official school clubs and sports;
- 4. Weight and height of student if he/she is a member of an athletic team;
- 5. Dates of attendance at FCS; and
- 6. Awards received during the time enrolled in FCS.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their studentøs information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed video taped or interviewed, to the principal of the school where their student in enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the mediaøs access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA) Notice:

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

- Political affiliations or beliefs of the student or the studentøs parent;
- Mental or psychological problems of the student or the studentøs family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or studentøs parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the

items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instrument within a reasonable period of time after the request is received.

Grading and Reporting

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

Kindergarten - Third Grade:

Students in grades Kindergarten through Third Grade will be evaluated using a *standards-based* report card. Below are the keys that teachers use to evaluate student progress towards learning goals every nine weeks. Academic standards are outlined for each quarter and provided in a Quarterly Parent Portfolio for your reference. Academic achievement is evaluated using a standards-based score of 3 (Consistent achievement of standard), 2 (Ongoing progress toward standard) and 1 (Limited or minimal progress toward standard). Rather than receiving one grade per content area, you will receive a breakdown of your student¢s performance by standard enabling you to identify areas of academic strength and opportunities for improvement more readily.

We believe in holding our students to high standards, not only in academics, but also for their personal conduct. Recognizing that successful students take initiative and have good work habits, these skills will be assessed throughout the year using the following scale - S = Successful (Student displays appropriate learner behavior), P = Progressing (Student behavior improving but not yet displaying satisfactory behavior), and N = Needs Improvement (Student does not display behaviors that lead to successful learning).

4th Grade PLUS and 5th Grade PLUS Pilot

Students in grades 4 and 5 will receive a report card that includes both a traditional numeric average and a breakdown of performance, based on standards, for Reading, English and Math,. The traditional numeric average will be determined by an average of summative assessments

(work done *after* the learning has taken place and reflects the level of student mastery). Specific standards performance is based on formative assessments (work done *during* the learning process) and is evaluated using a standards-based score of 4 (Mastery), 3 (Consistent achievement), 2 (Ongoing progress), and 1 (Limited or minimal progress). Academic standards are outlined for each quarter and provided in a Quarterly Parent Portfolio for your reference.

Additionally, Initiative and Work Habits of students are reported separately so that parents may monitor those student behaviors in addition to academic performance. Initiative and Work Habits will be assessed using the following scale - S = Successful (Student displays appropriate learner behavior), P = Progressing (Student behavior improving but not yet displaying satisfactory behavior), and N = Needs Improvement (Student does not display behaviors that lead to successful learning).

4th and 5th Grade PLUS Summative Retest Procedure

Students will be given the option of a retest on any summative assessment, if their summative grade is not acceptable to the student, parent or teacher. There will be one opportunity for a summative retest and a required commitment by the student to attend reteaching sessions and/or complete assignments designed to ensure mastery of standards. The reteaching sessions and assignments will be determined by the teacher. The expectation is that any student that does not pass the initial summative test will attend reteaching sessions, complete assignments and retake the summative assessment.

Grade placement is determined by the overall academic and social progress of the student, with emphasis placed on the mastery of reading and math skills. Placement decisions may also be determined by the Criterion Referenced Competency Test results. Conferences are held in late spring to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Parent input is valuable, but the final responsibility for the decision rests with the school principal.

To learn more about elementary grading and reporting, please visit the Forsyth County Schools website at <u>www.forsyth.k12.ga.us</u>.

NCLB Parent Notice of Teacher Qualifications

In compliance with the requirements of the *No Child Left Behind* statute, FCS informs parents/guardians that they may request information about the professional qualifications of their student¢s teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If parents/guardians wish to request information concerning their childøs teacherøs qualification, contact the Human Resources Department at 770.887.2461 [Section 1111(h)(6)]

Residency Requirements and Address Changes

Proof of residence is required when a student initially enrolls in a school, when entering grades K, 6 and 9, and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at www.forsyth.kl2.ga.us/registration

In the event of an address change, the Registration Center staff, principal or principaløs designee shall accept the following records as proof of residency:

- 1. A current utility bill (gas, electric, water, telephone, or cable) <u>and</u> a current and valid lease or rental agreement. Records must include the name and address of the parent/guardian.
- OR
- A current utility bill (gas, electric, water, telephone, or cable) <u>and</u> one of the following documents establishing home ownership ó deed, closing statement, mortgage statement, or property tax statement. Records must include the name and address of the parent/guardian. OR
- 3. A FCS 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, but no longer than the end of the current school year.

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, 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.

Emergency Telephone Number Changes

In order to keep school records current, please notify the school office immediately in writing of phone number changes. In case of an emergency it is imperative that the school is able to reach an adult caretaker immediately.

Safety and Health

Campus Crime Stoppers: Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to FCS' Crime Stoppers by one of three ways.

- ANONYMOUS TEXT message to õcrimesö (274637) and begin your message with õFCSS.ö
- ANONYMOUS Web tip at <u>www.forsyth.k12.ga.us/crime</u>
- Call the ANONYMOUS tip line at 770-205-4625

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.

Communicable Disease:

A child is not to return to school until fever, diarrhea and/or vomiting has stopped **for a full 24 hours**, without the aid of medication. Prescribed antibiotic medications for communicable diseases are to be given for 24 hours prior to return.

Discipline Records:

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

Emergency Evacuation of Campus:

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

Emergency Notification to Parents:

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

FCS closings will be announced on the local and metro broadcast media outlets, the school system website, www.forsyth.k12.ga.us, and on the automated voice service at (770) 887-2461. Subscribers to FCS' enewsletters will also receive an email notifying them on closings or delays.

- 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.

Emergency Response to Life Threatening Asthma or Allergic Reactions:

FCS partners with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). Designated school staff members are trained to assess the clinical signs, call 911 and administer the medications (benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

False Public Alarms:

Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated. Consequences will include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

Gang Related Activity:

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

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

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. 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.

School Clinic:

The Chestatee clinic is staffed during school hours by Sherry Bottorf, a Licensed Practical Nurse (LPN). In case of illness or injury, a student will be cared for temporarily by the nurse or a designated member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parent/guardian will be contacted. If parent/guardian is not available, an ambulance may be summoned at the expense of the parent/guardian. Please confirm that the school has a working emergency telephone number where the parent/guardian can be reached. The name and telephone number of the studentøs family doctor must also be on file at the school.

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@ order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child@ name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A õRequest for Administration of Medicationö form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication (more than two weeks.) The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reyeøs Syndrome in children under the age of 18, the school will require a physicianøs 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.

Possession of Weapon:

It shall be unlawful for any person to carry or possess or have under such personøs control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks (O.C.G.A. §16-11-127.1). Board policy and state law (O.C.G.A. §20-2-751.1) require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

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, hearing and dental screenings are conducted for grades 1-5. Referral letters are sent home to those students who did not pass the screening. For assistance in regard to the referral, contact the school nurse.

Special Education Services

A teacher, principal, counselor or parent/guardian may recommend students for referral to special services. Initial evaluation for special education services are administered only with parental permission. After the evaluation is completed, a staff meeting (including parents/guardians, teachers, counselor, administrator and the school psychologist) will determine the studentøs eligibility; and if appropriate, placement for special education services will be made.

Section 504:

The Student Support Team (SST) is the mechanism in FCS for identifying disabled students who are eligible for an individual accommodation plan under Section 504. A teacher, educator, or parent/guardian may refer a student to the Student Support Team to consider the appropriateness

and eligibility of a student for a 504 individual accommodation plan. For questions regarding SST and /or 504, contact the school level SST chair.

Georgia Special Needs Scholarship:

Parents/guardians of students who receive special education services in FCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

Special Needs Public School Choice Options:

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the studentøs existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student¢s existing individualized education program. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system.

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 studentøs 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 Educationøs website at http://www.doe.k12.ga.us/sb10.aspx

Special Services and 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

ESOL is an educational program that provides supplemental services to children whose primary language is not English. ESOL teachers support students in their classrooms as well as in a small group setting. Additionally, the ESOL program monitors and assesses the language development of their students, and works collaboratively with teachers to ensure that all children are mastering standards.

Title I

Title I is a part of the No Child Left Behind Act of 2001. This act provides federal funds through the Georgia Department of Education to local educational agencies and public schools. Funds are used to provide students additional segments of reading and/or math instruction by a certified, highly qualified teacher. Instructional materials, transportation, and parent involvement programs can also be supported with Title I funds.

Horizons

Horizons 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.

Special Education Interrelated Services

Interrelated resource teachers are available at Chestatee Elementary for those students with special needs, such as specific learning disabilities. Instructional strategies include resource instruction, where the student leaves the regular classroom for a certain time to go to the special teacher, and inclusion, where the special education teacher and the classroom teacher work together in the classroom.

Speech Therapy

Certified Speech Language Pathologist are available for screening and therapy for those students who have speech and/or language impairments.

Student Support Team

Students who are experiencing academic or behavioral difficulties may be referred to the Student Support Team (SST) for discussion. This team is made up of three or more professionals at the school who meet to discuss the student¢ difficulties and plan for alternate instructional strategies and/or modifications. Occasionally, students may be referred to the assistant principal for screening (academic, intelligence, or behavioral), at which time permission must be secured from the parent/guardian. Recommendations of the SST after any screening is completed may include specific curriculum, behavioral modifications, or referral for full psychological testing. Parents are invited to SST meetings and kept aware of the SST recommendations. Teachers or parents may ask for SST to assist with a student¢ educational planning.

Student Meals

Automated Meal Account:

Each school has an automated system that is able to track the payment and purchasing activity of each individual studentøs account. Meals may be pre-paid for the week, month, or even the year. Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to enjoy their meal.

Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. If parents/guardians wish to limit the use of their child's account to meals only, each school year parents/guardians must send a written note to the school's program manager stating that their child will not be allowed to purchase extra items off of their meal account. If this restriction is applied to the account and they select extra items on the line, they will be required to pay cash at the point of sale.

Parents/guardians or siblings having lunch with a student may not use the student meal account to pay for guest meals.

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

Register at <u>www.myLunchMoney.com</u> to prepay for a childøs meals online using Visa or Mastercard. Parents/guardians must use the student identification number, school name, and studentøs date of birth to register and place money on their childøs account. **If the child's student ID is less than six digits, parents must put in a leading zero(s) to make it six digits.** If parents/guardians do not know their childøs student ID, contact the schooløs nutrition manager. To learn more about this visit the food and nutrition at <u>www.forsyth.k12.ga.us/nutrition</u>. Prepayments made through myLunchMoney.com may take up to 48 hours to post to the studentøs meal account at school.

Parents/guardians will be assessed a \$1.95 fee per transaction made through mylunchmoney.com. Prepayments in any amount made online for your child¢s meals will be assessed a \$1.95 fee per school transaction. If parents/guardians have more than one child at the same school and are making prepayments on each child¢s account at the same time, only one transaction fee of \$1.95 will be assessed to their debit or credit card. If parents/guardians have children in multiple schools a \$1.95 will be assessed per school site.

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

Meal Charge Policy:

Only students in elementary will be allowed to charge up to the equivalent of five (5) meals. No ala carte purchases may be charged to the student's debit account, except milk/50% juice when a meal is brought from home. Middle and high school students are not allowed to charge a meal or ala carte items. (Adults are not allowed to charge a meal or any portion thereof.) A charge notice will be completed and sent home to the parent/guardian through the student. When the manager has sent home the third notification with no success in collection of outstanding charges, the principal or counselor will be asked to intervene to assist with collecting the delinquent payments and assessing if there is a need for free or reduced priced meals.

After the fifth unpaid charge, the manager will offer the student a snack or partial meal such as a sandwich or crackers and milk. If a student continues to come to the cafeteria without a lunch from home or money and the student¢ account continues to be delinquent, the case will be considered for release to the Department of Family and Children¢ Services for neglect. Students who have unpaid meal charges will not be allowed to purchase any extra sale food items until the charges have been satisfied.

Returned Check Policy:

The Food and Nutrition Services Program will accept checks for exact payment of meals or prepayments to the studentøs debit account. The program will not cash personal checks or give change back when a check is received for payment.

FCS uses a check company to collect checks that are returned unpaid. Without further notice, they will attempt to collect on the check electronically if it is returned unpaid by your bank for any reason. If a check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from the parent¢s account when the money is available. If a parent writes a check to the district, they are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned unpaid by the banking institution to the recovery company. After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

Proposed Meal Prices:

	Lunch		Breakfast	
	Paid	Reduced	Paid	Reduced
Elementary	\$1.90	\$.40	\$1.15	\$.30
Middle	\$2.00	\$.40	\$1.25	\$.30
High	\$2.00	\$.40	\$1.25	\$.30
High School Grill	\$3.00	\$.40		
Meal				
Employee	\$2.50 (HS Grill \$3.50)		\$1.50	
Guest	\$3.00 (HS Grill \$4.00)		\$1.75	
Extra Milk:		•	·	
\$.60				

Transportation (Board Policy EDC)

FCS provides school bus transportation for all eligible FCS students based on the studentøs 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. For information regarding Transportation practices and procedures, visit <u>www.forsyth.k12.ga.us/transportation</u>