



**KELLY MILL
COLTS**

**Student Handbook
2021-2022**

2021-22 Elementary School Student Handbook District Information

Dr. Jeffrey Bearden, Superintendent

Forsyth County Board of Education

Mr. Wes McCall (District 1)

Ms. Kristin Morrissey (District 2), Board Chairperson

Mr. Tom Cleveland (District 3)

Ms. Darla Light (District 4)

Lindsey Adams (District 5), Vice Chairperson

Main Phone: 770-887-2461

Transportation Phone: 770-888-1234

Website: www.forsyth.k12.ga.us



Kelly Mill Elementary

1800 Chamblee Gap Road
Cumming, GA 30040
Phone: 678-965-4953
Fax: 678-965-4958

Visit our website: <https://www.forsyth.k12.ga.us/Page/32896>

Like us on Facebook: www.facebook.com/KellyMillES

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Ron McAllister, Principal
Michael Vorick, Assistant Principal
Brittany Shadburn, Assistant Principal



**KELLY MILL
COLTS**

Section

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Section 1

Forsyth County Schools District Information

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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. Visiting with a parent or legal guardian who is in 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 five (5) days per school year.

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: 678-965-4958 or Attendance email: dhill@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, 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 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. A combination of three unexcused late check-ins and/or 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'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.

The school day begins at 7:40 AM. Students are expected to be in their classroom ready to receive instruction at that time.

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 and attendance are available in ParentPortal, <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, following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), 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 Dahlonga 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 with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. If you feel a violation of FERPA rights has occurred, visit www.forsyth.k12.ga.us/ferpa to submit a parent complaint form.

FERPA Directory Information Notice:

FCS has designated the following information as directory information:

- Name,
- Photograph,
- Date of birth,
- Major field of study,
- Grade level,

- Mailing address
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Degrees, honors and awards received, and
- The most recent educational agency or institution attended.

Unless a parent/guardian or eligible student requests 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, upon request, with the name, address, and telephone numbers. Parents/guardians have the right to refuse to allow the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to opt-out, they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event unless a parent/guardian notifies the principal of the school, in writing, to opt-out within 10 days of the first day of school or of their enrollment date. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

Protection of Pupil Rights Amendment (PPRA) Notice:

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

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

- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

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

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

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

GRADING AND REPORTING:

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. 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, in the workplace 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:

Forsyth County Schools 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 child's teacher's 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 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

1. 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 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.*

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 "crimes" (274637) and begin your message with "FCSS."
- ANONYMOUS Web tip at www.forsyth.k12.ga.us/crime
- 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.

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 am 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). 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 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. 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. Prescribed antibiotic medications for infectious diseases are to be given for 24 hours prior to return.

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 given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of 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 "Request for Administration of Medication"

form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication (more than two weeks.) The term "Physician" is used as defined in Article 2 of the Medical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's syndrome in children under the age of 18, the school will require a physician'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, hearing and dental screenings are conducted for grades 1, 3, and 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.

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.

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 504 plan eligibility/accommodation, or 504 procedural safeguards, contact the school level SST chair.

Notice of Rights of Students and Parents Under Section 504:

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.

3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards:

1. Overview: Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review

official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily (34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review

official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Georgia Special Needs Scholarship:

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

Special Needs Public School Choice Options:

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school. All requests for transfers to another in-system public school must be submitted by February 1st for approval for the upcoming school year.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individualized education program. **Note:** It is allowable for a school system to have a policy not to accept students that reside out of the school system. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system. If a school system approves an out of system transfer request, it can charge a parent/guardian for the costs of educating a student; also known as out of district tuition. **Note:** Funds received through the Georgia Special Needs Scholarship Program cannot be used to offset the costs of out of district tuition.

The parent/guardian may also request a transfer to one of the State schools for the deaf and /or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

Special Needs Private School Choice Option:

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at

<http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages?special-Needs-Scholarship-Program.aspx>

STUDENT MEALS:

Automated Meal Account:

Each school has an automated system that is able to track the payment and purchasing activity of each individual student's account. Meals may be prepaid for the week, month, or even the year by cash, check, or by using the online payment system (see below for details). 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 cafeteria 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, 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:

To prepay for a child's meals online using a valid credit/check card, parents/guardians must use the student identification number and school name to register and place money on their child's account. If parents/guardians do not know their child's student ID, contact the school's front office. To learn more about paying online, 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 only one meal charge. No a la 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 online payment may not post to your child's account in time for meal service. 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's account continues to be delinquent, the case will be considered for release to the Department of Family and Children's 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.

NOTE: In an effort 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.

Meal Prices:

Our breakfast meal offers a choice of a breakfast entrée, a milk and up to two choices of fruit.

At lunch we offer an entrée, a milk and up to three fruit or vegetable choices at the elementary and middle schools. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase.

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.

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.

- A current year 2020-2021 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.
- Online 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 jsanders@forsyth.k12.ga.us
 - faxed to 770-888-3464
 - sent via US mail to: Food & Nutrition Services, 1140 Dahlongega Hwy, Cumming GA 30040
 - submitted to any school cafeteria.
- Applications will be processed within 10 school days of receipt at the central office. Eligibility for those approved for free or reduced benefits will be effective within an hour of being processed at the central office. Written notification of eligibility/denial will be sent to the household address via US mail the day the application is processed.
- 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.

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.



Section

2

Section 2
Kelly Mill Elementary School Information
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Kelly Mill Elementary is accredited by the Georgia School Standards Commission and by the Southern Association of Colleges and Schools.

AFTER-SCHOOL CARE:

Here at Kelly Mill we have a great after school program that provides fun and engaging activities for your child. Please contact Michelle DiFranco at mdifranco@forsyth.k12.ga.us. The cost is \$55 per child for registration fee. Child 1 \$15/day, Child 2+ \$13/day and the hours are from school dismissal until 6:00 p.m. (not open during inclement weather days, holidays, etc.) There is a \$2 per minute late fee for each student not picked up by 6:00 p.m.

BOOKBAGS:

We prefer that our students do not use bookbags on wheels.

BUILDING HOURS:

To ensure safety, students may arrive at school beginning at 7:10 a.m. Students are to remain after school only for supervised extracurricular activities, which have been approved by the administration.

Office Hours: 7:00 a.m. – 3:00 p.m.

School Hours: 7:40 a.m. – 2:20 p.m.

CAR RIDERS FOR MORNING DROP-OFF AND AFTERNOON PICK-UP:

Students may be dropped off beginning at 7:10 a.m. Teachers will be on duty to receive students on the sidewalk at 7:10. Parents or guardians must sign in students who arrive after 7:40 a.m. Students must be dropped off and picked up at the designated car rider pick up and drop off area. Children will not be released to parents at the classroom door. Afternoon dismissal can become difficult when last minute interruptions occur.

Please do not attempt to pick up students in the lobby or in the bus line.

It is important that all students be picked up in the afternoon at the designated time. For any student who is not picked up by 2:45 in the afternoon, the following consequences will apply:

- 1st Time: Verbal reminder to parent about pick-up time
- 2nd Time: Note written to parent about pick-up time
- 3rd Time: Students will be sent to the After School Program where parents will be charged \$10 for a drop-in fee with an additional \$2 per minute after the first 15 minutes. Future occurrences past the third time could result in a referral to the school social worker or other proper authority.

CHANGES IN SCHOOL RECORDS:

In order to keep your records current, please update the following in Parent Portal: address, home telephone number, cell phone number, employer and phone number of each working parent, and person to call when parents cannot be reached. When we have an emergency, it is imperative that we be able to reach an adult caretaker immediately.

CLINIC:

Kelly Mill's clinic is staffed during school hours by a registered nurse, (RN). 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 parents will be contacted. If parents are not available, an ambulance may be summoned at the parents' expense. Remember, an emergency telephone number where parents can be reached and a name and telephone number of the student's family doctors must be on file at the office. Our nurse can be reached at 678-965-4953 at extension 440111.

CODE OF CONDUCT:

Each student in Forsyth County Schools will be issued a *Code of Conduct*. The *Code of Conduct* covers rules for student behavior, dress, as well as consequences for failure to comply. Parents should carefully review this document with their child. **All parents must sign that they have received a copy of the *Code of Conduct*.**

COMMUNICATION:

Teachers at Kelly Mill Elementary will maintain regular communication with families. Each child should have graded papers coming home each week. Upcoming events, assignments, special materials needed, as well as progress and behavioral reports are information you can expect from your child's teacher. The primary form of communication is through itslearning.com.

Each classroom and special area teacher also has a telephone in the room. Please do not expect the teacher to answer the telephone while students are in the room. Leave a voicemail message and the teacher will return your call, if necessary, within 24 hours. If you have an emergency, please contact the front office.

Teachers also have a class website and personal email. You may access these through the county website at www.forsyth.k12.ga.us and then click on the Kelly Mill Elementary link.

Please look for current updates from the school on our webpage, as well as on our Facebook page at www.facebook.com/kellymilles or on Twitter at @KellyMILLES.

Forsyth County Schools Computers and Network Resources - Student

Acceptable Use 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 online 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 online.
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:

1. Accessing, sending, creating or posting materials or communications that are:
 1. Damaging to another person's reputation,
 2. Abusive,
 3. Obscene,
 4. Sexually oriented,
 5. Threatening or demeaning to another person,
 6. Contrary to the school's policy on harassment,
 7. Harassing, or

8. Illegal

2. Using the network for financial gain or advertising.
3. Posting or plagiarizing work created by another person without their consent.
4. Posting anonymous or forging electronic mail messages.
5. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
6. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
7. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
8. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
9. 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.
10. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
11. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
12. Using the school's computers or network while access privileges have been suspended.
13. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
14. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
15. Attempting to vandalize, disconnect or disassemble any network or computer component.
16. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
17. Providing another student with user account information or passwords.
18. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's 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.
19. 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.

20. Downloading or accessing via email or file sharing, any software or programs not specifically authorized by Technology personnel.
21. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
22. Possessing or accessing information on school property related to “Hacking”, or altering, or bypassing network security or policies.
23. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
24. Students should follow the guidelines below when performing Internet searches.

CONFERENCES:

School-wide parent teacher conferences are scheduled twice during the academic year on **October 22rd - October 23th and again on March 12th**. Students are released at 11:50 a.m. on conference days so that teachers are available to meet with parents. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year.

COUNSELING SERVICES:

Three full-time counselors are available at Kelly Mill Elementary to provide individual or 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 Good Touch, Bad Touch lessons, and Olweus (violence prevention) during the year.

CURRICULUM:

Providing quality work for students every day in every classroom is the primary focus of all instructional programs in Forsyth County. The Common Core Georgia Performance Standards (CCGPS) 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 FCS website www.forsyth.k12.ga.us .

DISCIPLINE:

Kelly Mill Elementary believes self-discipline is an important part of a child’s 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. Proper behavior by each student allows all students the maximum opportunity to learn, grow and play in a school environment.

School behavior policies are implemented for the safety of students and the maintenance of an orderly learning environment. At registration or upon enrollment each parent will receive a copy of the Forsyth County Student Conduct Behavior Code. Our local school discipline plan is based on this code. Parents will be notified if their child is experiencing discipline problems.

Kelly Mill Elementary Expectations:

It is the mission of the Kelly Mill Elementary faculty, staff, students, and community to provide a safe, orderly environment where learning can occur. It takes the entire school community to ensure this happens. Including how the school looks, as well as the focus on students learning at high levels.

Discipline Records:

In compliance with the No Child Left Behind Act, the Forsyth County School System 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.

DISMISSAL:

At dismissal time, teachers will escort students to their assigned buses, and car riders will wait to be picked up at the designated car dismissal area. Dismissal begins at 2:15. Students signed out before 2:15 will be recorded as an early checkout.

Parents picking up children in the car line are to remain in their cars and wait for their child to be escorted to their car by a teacher. To expedite the car line process, please have your 2021-2022 car line sign displayed in the front windshield area (attached to the rear-view mirror) of your car. Car line numbers will be issued at Open House.

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.

Change in dismissal plans:

Teachers should know each of their student's methods of daily transportation (i.e. bus rider, car rider, after school program, etc.). A student's mode of transportation may not be changed unless the change has been made through the link on our Kelly Mill website. If a parent needs to make a change to their child's usual mode of transportation, they must use the "Transportation Change" link on our website and "submit" the form by 12:00pm. Teachers will receive notification if any of their students have a change to their normal mode of

transportation. All transportation changes must be made using this procedure. Parents will no longer be able to call or email transportation changes.

Please note that transportation changes must be made by 12:00 pm (unless an emergency) in order to provide enough time to make the change. Also, if a change is made to daycare transportation, it is the parents' responsibility to notify the daycare. On early release days, transportation changes must be made by 9:30 am.

DRESS CODE:

As stated in the Forsyth County Code of Conduct, student dress should not cause any distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions and in good taste. Short shorts and tops/crop shirts are not considered appropriate dress for school. The length of shorts and skirts should be below the student's fingertips when his or her arms are extended down the side. Tops should include a strap of two or more inches. Hats, bandanas and sweatbands should not be worn in school. (Hats are permitted on School Spirit Days or designated Hat Days). Students should not wear clothing that advertises alcoholic beverages, drugs, or violence. Students who wear such clothing will be removed from class until parents bring appropriate clothing. **Please note that "Skate Shoes" are not permitted at school.**

EARLY RELEASE DAYS:

Students are released at 11:50 on selected parent conference days and on teacher professional development days. Lunch is served on Early Release Days. KME afterschool program is available on these days.

2021-22 early release days: September 3, October 20, October 21, March 10 and 5/26.

ENTRANCE REQUIREMENTS/AGE REQUIREMENTS:

Kindergarten Registration Information: For your convenience, registration is available at the Hill Center, located at 136 Almon C. Hill Drive. Registration is not available at the schools. Please contact the Registration and Records office at (678) 947-0863 or by visiting www.forsyth.k12.ga.us to secure an appointment. Walk-ins are discouraged and available only if the center's schedule permits.

Entering kindergarten and first grade:

According to Georgia law, children must be five years old by September 1st in order to enroll in kindergarten and six years old by September 1st to enroll in first grade. The only exceptions are students who were legal residents in another state for a period of two years immediately prior to moving to Georgia and: 1) are age five by December 31 and who attended an accredited kindergarten in another state may enroll in public kindergarten, or 2) students who are six by December 31 and who attended an accredited school in another state may enroll in first grade.

Registration Requirements:

Who may register the student? The biological parent should enroll the student. If the student is not living with the biological parent, a temporary guardianship form must be obtained from the Probate Court or the guardian must have a court order to allow the student to register. A photo ID will be required for parents and guardians.

Residency:

To enroll in Forsyth County Schools, the student's parents or legal guardian and the student must be a full-time resident of Forsyth County.

Forsyth County Schools must have ALL REQUIRED documents upon registration for students to be registered and to receive a schedule.

**Forms are posted on the website at www.forsyth.k12.ga.us – click departments and select Student Support Service. The forms may also be acquired through the Registration Office.*

Proof of Residency:

Proof of residence is required when a student initially enrolls in a school, when entering grades KK, 6th, and 9th, and whenever indication of a change of residence occurs. Change of Address forms are available at the school or on the Forsyth County School System website, in the Student Registration section.

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

1. A current utility bill (gas, electric, water, telephone, or cable) and a current and valid lease or rental agreement signed by the owner of the residence. Records must include the name and address of the parent/guardian.

OR

2. A current utility bill (gas, electric, water, telephone, or cable) and one of the following documents establishing home ownership – deed, closing statement, mortgage statement, or property tax statement. Records must include the name and 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, 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

Copy of Birth Certificate:

Birth certificates with the biological parents noted may be requested from the Georgia Department of Human Resources Vital Records at 404-679-4701. Birth certificates for children born in other states may be obtained by contacting the Vital Records Department within the state (Hospital certificates are not acceptable).

Immunization Certificate:

A current and completed Georgia Department of Human Resources Form 3231 is required by state law showing immunizations for measles, mumps, rubella, polio, whooping cough, tetanus, diphtheria, hepatitis B, and varicella. This form may be obtained by taking the current immunization record to the Forsyth County Health Department or a Georgia physician.

Certificate of Ear, Eye, and Dental Examination:

A current (within 1 year of school entry) and complete (ear, eye and dental exam) Georgia Department of Human Resources Form 3300 is required by state law. This form is available from the Forsyth County Health Department or a Georgia physician.

Social Security Card or*Waiver Form**Parent Permission Form****Residency / Pre-Kindergarten Form****Home Language Form****Attendance Notice**

Affidavit for adults other than the biological parents to discuss school related matters with the school and to sign school related forms (OPTIONAL form – may be obtained upon request or on the website).

Clinic Information Card – Please provide emergency contact names and phone numbers, physician and dentist names and phone numbers.

To schedule an appointment to register go to www.forsyth.k12.ga.us or call the Hill Center at (678) 947-0863

FIELD TRIPS:

Field trips are planned to complement classroom curriculum. Limited field trips will be conducted. When field trips are planned, the number of parents, as chaperones, may be limited due to the nature of the activity and bus space. Individual classroom teachers should be contacted to be considered as a chaperon for field trips. All students must ride the buses provided while on the field trip.

GUM:

No gum is allowed during school hours.

HOMEWORK:

The faculty and staff of Kelly Mill 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 students' needs 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 students' 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. The 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 |

If your student is spending longer than this on a regular basis, please talk with the teacher about the excess. Unfinished class work assignments may be extending the time your child spends doing homework.

LOST AND FOUND:

Found items of clothing and lunch boxes will be stored in a designated lost and found location. Items such as electronic devices, jewelry, car keys, etc. are given to the office. Unclaimed items are donated to charity on a quarterly basis. Everything brought to school should be labeled with the student's first and last name so that lost articles may be returned to the owner.

MEDIA CENTER:

The Kelly Mill Elementary Media Center uses an open program that allows students to access materials for assignments, projects, research, and personal reading at any time. Features include 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 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. The media center also hosts a book fair in the fall and spring.

Parents may also honor a teacher or child on a special occasion, such as participating in our Birthday Book Club, by purchasing a book for the library. See someone in the media center for more information.

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, and the principal of the school in the student's residential district. 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.

PARENT TEACHER INVOLVEMENT:

Local School Council (LSC):

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 discussions on school improvement...to provide advice, recommendations, and assistance and represent the community of parents and businesses." Elections will be held in the spring to select new parent and teacher council representatives for a two-year term. Through the Local School Council members, parents have a forum to ask questions, provide input, and learn about school programs. Meeting dates are posted on the Kelly Mill Elementary website and are open to the public

Parent Teacher Organization (PTO):

The Kelly Mill PTO sponsors a variety of activities during the year including fundraising drives, family functions, teacher appreciation and the yearbook. PTO meetings are scheduled throughout the school year. Meeting times and dates are posted on the PTO newsletter and on the school website. Everyone is encouraged to become an active member of PTO. Please visit the [PTO webpage](#) to become a member.

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. No parties for teachers are to be held on school time. Please schedule these activities to celebrate birthdays, babies, weddings, etc. after school.

- Due to the health concerns with student food allergies no home baked goods are allowed.
- Items for parties must be store purchased with the ingredients label attached.

PERSONAL PARTY INVITATIONS:

We ask that no personal party invitations be delivered to students at school.

PETS:

No pets of any kind are allowed at school without administrative approval. Pets must be taken home immediately after the activity. 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 and transport the pet in a cage or on a short leash.

PICTURES:

Individual student pictures will be taken twice a year (fall and spring). The fall individual student picture will appear in the yearbook. Group pictures will be made in the spring. Prepayment of picture packages is required. All questions regarding pictures should be directed to the photographer.

PLACEMENT AND PROMOTION:

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 influenced by the student's age and standardized test results. Students entering Forsyth County Schools from private or home study schools will be evaluated at the local school site to

determine appropriate placement. Initial placement is temporary until such assessment is completed. Placement of kindergarten students will be done according to state and county guidelines.

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 school officials.

Georgia's Promotion and Retention Law applies to students in third, fifth and eighth grade. All students in grades 3-8 in Georgia will complete the Georgia Milestones. In order to be promoted to the fourth grade, third grade students must meet or exceed standards in reading on the Georgia Milestones. To be promoted to sixth grade, students in fifth grade must meet or exceed in reading *and* math on the Georgia Milestones. Students who do not meet the standards in these areas are offered the opportunity to attend summer school and retake the test in the summer.

RECYCLING:

Kelly Mill Elementary participates in multiple recycling opportunities including paper/plastic products, juice pouches, Teracycle, etc.

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 each semester and practiced when such action becomes necessary.

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 home during a drill.

SNACKS:

Teachers may plan 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.

SPECIAL EDUCATION SERVICES (see section 1)

SPECIAL EDUCATION RECORDS:

IDEA (34 CFR 300.566) requires each local school system to maintain documentation of confidentiality requirements for those having access to Special Education records. Therefore, **all requests**, including parents or other agencies requesting Special Education records, must be made for these records through the Forsyth County Special Education Administrative Department at 1120 Dahlenega Hwy., where original files are maintained.

SPECIAL SERVICES AND PROGRAMS:

DLI:

Kelly Mill Elementary has opted to implement the DLI Program starting with the 2018-2019 school year. DLI is an instructional model where students are taught 50% of the day in Spanish (Math, Science and Spanish Literacy) by a Spanish-speaking teacher and 50% in English (English Language Arts, Literacy and Social Studies) by an English-speaking teacher. The team of the two teachers collaborate on teaching all subject material. The goal is for students to graduate high school both bilingual and biliterate in English and Spanish.

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 (English for Speakers of Other Languages):

This service is offered to students for whom English is a second language. The focus of ESOL classes is acquisition of the English language; written and oral.

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.

Interrelated Resource:

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

Speech Therapy:

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

SST (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 school professionals and the student's parents who meet to discuss the student's difficulties and plan for alternate instructional strategies and/or modifications. Occasionally, students may be referred to the assistant principal for screening (academic or behavioral), at which time permission must be secured from the parents. Recommendations of the SST after any screening is completed may include specific curriculum, behavioral modifications, or referral for full edu-psychological testing. Parents are invited to SST meetings and are kept aware of SST recommendations.

Teachers or parents may ask for an SST meeting to assist with a student's educational planning.

STANDARDIZED TESTING:

Students in grades 3-5 are assessed using the end of year state assessment.

STUDENT EVENTS:

Activities to enhance extended learning opportunities are offered to Kelly Mill Elementary students at all grade levels. Examples are Spelling Bee, Oratorical Competition, Art Contests, Technology Fair, and Young Authors. In addition to these events, the physical education teachers will coordinate a field day for all students in the spring.

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.

VISITATION:

For the protection of our children, all visitors must make prior arrangements with the teacher. On the day of the visit, visitors **must check in** with the office upon entering the school building

and sign in through our Safety Check System. All visitors must present a picture ID before entering the school, and they must wear a visitors' badge while in the building.

Please Note: Parents are requested to make an appointment with the teacher to visit or volunteer in our classrooms. Although this may be convenient for you, it interrupts the instruction and supervision of the entire class.

VOLUNTEERS:

All volunteers must schedule visits prior to visiting the classroom. Volunteers will work outside of the classroom as much as possible and will limit the amount of classroom time to no more than 1 hour to avoid disruptions and eliminate confidentiality concerns. Also, please be respectful of our teachers' planning and lunch times by not remaining in his/her classroom during breaks. As in the past, volunteers must sign in and out at the front desk.

WALKING STUDENTS TO THE CLASSROOM:

We ask that students be dropped off in the car rider line. If you have an item that needs to be delivered to a teacher or student, please drop it off at the front desk. The items will be placed outside the office in grade level baskets to be picked up. Devices/money/etc. will be kept inside the office. Students should ask for these items. If you wish to speak to a teacher we ask that you schedule an appointment. Our staff is busy with the children and are preparing for the day.

WITHDRAWAL:

Parents withdrawing students from Kelly Mill Elementary should contact Lisa Robbins, Data Clerk / Student Records soon as possible. 678-965-4953, extension 440113 or lrobbins@forsyth.k12.ga.us. 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.