



**CHATAHOOCHEE ELEMENTARY SCHOOL**  
"Where Every Child is a Champion"  
Georgia School of Excellence, 2001 and 2006.  
**Student handbook 2008-2009**  
*established August, 1993*  
2800 Holtzclaw Road  
Cumming, Georgia 30041  
Phone: 770-781-2240  
Fax: 770-781-2244  
David Culpepper, Principal  
Patti Ann Allen, Assistant Principal  
Paul Montaperto, Assistant Principal

#### **MISSION STATEMENT**

Student success is the goal for all at Chattahoochee Elementary School; Together we will:

- ◇ Create quality work
- ◇ Provide a safe, nurturing environment
- ◇ Promote personal responsibility
- ◇ Embrace individual differences
- ◇ Teach and learn with enthusiasm.

#### **BELIEF STATEMENTS**-As a community of learners, we at Chattahoochee believe that:

1. Every student has the right to a positive, total quality education;
2. Every student is a uniquely capable individual who will be encouraged to take responsibility for his or her own development;
3. Every person has the right to participate in any decision that affects him or her;
4. Every person has worth and dignity and will be treated fairly, positively, and with respect;
5. Teamwork is vital for realizing our vision;
6. A learning climate will exist where risk-taking can occur without fear of failure;
7. We have a responsibility to the students, parents, community, and ourselves to provide an environment that will promote success;
8. Parental involvement is a key to our success;
9. The community will be encouraged to help fulfill our goals and vision; and
10. We will have a positive impact on Forsyth County.

**ACADEMIC EVENTS**-A variety of learning activities is offered to Chattahoochee students: Spelling Bee, Oratorical Competition, Robotics, Math-a-thon, Art Programs, Choir, Georgia Young Author Competition, Accelerated Reader, Study Island, and many others.

**AFTER-SCHOOL CARE**-The Learning Bridge, an on-site, after-school care program, is offered to the students at Chattahoochee Elementary. For information, please call 678-513-4428. The Learning Bridge is an independent contractor that charges tuition. The Learning Bridge offers all parents after school care on early release days for a nominal fee.

**AGE REQUIREMENT**-Children, who will be five years of age on or before September 1, will be admitted to kindergarten. Those who are six on or before September 1 may be admitted to first grade.

**ARRIVAL (morning)**-As a courtesy to parents the front doors are opened at 7:00 a.m. Two teachers are assigned supervision duty @ 7:00. Students arriving by bus or car previous to 7:10, will wait in the cafeteria, until they are dismissed to go to their classrooms. Students may go to classrooms at 7:10 or go to cafeteria

for breakfast. Students arriving late, because of late bus will not be marked tardy. Students are to be seated in class by 7:40 AM and dismiss at 2:20 PM. Breakfast will begin serving at 7:00 AM. Students are encouraged to start the day with breakfast.

**Attendance-**Regular attendance is essential to success in school. As permitted under the Georgia compulsory education law and Forsyth County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a 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 the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

Non-school related activities and vacations are considered unexcused.

**Student Absence-** Students must submit a note or parents must fax or e-mail the attendance office within five (5) school days for the student's absence to be considered excused. Attendance Fax Number: **707-781-2244** or Attendance e-mail: [tburns@forsyth.k12.ga.us](mailto:tburns@forsyth.k12.ga.us). The parent / guardian must write the note, fax or e-mail stating 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 education law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day'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 and students are encouraged to use the Homework Hotline to retrieve make-up work. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

**Late Check-in or Early Check-out-**An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused tardies and early check-outs will be considered one unexcused absence. Students who miss more than half of the day after 11:00 will be considered absent for that day. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a physician's note is required within 5 school days to be considered excused.

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 seen by the school nurse. Parents must personally sign their child out.

**Bullying/Harassment:** Students should not have to come to school and be intimidated and/or harassed by other students. Please tell the nearest adult if you are a victim of bullying or harassment. Parents feel free to contact an administrator for help, if the student is hesitant to ask for help.

**Bus-** 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.

**For information regarding Transportation practices and procedures, see our web page at:**

**<http://www.forsyth.k12.ga.us/12941061621620983/site/default.asp?12941061621620983Nav=|&NodeID=2130>**

Students will not be allowed to alter their normal transportation routine.

1. A student may not ride any bus, other than the bus that they are assigned to ride.
2. A student may not get on/off the bus at a stop other than their normal stop.
3. Parents are expected to make car travel arrangements, when a child needs to be transported to an after-school location other than their normal stop.

The temporary changing of buses and stops is a safety issue and has been discontinued.

A signed, dated note from the parent or guardian must be received in order for a student to be dismissed in any way other than the usual manner. For a normal car rider to ride their assigned bus a written, parental request is required. For a normal bus rider to go home by car, a written request is required. For the children's safety, their **transportation routine will not be altered with only the child's verbal request. Please be aware school dismisses at 2:20 PM. Busses are normally loaded and departed by 2:35. We need all transportation changes previous to 1:45 PM. Teachers walk and supervise loading students on the buses for safety.**

**Checkout:** Medical and dental appointments should be made outside of school hours, whenever possible. If a student must be absent from school for a portion of the school day, the student will be released from school only to parent(s) or a parent designee with written authorization. Parents or parent designee may be asked to show identification. Parent(s) or parent designee are asked to sign their child out at the front office. The student will remain in the classroom, until the teacher is notified by the office to release the student. A checkout is defined as anytime a student with parental permission leaves school prior to the end of the school day. **Please do not go to the student's class or the cafeteria and attempt to take your child without following proper sign out procedures.**

**CAFETERIA PROGRAM-**The Blue Ribbon Cafe offers both breakfast and lunch. Students may prepay any amount, at any time and their purchases will be debited from their balance. **Parents will be able to request from the lunchroom manager that their child be allowed to purchase extras or request that their child "not" be allowed to request extras. The staff will annotate this on the lunchroom computer.** Adults are welcome for lunch without prior reservations. **However, we ask that food not be purchased from restaurants and brought to school.** Breakfast is available as well, and is served from 7:00 - 7:35 each morning. Menus are published each month indicating the lunch choices available each day. Families who qualify for the Federal Free Lunch program or Reduced Price Lunch program may confidentially obtain an application in the school office or the lunchroom. Students requiring free or reduced lunch is a confidential matter, and we attempt to keep that information on a need to know basis.

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

After the fifth unpaid charge, the manager will offer the student a snack or partial meal such as a sandwich or crackers and milk. If a student continues to come to the cafeteria without a lunch from home or money and the student'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. **Returned Check Policy:** The Food and Nutrition Services Program will accept checks for exact payment of meals or prepayments to your child's debit account. The program will not cash personal checks or give change back when a check is received for payment. The Forsyth County School District 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 by your bank for any reason.

If your check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from your account when the money is available. If you write a check to us, you are consenting to allow the

check recovery company to electronically collect the face amount and the fee, if the check is returned uncollectible by your 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.

**Your Child's Automated Meal Account:** For your convenience, each school has an automated system able to track the payment and purchasing activity of each individual's account. Meals may be pre-paid for the week, month, or even the year. Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to eat. Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. **If you wish to limit the use of your child's account to meals only, you must send a written note to the school's program manager stating that your child will not be allowed to purchase extra items off of their meal account. Then if they select extra items on the line, they will be required to pay cash at the point of sale.** Parents or siblings having lunch with a student may not use the student meal account to pay for guest meals.

**Meal Pre-payment by Debit or Credit Card via the Internet:** You can register today at [www.myLunchMoney.com](http://www.myLunchMoney.com) to prepay for your child's meals online using your Visa or Mastercard. You must use a **SIX digit student meal number**, school, and student's date of birth to register and place money on your child's account. If your child's meal account ID is less than six digits, you must put in a leading zero(s) to make it six digits. If you do not know your child's meal ID, contact your school nutrition manager. To learn more about this visit the food and nutrition web page at [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us).

**Prepayments made through myLunchMoney.com may take up to 48 hours to post to the student's meal account at school.**

#### **Changes with Online Meal Prepayment**

The Forsyth County School Nutrition Program has absorbed the transaction fees assessed by mylunchmoney to offer the service of online meal prepayments as a convenience to parents and staff the past two years. With the rising costs of food, supplies and labor we can no longer afford to absorb all these increased costs plus the transaction fees without **significantly** increasing meal prices to all students and adults. We will continue to partner with mylunchmoney.com and offer the ability to prepay for meals online to those who wish to pay the nominal transaction fee for this convenience.

Effective August, 2008, parents will be assessed a \$1.95 fee per transaction made through mylunchmoney.com. Prepayments in any amount made online for your child's meals will be assessed a \$1.95 fee **per school** transaction. If you have more than one child at the same school and are making prepayments on each child's account **at the same time**, only one transaction fee of \$1.95 will be assessed to your debit or credit card. If you have children in multiple schools a \$1.95 will be assessed **per school site**.

**CAR RIDERS: PICK-UP AND DROP-OFF** - Children who ride a car to school are dropped off and picked up in front of the school. Children are permitted to exit their cars through the passenger side only. **Students are not permitted to cross alone from the parking areas without being accompanied by an adult.**

If arriving to school at 7:40 a.m. or after, parents will need to enter the school to sign their child in as tardy. This allows the receptionist to ascertain whether the tardy is excused or unexcused by asking parent.

**We are experimenting with a sign on the bus entrance road that allows parents to use that road as a drop off point after the last bus has departed in the AM. The sign will say "closed", if you have arrived before the last bus has safely departed. It will say "open," if it is safe to enter and drop off students. This was new last year & seemed to help with traffic. However, some parents ignored the "closed" warning and created a safety hazard. This could cause this option to be discontinued, if the sign warning is ignored.**

**CHARACTER EDUCATION**-Chattahoochee Elementary has implemented a character education program for students in kindergarten through fifth grade. The program is based on qualities and character traits that define values which are vital to a child's development, regardless of his or her culture. Our Character Education Program consists of ideas such as class meetings, peer mediators for 3<sup>rd</sup> - 5<sup>th</sup> grades, and Second Step lessons. The Second Step Program is implemented in all of the Forsyth County elementary schools. This program is a non-violence program that conducts empathy training, impulse control, and anger management skills. Additionally, the Chattahoochee Elementary staff promotes positive, interpersonal relationships as a basis for an excellent school climate. Staff members train students in conflict resolution skills and character education. Students are encouraged to use life applicable lessons that they are taught during their Second Step lessons.

**CLASSES for 2008-2009-A** frequently asked question (FAQ) from parents is “How are students chosen to be in what teacher’s class each year?” The students are assigned a teacher by a committee in April, who assigns each student individually. The committee is made up of the current grade level teachers, (I.E.: 1<sup>st</sup> grade teachers would recommend teacher placement for 2<sup>nd</sup> grade), counselors, assistant principals, and other teachers (if appropriate). The student’s needs are discussed and the class is assigned. Parents may not choose a teacher by name. However, a parent may confidentially send a request in writing to an administrator or counselor that one teacher, by name, not be their child’s teacher prior to classes being assigned. In the fall, teachers write their students a letter welcoming them to their class. After this letter is mailed, parent requests for classroom reassignments will not be honored. An exception is if the special education IEP team requires a teacher change. However, we do accept a parent’s list of characteristics that would best fit their child as a teacher, and the committee considers this information. Obviously, this is not an exact science and the assignment may not satisfy a parent.

**CLINIC**-The school nurse and the clinic is open from 7:10-3:10 PM. The nurse as well as the student’s teacher need to be informed of any medical condition that could affect the student while at school. The nurse will monitor any medical treatment and/or medications given to the student, while attending school. Hearing and vision screening of grades one through five is done in the fall. Tobacco education, health education for grades four and five, as well as staff education are a part of the services provided by the school nurse. It is vitally important that parents can be reached during the day. Please keep telephone information current.

#### **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 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.

#### **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 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 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 medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops.**

**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.

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

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

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c) Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e) Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

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

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

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

### **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.**

- A.** 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 use their own computers or computing devices to connect to the district network *only* through the secure wireless connection provided by the school system and 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
- A. Using the network for financial gain or advertising.
- B. Posting or plagiarizing work created by another person without their consent.
- C. Posting anonymous or forging electronic mail messages.
- D. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- E. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- F. 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. This includes any computers or computing devices that students may bring onto campus.
- G. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- H. 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.
- I. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- J. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- K. Using the school's computers or network while access privileges have been suspended.
- L. 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.
- M. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- N. Attempting to vandalize, disconnect or disassemble any network or computer component.
- O. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- P. Providing another student with user account information or passwords.
- Q. 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.
- R. 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.

- S. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- T. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- U. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- V. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- W. Students should follow the guidelines below when performing Internet searches.  
Elementary:  
Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with Nettekter (<http://school.nettrekker.com>) **and** must be done with teacher supervision.

**CONFISCATED ITEMS**-Unless required for class work or approved by a 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 either to the student at the end of the school year or held for parent pick up as soon as the parent wishes to come by the school. (Tobacco products, drugs, and similar items will not be returned to the student or his/her parents.) "Hold faultless Provision": A child who accidentally has in their possession contraband (I.E.: a pocket knife, sharp instrument, legal drugs, matches, lighters, tobacco, etc.) may give the item to a teacher, bus driver, school nurse, or principal immediately upon arriving at school without punishment as long as item has not been misused on school property, which includes the bus stop. **Students may have telephones at school, but they cannot be visible nor heard during the school day. Violation of this policy will be cause for confiscation. The phone will be returned to parents only.**

**COUNSELING SERVICES**-Two counselors are available at Chattahoochee to provide counseling to students and to conduct classroom guidance lessons on a regular schedule. The counselors work with school personnel to foster a positive learning environment. The counselors teach guidance lessons to students, conduct individual and small group counseling, and direct parent education classes. The counselors may also assist in obtaining special school and/or community services. Counselors are also a member of the (Student Support Team) SST team.

**CURRICULUM**-Forsyth County Schools follow Standards and Benchmarks deemed appropriate for each grade level based on the state's Georgia Performance Standards. The basic curriculum incorporates language arts (English, reading, spelling, and writing), mathematics, science, social studies, health, Spanish, and physical education. In addition, music and art classes are taught weekly to all grade levels.

**DISCIPLINE**-Chattahoochee Elementary 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. The responsibility to make a child behave is ultimately a parent's responsibility.

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 the first week of school. It contains details of school and system discipline procedures.

**Discipline Records**-In compliance with the "No Child Left behind" Act, discipline records may be transferred to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis in the school.

**DISMISSAL (afternoon)**-At the conclusion of the school day, 2:20 pm, bus riders will load onto their assigned buses and daycare vans at the bus pick-up area. Car riders will assemble in the cafeteria. At the beginning of school, parents will be issued ID cards to hang on their car rear view mirrors. The numbers on this card will be used to announce to the students to leave the cafeteria and come to the front of the school to be transported. Parents may choose to come inside to sign out their child. Identification will be required from anyone the secretary doesn't readily recognize. Anyone attempting to sign out a child and their name is not on the parent controlled authorization list will not be allowed to sign the student out.

**Emergency dismissal:** An emergency dismissal form must be completed and kept on file at school. This information will be used in the event of an early release due to unforeseen events, such as inclement weather, which may cause hazardous road conditions. Each student must be aware of their family's emergency plan in case school closes early. In the event of an emergency, the school cannot call individual parents, as phone lines must be kept open



**Emergency Notification to Parents:** Parents 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. The school system may notify parents and guardians three ways:

1. School system website ([www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us))
2. Automated voice service at (770) 887-2461
3. Local and metro radio and television stations

**School Closing Information:** School closings will be announced as described above at or before 5:30 a.m. For info on closing/delaying school, see the school system website ([www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us)).

**Delayed Opening Information:** Delayed openings will be announced as described above at or before 6:00 a.m. All school and school system operations will be delayed two hours. Busses will run two hours later. School schedules will be altered at the discretion of the principal. Breakfast will not be served. Lunch will be served at the regular time. Dismissal will be 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 will be notified after the safety and security of students is assured.

**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 will be notified as described above about family reunification procedures. **The school has several crisis plans, which can be implemented as required.**

**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.

**ENTRANCE REQUIREMENTS-**Students entering public school for the first time will not be allowed to attend school, until all requirements are met. **A list of these requirements are available in the Chattahoochee main office and at Centralized Registration at Elm Street in Cumming, 678-947-0863. All registering students, other than from another Forsyth Co. school, must utilize Centralized Registration. Students from another Forsyth County school may register at the Chattahoochee main office.**

**Immunization Form:** Each student entering Chattahoochee for the first time must be immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis, and polio. The proper immunization form (Department of Human Resources form 3231) may be obtained from the local health department (770.781.6900). Students entering the system from out of state have 90 calendar days to submit the completed DHR form. Georgia residents have 30 calendar days from the date of entrance to submit the completed form.

**Physical Examinations:** Parents of students entering Chattahoochee for the first time must provide a certificate (Health Department form 3300), which shows that their child has had a hearing, vision, and dental examination. Vision and hearing screenings will be set up in the school building at the beginning of the school year. The school has a list of dentists who will provide free screening.

**Social Security Number:** The school must have on file each student's social security number or a waiver form.

**FALSE PUBLIC ALARMS-**Bomb and other terror threats, fire alarms and prank 911 calls will not be tolerated. Consequences will include a parent 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 other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:**

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT**

**OF RIGHTS UNDER THE**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**AND THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to your

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, parents 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 parents 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. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

#### **FERPA DIRECTORY INFORMATION NOTICE**

The Forsyth County School District has designated the following information as directory information.

1. Student's name, address, and telephone number
2. Student's date and place of birth;
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at the Forsyth County School System schools; and
6. Awards received during the time enrolled in Forsyth County School System.

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

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

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE**

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

- 1) Political affiliations or beliefs of the student or the student's parent;
- 2) Mental or psychological problems of the student or the student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;

- 5) Critical appraisals of other individuals with whom respondents have close family relationships;
- 6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) Religious practices, affiliations, or beliefs of the student or student's parent; or
- 8) 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 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 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 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 for reasonable access to instructional material within a reasonable period of time after the request is received. Parents 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 the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

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

### **Residency Requirements and Address Changes**

Proof of residence is required when a student initially enrolls in a school, when entering grades K, 6 and 9, and whenever indication of a change of residence occurs. Change of Address forms are available at the school or on the Forsyth County School System website, in the Student Registration section. In the event of an address change, the Registration Center staff or Principal or Principal's designee shall accept the following records as proof of residency:

1. A current utility bill (gas, electric, water, telephone, or cable) and a current and valid lease or rental agreement. Records must include the name and address of the parent/guardian.**OR**
2. A current utility bill (gas, electric, water, telephone, or cable) and one of the following documents establishing home ownership – deed, **closing statement, mortgage statement, or property tax statement**. Records must include the name and address of the parent/guardian.**OR**
3. A Forsyth County Schools Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed and signed by the parent/guardian, as well as the legal owner or landlord of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides proof of residence as required by the Forsyth County Board of Education, but no longer than the end of the current school year. A school system representative may visit the address given by any parent/guardian to verify residency. A family that rents a home in Forsyth County, while owning a home in another county, solely for the purpose of proving residence for their children to attend school in Forsyth County will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

**FIELD TRIPS**-Field trips are planned throughout the year to complement classroom curriculum. Signed permission forms must be on file for each child who participates. **A child, who has demonstrated an**

**unwillingness to follow directions and consistent disciplinary problems, may be denied permission to participate in field trips for their own safety and the safety of others.**

**Report Cards**-Each teacher may require a parent signature when report cards are sent home so that parent's receipt of the report card can be confirmed. Students will receive report cards every 9 weeks.

**GUN FREE SCHOOLS ACT**-Possession of Weapon: It shall be unlawful for any person to carry to or to 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 (O.C.G.A. §16-11-127.1). Board policy and state law (O.C.G.A. §20-2-751.1) require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law. **Discrimination/Harassment Reporting**-The Forsyth County School District 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**

Mr. Bruce Wagar (Students);  
Dr. Candace Norton (Personnel)

**Title IX**

Mr. Bruce Wagar (Students);  
Dr. Candace Norton (Personnel)

**ADA and 504**

Ms. Sarah Taylor (Students);  
Dr. Candace Norton (Personnel)

**Sports Equity**

Dr. Candace Norton (Students)

**Community Based Work Programs**

Dr. Genise Tworek

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonga Highway, Cumming, Georgia 30040, (770) 887-2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available on the school system web site.

**HOMEWORK**

1. No more than 30 minutes of homework will be given for grades K - 3. No more than 1 hour of homework will be given for grades 4 - 5. (These guidelines do not include minimum nightly reading times.)
2. Homework's relationship to class work grades will be determined at each grade level's discretion.
3. Homework is monitored in grades K and 1. Homework is checked and marked for participation in gr. 2 - 5.
4. Assignments will be recorded on the Homework Hotline weekly for grades K - 3 and daily for grades 4 - 5. Parents are encouraged to utilize this service on a regular basis. The Internet site [www.schoolnotes.com](http://www.schoolnotes.com) can also be checked for some classes.

**LOCAL SCHOOL COUNCIL**-The LSC is comprised of parents, teachers, and community members in compliance with the Board of Education policy. The committee is an extension of the PTO (Parent-Teacher Organization) and is designed to bring communities and schools closer together in the spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process. The LSC provides advice, recommendations, and assistance and represents the community of parents and businesses.

**LOST AND FOUND**-Lost articles need to be claimed as soon as possible. Clothing is displayed for parents and students to identify and claim. Unclaimed items are donated to charity at year's end.

**MEDIA CENTER**-The media center offers a variety of multi-media resources available for checkout, including works of fiction and nonfiction, and reference materials. Videos, software, and audiotapes are available to

teachers. Students in grades 1-5 may check out two books for a one-week period, and kindergarten may check out one book for one week. Books may be renewed for an additional week. Overdue books will not incur a fine, but students are urged to return books on time. Students will not be allowed to check out additional materials, until overdue items have been returned. Parents will pay for books that are lost or damaged.

**MENTORS**-Various students are selected by teachers/counselors to participate in our Mentoring program. 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.

**NCLB Parent Notice of Teacher Qualifications**-In compliance with the requirements of the *No Child Left Behind* statute, the Forsyth County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualification, please contact the Human Resources Department at 770-887-2461.

**OUT OF DISTRICT POLICY**-In order to attend a school outside the student's residential district, approval must be secured from the superintendent, the principal of the 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 are available in the school office. **Currently, 2009-2010, Chattahoochee is "over" capacity and is "only" accepting out-of-district students, who are employee's children, and children assigned to Chattahoochee because of special education requirements. Special education students may be assigned "out of district" placement. However, there is no guarantee siblings will receive same out of district approval.**

**PARENT COMMUNICATION**-A PTO, monthly newsletter is published and sent to parents electronically. The newsletter provides information about school functions, grade level activities, and upcoming events. Teachers also send home newsletters and or portfolios on a regular basis, which include information related to special dates, homework, class activities, etc.

**PARENT-TEACHER CONFERENCES**-The school system calendar allows for two, three-day time periods during the school year for parent conferences. Schools are released early on these days so that parents may schedule conference times with their child's classroom teacher. **Chattahoochee offers an extended day schedule on Thursday of each conference time for parents who cannot meet during the school day.** Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year to discuss any concerns.

**PARENT-TEACHER ORGANIZATION**-The Chattahoochee PTO sponsors a variety of activities throughout the year including the school store, the yearbook, dinners, BINGO night, mother/son and father/daughter dances, fall festival, pumpkin patch, book fair, winter shop, 5<sup>th</sup> grade/teacher volleyball game, and teacher appreciation. Meeting times and dates are posted in the newsletter. Everyone is encouraged to participate. As a parent, you are already a member without a membership fee. **This school would lose extremely important activities that enrich our students' lives, if not for parents who are wonderful volunteers. Please volunteer to help PTO. You may not be able to help, but for one or two activities, but that help is so greatly needed and appreciated.**

**PARTNERS IN EDUCATION**-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.

**PLACEMENT IN NEXT GRADE**-Grade placement is determined by the overall academic and social progress of the students, 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, 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. **Students in grade three are required to meet standards in reading on the CRCT end-of-year exam to be promoted to 4<sup>th</sup>. Students in fifth grade must meet standards in math and reading to be promoted to 6<sup>th</sup>. Students who failed to meet standards are invited to attend summer school and at the end of summer school re-take the CRCT. A student does not have to attend summer school to take the end of summer CRCT re-take. Students who pass the re-take may be promoted provided they were not already retained for academic reasons. Failure to pass or re-take the end of summer CRCT will be cause for retention. Special education students' promotion or retention is decided by the IEP committee with consideration given to the CRCT.**

**POSSESSION OF A WEAPON**-It shall be unlawful for any person to carry to or to 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 provided by the school any weapon or explosive compound, other than fireworks. Board policy and state law requires that any student determined to have brought a weapon to school will be expelled from school a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

**Response to Intervention (RTI): A specified time, 30 minutes, daily is allotted for special instruction for students who need either remediation or acceleration. We call this "Champ Challenge" time. For 09-10 Champ Challenge will be right after roll call in the AM.**

**SAFETY**-Maps showing fire and tornado drill procedures are posted in each room in the school. Fire drills are rehearsed monthly; tornado drills are rehearsed prior to the tornado season and then periodically. Please refer to the section "Emergency Dismissal" under Dismissal for information regarding school closings and early release. Safety Plans are in place for lockdowns, bomb threats, evacuations, and other emergency situations.

**SCHOOL SAFETY HOTLINE**-Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal or an assistant principal. Anonymous reports can be made by calling the School Safety Hotline Number, 1-877-SAY-STOP. (1-877-729-7867) Callers will not be asked to reveal their identity.

**SCHOOL STORE**-Students may purchase a variety of school supplies and spirit items at the school store. It is open Monday through Friday prior to the start of the school day and operated by PTO volunteers.

#### **Special Education Services:**

**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. Students with absence 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 to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. This standard Forsyth County Board of Education application is coordinated through individual Forsyth County schools.

**SECTION 504**-The Student Support Team (SST) is the mechanism in Forsyth County Schools for identifying disabled students who are eligible for an individual 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. If you have questions regarding SST and /or 504, you may contact the school level SST chair.

**GEORGIA SPECIAL NEEDS SCHOLARSHIP**-Parents of students who receive special education services in FCSS have the option to exercise public and private school choice. Under a new state law passed by the Georgia State Legislature in 2007, parents of students who received special education may choose to transfer their child to another public school or private school in Georgia.

**PUBLIC SCHOOL CHOICE OPTIONS**:-A parent can request a child's transfer to another public school within their school system as long as there is available space at that school. However, Chattahoochee for 09-10 is over capacity. If the parent is approved for this option, then the parent shall be responsible for transportation to the school. The parent 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. A school system accepts the child, then the parent shall be responsible for transportation to the school in that system. The parent 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 if that setting is appropriated for the student's needs. If the parent chooses this option, then the parent 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.

**PRIVATE SCHOOL CHOICE OPTION:**-If you are interested in transferring your child to a private school in Georgia, you 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 Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/sb10.aspx>

**SPECIAL SERVICES-**A teacher, principal, counselor or parent/guardian may recommend students for referral to special services. Initial evaluation for special education services are administered only with parental permission. After the evaluation is completed, a staff meeting including parents/guardians, teachers, counselor, administrator and the school psychologist will determine the student's eligibility, and if appropriate, placement in the system.

**Hearing Impaired:** A certified hearing-impaired specialist is available for screening and therapy for those students who have hearing impairments.

**Horizons:** Provides supplementary activities to enhance the education of the gifted students. A student must meet system guidelines in order to be eligible for this program.

**Resource Services:** Special education teachers are available at Chattahoochee for those students with special needs related to academic progress. Instructional strategies include resource instruction (student leaves the regular classroom for a certain time to go to the resource teacher), self-contained (student stays with teacher the large majority of the day) and inclusion (the resource teacher and the classroom teacher team teach in the classroom).

**Early Intervention Program:** EIP is a state funded program, which is available to eligible students who have demonstrated a need based on criteria set by the Forsyth County school system. This program focuses on language and math development and skills necessary for academic success.

**Speech Therapy:** Certified Speech Language Pathologists are available for screening and therapy for those students who have speech and language impairments.

**STUDENT ORGANIZATIONS-**Several groups of students help with the school's Character Education program: Peer Mediators, Second Step, and Class Meetings as well as the following groups promote positive interpersonal relationships as a basis for an excellent school climate.

**Student Government Association:** A student from every homeroom class, third grade through fifth, is chosen to represent their class on the student council. The council promotes communication, school pride, and responsibility. They are in charge of the school's recycling program.

**Safety Patrol:** Fifth grade students are chosen by the faculty to assist in keeping an orderly, safe environment at Chattahoochee. It is an honor to be selected for the Safety Patrol.

**STUDENT SEARCHES-**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 notice to students or parents. The Forsyth County School System 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 out side normal school hours or off the school campus. Students are notified that these metal detectors will be used in the discretion of administrators.

**STUDENT SUPPORT TEAM-(See also RTI)** Students about whom teachers have concerns may be referred to the Student Support Team (SST) for intervention. This team is made up of two or more professionals at the school, plus parents, who meet to discuss potential interventions to increase the opportunities for student success. Parent permission for screening (academic, speech, behavioral, etc.) is often requested. Recommendations of the SST may include specific curriculum and/or behavioral modifications or referral for additional testing.

**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 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. Teachers are instructed to not answer phones during instruction time.

**Students "may" possess cell phones at school. They are for emergency use only. The cell phones may not ring or be used during the normal school day. Cell phones cannot be visible. Cell phones which are seen or heard will be confiscated and returned to parents only.**

**TEXTBOOKS-**All basic textbooks are on loan to students for use during the school year. Each student is responsible for the textbooks issued to him or her. All textbooks must be returned and fees for lost or damaged books paid by the last day of school. Report cards may be held at school for those students with unpaid lost or damaged textbooks, until outstanding obligations are met.

**Title IIA-**Title IIA states that parents have the right to inquire of teacher and/or paraprofessional qualifications.

**VISITATION**-Parents are welcome to visit their child's classroom or to eat lunch in the cafeteria with their child. All visitors must present themselves at the front desk and wear a visitor's sticker while in the school. For the safety of the students, anyone in the school who is not wearing a sticker may be challenged to ID themselves and/or asked to go and procure the proper pass. Parents must have prior approval for an official classroom visit to observe. The teacher must approve a class volunteer's visit. Parents who come after 3:25 pm to get students from the Learning Bridge only do not have to get a main office pass.

**VOLUNTEERS**-Chattahoochee encourages parents, relatives, and community members to volunteer their time and services at the school. Please consider spending one day during the school year assisting in a classroom, reading to students, etc.

**WITHDRAWAL**-Students withdrawing from Chattahoochee 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.

#### **IMPORTANT PHONE NUMBERS**

Chattahoochee Elementary School	770-781-2240
Forsyth County Board Of Education	770-887-2461
Transportation	770-888-1234
Otwell Middle School	770-887-5248
School Social Worker, Maribeth Joyner	770-781-2240
Child Abuse Hotline	1-800-422-4453
National Runaway Hotline	1-800-231-6946
Crisis Hotline	1-800-338-6745
Crisis Hotline	404-730-1600
Sheriff's Department	770-781-2222
Police Department	770-781-2000
Department of Family and Children's Services	770-781-6700
Health Department	770-781-6900
Mental Health	770-781-6841
The Learning Bridge (Chattahoochee After-School Care)	678-513-4428