



“Preparing Today’s Children for Tomorrow.”

Sharon Elementary School Student Handbook 2020-2021

3595 Old Atlanta Road
Suwanee, Georgia 30024
770-888-7511

770-888-7510 Fax



2019-20 Elementary School Student Handbook District Information

Dr. Jeffrey Bearden, Superintendent
Forsyth County Board of Education

Mr. Wesley McCall (District 1)

Ms. Kristin Morrissey (District 2), Board Chairperson

Mr. Tom Cleveland (District 3)

Ms. Darla Light (District 4)

Ms. Nancy Roche (District 5), Vice Chairperson

Contact Information

Main Phone: 770-887-2461

Transportation Phone: 770-888-1234

Website: www.forsyth.k12.ga.us

Sharon Elementary Administration

Amy Bartlett, Principal

Rachel Moity, Assistant Principal

Bradley Robertson, Assistant Principal

Forsyth County Schools' Learner Profile





Welcome to Sharon Elementary, home of the Knights. Our dedicated and highly trained faculty, PTO board, and LSC members work collaboratively to provide a challenging, structured, engaging, and enjoyable learning environment for our students. We are committed to providing a professional learning community that embraces high academic standards, character development, leadership skills, and social skills. Our policies, procedures, and school rules are based on what we believe is best for our students.

You will find Sharon Elementary a very special place because of the large number of parent and community volunteers who donate their time to support our school. These volunteers, community members, and our faculty members model the same values and standards expected of our students. In addition, we have many business partners and mentors who contribute a great deal to our learning environment.

The Sharon faculty and administrative team welcome you to the Sharon family. We look forward to working together throughout the school year to make Sharon Elementary the best!

Amy Bartlett,

Principal, Sharon Elementary School

Index

AFTER SCHOOL CARE

AGE REQUIREMENT

ARRIVAL

ATTENDANCE

Absences

Consequences

Make-Up Work

Late Check-In or Early Check-Out

BUS TRANSPORTATION

CAFETERIA PROGRAM

Automated Meal Account

Pre-Payment by Debit or Credit Card via the Internet

Meal Charge Policy

Return Check Policy

Proposed Meal Prices

CAR RIDERS: PICK-UP AND DROP-OFF

CHECKOUT POLICY

CLINIC

COMMUNICATION

CONFISCATED ITEMS

COUNSELING SERVICES

CURRICULUM

DISCIPLINE

DISCRIMINATION/HARASSMENT REPORTING

DISMISSAL

DRESS CODE

EARLY INTERVENTION PROGRAM (EIP)

EMERGENCY INFORMATION

EQUITY

FEDERAL PROGRAMS

FERPA AND PPRA NOTICES

FIELD TRIPS

GIFTED

GRADING AND REPORTING

HARASSMENT

HOMEWORK

LOCAL SCHOOL COUNCIL

LOST AND FOUND

MEDIA CENTER/CASTLE

MEDICATION

MENTORS

MTSS (MULT-TIER SYSTEM OF SUPPORT)

OUT-OF-DISTRICT PROCEDURE

PARENT NOTICE OF TEACHER QUALIFICATIONS

PARENT TEACHER ORGANIZATION (PTO)

PARENT VOLUNTEERS

PARTNERS IN EDUCATION

PLACEMENT

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES

RESPONSIBLE USE GUIDELINES FOR FCS COMMUNITY

SAFETY AND HEALTH

Campus Crime Stoppers

Discipline Records

Emergency Evacuation of Campus

Emergency Notification to Parents/Guardians

School Closing and Delayed Opening Information

Early Dismissal Information

Emergency Response to Life Threatening Asthma or Allergic Reactions

False Public Alarms

Fitness Assessment

Gang Related Activity

Hospital-Homebound Services

Infectious Disease

Medications

Possession of Weapon

Progressive Discipline Procedures

Student Searches

Vision, Hearing and Dental Screening

SPECIAL EDUCATION SERVICES/STUDENTS WITH DISABILITIES

Section 504

Georgia Special Needs

Scholarship

Public School Choice

Private School Choice Option

STANDARDIZED TESTING

STUDENT SUPPORT TEAM (SST)

TECHNOLOGY

TELEPHONES

TRANSPORTATION

VISITATION/VOLUNTEERS IN THE CLASSROOM

WITHDRAWAL

AFTER SCHOOL CARE:

The Knights Academy is pleased to be a part of Sharon Elementary in providing a safe and fun after school program for its students. The program is structured to ensure a variety of activities for each child that will include homework and reading time. The Knights Academy will provide care on early release days. For more information, please call Rene Jones at 770-888-7511, extension 121053.

AGE REQUIREMENT:

Children who will be five years of age on or before September 1st will be admitted to kindergarten. Those who are six on or before September 1st may be admitted to first grade. Any student entering from a private school or home school will be evaluated by Sharon staff to determine appropriate instructional grade placement.

ARRIVAL:

Sharon Elementary School hours are from **7:40a.m. – 2:20p.m.** Students may start entering the building at **7:10a.m.** **Students not in their classroom by 7:40a.m. will be considered tardy.** Students arriving late because of bus difficulties will not be marked tardy.

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:

It is the responsibility of the parent(s)/guardian(s) to contact the school office by 10:00 a.m. to report the student's absence. The parent/guardian should contact the school on the day of the student's absence and must submit a note, fax or email to the attendance clerk within five (5) school days for the absence to be considered excused. Attendance Fax Number: 770-888-7510 or Attendance e-mail: acouch@forsyth.k12.ga.us. The note must include the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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

Consequences:

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory 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.

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.

Uniform Withdrawal Criteria:

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

Appropriate school personnel are authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of unexcused absences;
2. Is not subject to the compulsory school attendance; and
3. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
4. The principal or designee shall use his or her best efforts to notify the parent, guardian or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

An unemancipated minor 16 years of age and older may not drop out from school without the permission of his or her parent or guardian. The school principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a general educational development (GED) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. The conference will be convened within two days of receiving notice of the intent of the child to drop out of school.

Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

Notification Policies and Procedures to Reduce Unexcused Absences:

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system shall send written notice via certified mail with return receipt requested; and

2. The school system requires its schools to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. The notice shall also notify a student age 14 and older that they have only 5 absences remaining before violating the state's attendance requirements regarding the denial of driver's permits and licenses. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.

3. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

Truancy and Excessive Excused Absences:

Truant is defined as any student subject to compulsory attendance who during the school calendar has more than five days of unexcused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Truancy and excessive excused absences will be handled in accordance with the protocol that was developed by the county-wide Student Attendance Protocol Committee.

Should a student accumulate five (5) unexcused absences, a letter will be sent first class mail notifying the parents of the unexcused absences, possible consequences (described above) of these unexcused absences, and an additional letter from the Solicitor-General's

Office, Forsyth County requesting your attendance at a meeting to assist you in ensuring compliance with Georgia's Mandatory Education Law.

Should a student accumulate seven (7) unexcused tardies, check-ins, and/or check-outs a telephone call will be made to the parents by the school notifying them of the unexcused tardies, check-outs and/or check-ins. Should the student receive additional unexcused tardies, check-outs, and/or check-ins; a letter will be sent through first class mail documenting attempts to ensure compliance with Georgia's Mandatory Education Law. If after the letter is sent, the student accumulates additional unexcused tardies, check-outs, and/or check-ins; a referral to the School Social Worker, Juvenile Courts, State Courts, and/or Department of Family and Children Services will be made.

Should parents have any questions about the attendance policy, they may contact an administrator or the school attendance secretary.

BUS TRANSPORTATION:

The Forsyth County Schools Transportation Department provides basic transportation service for students to their assigned stops in the morning and afternoon. School administrators and transportation staff have determined for safety reasons that **changes in bus transportation will not be permitted in Forsyth County Schools** except in cases of true emergency. If such an emergency occurs, a bus pass will be presented to the driver, but only after it is approved by the school administration. Students who board a bus other than their assigned bus or request to get off the bus at a stop other than their assigned location will be returned to the school where the parent may pick them up.

The Forsyth County Board of Education provides school bus transportation for all eligible Forsyth County 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 Forsyth County Public School 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.

All students are encouraged to ride the bus. Traffic is a continuously growing concern. **If it is possible for you to utilize our transportation department by putting your child on the bus instead of driving him/her to school, please do so.**

Bus routes are designed so that students spend as little time as possible on the bus, but someone has to be first! Bus numbers, driver names, and pick up times will be provided to each family at Open House and will also be available on the Forsyth County School's web site.

***Elementary School PM Parent Authorization Form** (for bus drop-off in the afternoon)

All students in grades K-2nd must have an authorized adult (including older siblings) at the PM bus stop to receive their child. This change is consistent with Georgia DFACS recommendations on when children can be safely left home alone. Parents have the **option** to require an adult at the bus stop for their students in grades 3rd -5th. This form must be filled out and completed prior to your child riding the bus home.

CAFETERIA PROGRAM:

The Sharon Elementary Cafeteria offers both breakfast and lunch. Breakfast is served from 7:10-7:35 each morning. Parents are welcome for lunch without prior reservations. Students may prepay any amount, at any time, and their purchases will be debited from their balance. Students may buy extra items for lunch. If parents wish to designate that students only use their meal account balance for breakfast and/or lunch (i.e. not using money for extra sale items, such as yogurt, water, etc.) parents must notify the lunchroom manager, Dee Mathis, in writing.

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 pre-paid for the week, month, or even the year by cash, check, or by using the on-line payment system (see below for details). Prepayment is encouraged because it eliminates the daily handling of money for the child, 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 on-line, visit www.mypaymentsplus.com.

Meal Charge Policy:

Students in elementary will be allowed to charge up to the equivalent of five (5) meals. Middle and high school students are allowed only one meal charge. No ala carte purchases may be charged to the student's meal account, except milk or carton juice when a meal is brought from home. A charge notice will be completed and sent home to the parent/guardian through the

student. To assist parents, student account balances can be monitored any time via www.mypaymentsplus.com regardless of the payment method you use. If you notice that your child's account is low on funds, please consider sending cash or check for the day as an on-line payment may not post to your child's account in time for meal service. 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	\$1.50	\$2.60
Middle School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.60	\$2.70
High School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.70	\$2.70

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 2016-2017 application must be submitted. Prior year application forms cannot be accepted. The current school year application is available at each school, in the Registration Office at the Hill Center and on the system's website, www.forsyth.k12.ga.us.
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at www.forsyth.k12.ga.us/nutrition for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
 - scanned and emailed to jsanders@forsyth.k12.ga.us
 - faxed to 770-888-3464
 - sent via US mail to: Food & Nutrition Services, 1140 Dahlonega 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.

CAR RIDERS PICK-UP AND DROP-OFF:

Children who ride in a car to school must be dropped off and picked up on the sidewalk in front of the school **from the passenger side of the car only**. Handicap parking is for that purpose only; neither parents nor visitors may use these spaces for drop-off or for regular parking. For safety reasons, no child should be dropped off from the parking lot area. Students escorted to the building must be walked to the front, main entrance only. All other exterior doors are locked. School assigned car rider numbers must be displayed in the parent's window during afternoon pickup. If a car rider number is not displayed, the adult will be asked to walk into the building to check the child out.

If arriving to school at 7:40a.m. or after, parents must park and enter the school office to sign their child in as tardy. Parents are also required to enter the school to sign their child out if they pick up their child after the last car in the car rider line has left the school (or fifteen minutes after dismissal time, whichever comes last).

CHECKOUT:

All check-outs must occur at the reception counter or in the front office prior to 2:00 P.M. Students will not be dismissed to anyone from the classroom or from the bus. Students will not be released to anyone who is NOT designated on the check-out card. Parents are encouraged to include names of anyone who may be potentially called upon to pick-up students (both parents, nannies, neighbors, aunts, uncles, grandparents, etc.)

For the safety of your child, all individuals (including parents) who have permission to check out your child ***must*** be listed on the check-out card kept in the front office and must provide identification at time of checkout. Students will not be released without proper identification. **All checkouts are to occur in the office. No checkouts in the classroom are permitted. No check outs are permitted after 2:00p.m.**

CLINIC:

Our clinic is staffed by a registered nurse. In order to meet your child's health needs, we must have an up-to-date record of any health problems or conditions that your child has (such as asthma, diabetes, seizures, severe allergy to insect stings or foods, heart or bleeding problems, or ongoing medication condition.) Please tell us any possible emergencies which could arise at school due to these conditions on the registration form and on the clinic card.

Emergency Response to Life Threatening Asthma or Allergic Reactions

Forsyth County Schools has partnered with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis).

Designated school staff members are trained to assess the clinical sign, call 9-1-1 and administer the medication (Benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

If your child has asthma, please obtain an Asthma Action Plan to complete along with the Student Health Record from the nurse in the office. If special instruction or education is needed in order for your child's teacher to understand his/her condition, please let us know.

Communicable Disease

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

Medications

All medications (prescription and nonprescription) must be brought to school by the parent or 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 others unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of pharmacy filling the prescription. Please ask your pharmacist to give you two labeled prescription bottles so that you 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 and guardian 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 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 medication including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops.

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 newsletters distribution lists. The district invites you to stay

connected by visiting its website, www.forsyth.k12.ga.us (which includes language translation options), following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), subscribing on YouTube (@ForsythCountySchools) and to download the updated mobile app, Forsyth County Schools GA.

CONFISCATED ITEMS:

Unless required for class work or approved by a certified staff member, items such as playing cards, toys, games, electronic devices, sports equipment, etc. should not be brought to school. Such items are subject to confiscation and will be returned to parents. Items not claimed one week after the last day of school will be discarded or donated to a charitable organization. (Weapons, tobacco products, drugs, and similar items will not be returned to the student or his/her parents.)

COUNSELING SERVICES:

Counselors are available at Sharon Elementary. The counselors work with school personnel to foster a positive learning environment through classroom guidance, individual and small group counseling, and direct parent education classes. In addition, the counselors are available for parent consultations and may also assist in obtaining special school and/or community services. This year our counselor is Leslie Flath.

CURRICULUM:

Forsyth County Schools follows the Georgia Standards of Excellence. The basic curriculum incorporates language arts (English, reading, spelling, and writing), mathematics, science, social studies, health, and physical education. In addition, music and art classes are taught weekly to all grade levels.

DISCIPLINE:

Sharon Elementary School believes that self-discipline is important in a child's education. Self-discipline underlies the whole educational structure and is the training that develops character, orderliness, efficiency, empathy, and self-control. Proper behavior allows all students the maximum opportunity to play, learn, and grow. Students who choose not to demonstrate compliance with the school rules are made aware of the consequences of their actions. Parents will be notified if the use of these consequences does not bring about a successful change in behavior. The *Code of Conduct* pamphlet is distributed to all students during Open House. It contains details of school and system discipline procedures. **All parents must review the *Code of Conduct* with their child(ren) and sign and return a confirmation notice of receipt and review.**

DISCRIMINATION/HARASSMENT REPORTING:

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Equity coordinators for the school system are:

Title VI

Nathan Turner (Students)

Cindy Salloum (Personnel)

Title IX

Nathan Turner (Students)

Cindy Salloum (Personnel)

ADA and 504

Sarah Taylor (Students)

Cindy Salloum (Personnel)

Gender Equity

Cindy Salloum (Students)

Community Based Work Programs

Valery Lowe

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonega Highway, Cumming, Georgia 30040, 770.887.2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available at www.forsyth.k12.ga.us/boe > policies and procedures.

DISMISSAL:

At the conclusion of the school day, students need to either be a car rider or bus rider. Bus riders will load onto their assigned buses at the bus pick-up area. Car riders/daycare van riders will be dismissed to the gymnasium and parents must come through the carpool line with their car rider number displayed to pick up their child. If a parent does not have a car rider number, please go to the front office to obtain a number. Parents without a car rider number will be asked to wait

until the conclusion of the carpool line to pick-up their child. Parents can receive a car rider number at Open House or by visiting the Sharon office.

Change in dismissal plans: A signed, dated note from the parent or guardian **with a contact phone number *must*** be received in order for a student to be dismissed in any way other than the usual manner. This change must be received by 1:30 PM. For the children's safety, transportation routes will not be altered with only the child's or parent's verbal request. **TELEPHONE REQUESTS ARE NOT ACCEPTED.**

If changes are required during the school hours, parents must hand deliver a note to the school office. **Faxes are accepted until 1:30p.m.** Parents must call the office after sending to confirm the fax did arrive.

BUS RIDERS: Bus loading/unloading is located in the back of the building off James Burgess Road. **NO CARS** other than Sharon Elementary staff are allowed in this parking area.

CAR RIDERS: Students who ride a car to school must be dropped off and picked up in front of the school (off Old Atlanta). Cars will form a single line in front of the school and wait for a teacher to assist the student in/out of the car from the passenger side only. **DO NOT DROP OFF BEFORE 7:10 a.m. UNLESS A TEACHER IS OUTSIDE TO ACCEPT THE STUDENT.**

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) and synchronous (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 9:00am 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.

DRESS CODE:

Can be found in the FCSS Code of Conduct

EARLY INTERVENTION PROGRAM (EIP):

We offer additional assistance during the day to qualified students who need extra support in their reading and math development. Early Intervention Specialists (EIP Teachers) work with classroom teachers to provide additional, small group instruction for those students who need more time and practice to accomplish grade level skills.

EMERGENCY INFORMATION:

The school must be kept informed of all changes regarding phone numbers, addresses, emergency contacts, and medication in the event of an emergency. **We request that parents notify the homeroom teacher, Kerrie Williams, and Ashley Couch to update address and phone information as soon as possible after a change has taken place.**

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,
- Address,
- Photograph,
- Grade level,

- Date of birth,
- Mailing address,
- Email addresses specifically to school approved yearbook companies, photography companies, and graduation service companies,
- 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,
- Major field of study, and
- The most recent educational agency or institution attended.
- Local Student Identification Number

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.

FIELD TRIPS:

Field trips are planned throughout the year to complement the classroom curriculum. Signed permission forms must be on file for each child who participates. The price of a field trip will include costs incurred for transportation.

GIFTED:

The mission of gifted education is to maximize the potential of gifted and talented students by providing programs and services that accommodate their advanced learning styles. Identification and eligibility procedures are established through guidance from the Georgia Department of Education.

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 breakdown of performance, based on standards for English/Language Arts and Math. The traditional numeric average will be determined by an average of summative assessments (work done *after* the learning has taken place and reflects the level of student mastery). Specific standards performance is based on formative assessments (work done *during* the learning process) and is evaluated using standards-based scores. Science and Social Studies will receive traditional percentage grades only. 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 summative grade is not acceptable to the student, parent or teacher. There will be one opportunity for a summative retest and a required commitment by the student to attend reteaching sessions and/or complete assignments designed to ensure mastery of standards. The reteaching sessions and assignments will be determined by the teacher. The expectation is that any student that does not pass the initial summative test will attend reteaching sessions, complete assignments and retake the summative assessment.

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 work place or at any school event or activity. Any student, employee,

applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.

HOMEWORK:

Homework is assigned to allow practice of learned concepts. No more than 30 minutes of homework will be given for grades K-3. No more than one hour of homework will be given for grades 4-5.

LOCAL SCHOOL COUNCIL:

The Local School Council (LSC) is comprised of two parents, two teachers, two community members and the principal in compliance with the Board of Education policy. The committee is designed to bring communities and schools closer together in the spirit of cooperation to solve problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. With this in mind Sharon's LSC Board may also include a PTA board member. The LSC provides advice, recommendations, and assistance and represents the community of parents and businesses. LSC meeting dates, meeting agendas, and monthly minutes will be posted to the Sharon Elementary School web site (www.forsyth.k12.ga.us). Please click on the Local School Council link once on the Sharon Elementary page.

LOST AND FOUND:

Lost articles need to be claimed as soon as possible. At the end of each nine weeks, articles are displayed for parents and students to identify and claim. Unclaimed items are donated to a charity at the end of every nine weeks. Everything brought to school should be labeled so that lost articles can be returned to the owner.

MEDIA CENTER/CASTLE:

The media center offers a variety of multi-media resources available for check out and in school use, including works of fiction and nonfiction, reference materials, videos, software, and audiotapes. The media center operates on a flexible schedule to allow students to check out materials. Students in kindergarten may check out one book for a one-week period, and students in first through fifth grades may check out two books for a one-week period. Books may be renewed as many times as the student needs, unless another student has that book on reserve. Students are urged to return books on time so that all students have appropriate access to all materials. A replacement fee will be charged for books that are lost or damaged.

MEDICATION:

All medications (prescription and non-prescription) must be brought to school by the parent or 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 the pharmacy filing the prescription. Please ask your pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school. Do not send medication to the school which 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 and guardians must provide specific instructions (including drugs and related equipment) to the school 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 form may be brought to the school by the parent or faxed by the parent or physician. Do to the risk of Reye's Syndrome in children under the age of 18, the school will require a physician 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 (prescriptions and over the counter drugs) must be kept in the clinic and administered by the school nurse or his/her designee. **No student may possess, or claim to possess, any drugs at any time without special administrative approval.** No member of the school staff may furnish a student with any medicine, including aspirin or similar non-prescription medications. In accordance with county policy, law enforcement officials will be notified when illegal or suspected illegal drugs are found.

Emergency Response to Life Threatening Asthma or Allergic Reactions

Forsyth County Schools has partnered with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). More than 20% of children have their first life threatening allergic reaction at school. Designated school staff members are trained to assess the clinical signs, call 911, and administer the medications (Benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

MENTORS:

Sharon is always in need of dedicated adults who would like to mentor. Various students are selected by teachers to participate in our Mentoring program, and parents must give permission before students can participate. After mentors have attended training sponsored by the Forsyth County School System, they are matched with students. The mentors spend at least thirty minutes per week with their student. The Mentoring program is one of our many support programs that has proven to ensure the success of our students. If you would like more information regarding the Mentoring program or training for the program, please call the school counselor.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

MTSS is a framework to provide targeted support to all learners (struggling through advanced). It focuses on the "whole child." MTSS supports academic growth and achievement, but it also

supports many other areas. This includes behavior, social, and emotional needs. The multi-tiered supports are a critical component of the MTSS. These tiers of support increase in intensity from one level to the next. The MTSS model enables general education students to receive interventions sooner and identify students who may need special education services.

MTSS is a proactive approach which includes several key components:

- Universal screening for all students early in each school year
- Increasing levels of targeted support for those who are struggling
- Integrated plans that address students' academic, behavioral, social and emotional needs
- The use of evidence-based strategies
- A school-wide approach to student support. Teachers, counselors, psychologists and other specialists work as a team when they assess students and plan interventions
- Professional development so staff can deliver interventions and monitor progress effectively
- Family involvement so parents can understand the interventions and provide support at home
- Frequent monitoring of students' progress so educators can use this data to help decide if more interventions are needed
- Greater collaboration- a culture of cohesion
- Creates sustainable school improvement
- Provides supports, and resources for students and teachers

How is Sharon Elementary structured to support MTSS?

Tier 1 *Standards-Based Classroom Learning:*

- All students participate in general education learning that includes implementation of the Georgia Performance Standards through research-based practices, use of flexible groups for differentiation of instruction, & monitoring.

Tier 2 *Instructional Support Team (IST) Needs Based Learning:*

- Targeted students participate in learning that is in addition to Tier 1 and different by including formalized processes of intervention & greater frequency of progress-monitoring.

Tier 3 *Student Support Team (SST) Driven Learning:*

- Targeted students participate in learning that is in addition to Tier I & II and different by including individualized assessments, interventions tailored to individual needs, referral for specially designed instruction if needed.

Tier 4 *Special Education - Specially Designed Learning:*

- Targeted students participate in learning that includes specialized programs, adapted content, methodology, or instructional delivery; Georgia Performance standards access/extension.

OUT-OF-DISTRICT PROCEDURE:

In order to attend a school outside the student's residential district, approval must be secured from the superintendent, the principal of the receiving school, and the principal of the school in the student's residential district before the student can attend the out-of-district school. The forms and the board policy are available in the Superintendent's office. Students who are found to be out-of-district without permission will be withdrawn and sent to their home school. Due to reduced class sizes by state law, out of district requests will not be granted except for extenuating circumstances.

PARENT NOTICE OF TEACHER QUALIFICATIONS:

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher-
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

PARENT TEACHER ASSOCIATION (PTO):

The Sharon Elementary PTO will sponsor a variety of activities throughout the year including fundraising drives, spirit item sales, and family and student events. They also sponsor the

yearbook, BINGO night, and teacher appreciation. Meeting times and dates are posted on our website and the PTA website, www.sharonpto.com Everyone is encouraged to become a member.

PARENT VOLUNTEERS:

Teachers and other staff members such as the media specialist and counselors welcome parent volunteers. Parents provide much needed support for the teachers and for the instructional program. Classroom volunteers are scheduled and assigned duties by the teacher. Volunteers may help conduct learning centers, listen to children read, or make materials for the teacher. Parents may also be invited to special events. Teachers may also ask parents to contribute special items for class projects.

At certain times volunteers will be limited so please contact Sharon Elementary or your child's teacher to confirm.

PARTNERS IN EDUCATION:

Sharon Elementary's Partners in Education (PIE) Committee actively seeks and maintains business partnerships. Members of the business community interact with and support the students by planning activities in the community, volunteering in the classroom, providing materials, and participating in school events. If you have questions about or would like to lend support to our PIE Program, please contact an administrator. The Forsyth County Chamber of Commerce supports the school system in its efforts to attain business partners.

PLACEMENT:

Grade placement is determined by the overall academic and social progress of a student, with emphasis placed on the mastery of reading and math skills. Placement is also influenced by the student's mastery of academic skills, past performance, age, district and state level assessments and standardized test results. Conferences are held to discuss placement of students who are not meeting minimum promotion requirements. Local and state requirements for promotion are followed in deciding appropriate grade placement. Students entering Forsyth County Schools from private or home study schools must be evaluated to determine appropriate placement. Initial placement is temporary until such assessment is completed. Placement of kindergarten students will be done according to state and county guidelines.

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 www.forsyth.k12.ga.us/registration .

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 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.

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 ext. 1 or 3.

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

Discipline Records:

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

Emergency Evacuation of Campus:

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

Emergency Notification to Parents:

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

FCS closings will be announced on the local and metro media outlets, the school system website, www.forsyth.k12.ga.us, social media (www.facebook.com/FCSchools and www.twitter.com/FCSchoolsGA), and on the automated voice service at (770) 887-2461.

Subscribers to Parent Portal and FCS newsletters will also receive an email notifying them on closings or delays. Please note that you should verify the information by checking two sources, especially when relying on social media for information. Fake social media accounts with school and/or the district names and logos violate copyright laws but unfortunately are common. FCS' official social media accounts have been in existence for many years and therefore have a long list of tweets and followers, while fake accounts have significantly less.

- **School Closing and Delayed Opening Information:** School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, breakfast is not served, lunch will be served and school will dismiss at the regular time.
- **Early Dismissal Information:** Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured.
- **Online Learning for School Closures:** In the event of a school closure, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00am 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.

SPECIAL EDUCATION SERVICES/STUDENTS WITH DISABILITIES:

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 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 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.

Revised by GaDOE 2-13-12

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 of 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.

m. 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.

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>

STANDARDIZED TESTING:

Sharon Elementary School will follow the calendar developed by the state of Georgia and Forsyth County School System for administration of standardized tests. The purpose of these tests is to assess student performance on identified criterion objectives, norm-referenced objectives, and Georgia Standards of Excellence.

STUDENT SUPPORT TEAM (SST):

The Student Support Team (SST) process was designed to provide support to the student and teacher through a collaborative approach. It is based on the premise that "two heads are better than one" when developing plans for students who are having difficulty in school. The team is made up of three or more school professionals and parents who meet to discuss potential interventions to increase the opportunity for student success. When approached in a positive manner, the SST process can be a valuable tool in providing for an effective educational program for students.

TECHNOLOGY:

Students' and Parent/Guardians' Role and Responsibilities Regarding BYOT

1. Students take full responsibility for their devices. The school is *not* responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.
2. Devices cannot be used during assessments, unless otherwise directed by a teacher.
3. Students must *immediately* comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
4. Students cannot use their devices while riding school buses.
5. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
6. Student understands that access to his or her H drive through Citrix allows downloading files but not always uploading files. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, or another media device.
7. Student realizes that printing from personal laptops/ devices will not be possible at school.
8. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
9. To ensure appropriate network filters, *students will only use the BYOT wireless connection* in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
10. Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. *The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.*
11. Students realize that processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions. *Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.*
12. Students (in the presence of their parents/ guardians) will review the **Forsyth County Schools Computers and Network Resources Student Acceptable Use Guidelines** (see next

several pages) and agree to abide by this policy as set forth by the Forsyth County School System.

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

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

- A. Accessing, sending, creating or posting materials or communications that are:
1. Damaging to another 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
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.

- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. 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.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. 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.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district'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.

- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to “Hacking”, or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat.

TELEPHONES:

Students may use school phones when deemed appropriate by a staff member or for emergency reasons. Students typically may not call home for forgotten items such as homework, permission forms, musical instruments, or lunch. Parents are encouraged to use email or the voice mail system to contact their child’s teacher - doing so will help minimize interruptions of instruction. Staff members monitor their voice mail closely and will return calls during non-instructional time.

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.

VISITATION/VOLUNTEERS IN THE CLASSROOM:

Sharon Elementary encourages parents, relatives, and community members to volunteer their time and services at the school. In an effort to safeguard instructional time and manage the safety of our students and facilities, **volunteers and visitors will be admitted by appointment**

only. Teachers will be required to post appointments and volunteer schedules to a school wide calendar so that we may better monitor our incoming guests. To reinforce this policy, parents or guests who have not made previous arrangements with teachers will not be admitted to the classroom.

Please notify your child's teacher in advance if you wish to visit the classroom or eat lunch with your child so that the appropriate accommodations can be made. All visitors must be buzzed in, provide identification, sign in at the front desk using the Raptor system, and wear a visitor's pass while in the school. For the safety of our students, anyone in the school who is not wearing a pass will be questioned. If a parent/guest is visiting more than one location in the building, he/she must report back to the reception counter before going onto his/her next destination.

WITHDRAWAL:

Students withdrawing from Sharon Elementary must secure a withdrawal form from the school office. The student's teacher, the media specialist, and the cafeteria manager must complete and sign the form before it is returned to the office for the principal's signature. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Only the parent who registered the student will be allowed to withdraw the child. Record of the registering parent is found on the student information sheet that is signed at the time of registration.