



DAVES CREEK

Elementary School

2025-2026

Student Handbook

School Specific Information

Daves Creek Elementary Administration

Mr. Eric Ashton, Principal

Mrs. Leslie Storm, Assistant Principal

Mrs. Lauren Parsell, Assistant Administrator (AA)

Forsyth County Family Engagement Guide. Please read before continuing on.

[\(Linked Here\)](#)

Forsyth County Student Code of Conduct K-12 Discipline Procedure

[\(Linked Here\)](#)

Attendance

Absences:

The parent/guardian must submit a note or email to the homeroom teacher and attendance clerk within five (5) school days for an absence to be considered excused. Attendance email: kcorso@forsyth.k12.ga.us. The note must include the student's name, the date(s) of absence(s), and the reason for the absence. It is the responsibility of the parent(s)/guardian(s) to be in communication with the student's teacher(s) and/or office staff when a student is absent, especially when it is for more than one day. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

- Non-School related activities and trips/vacations are unexcused absences
- Students must be in school in order to participate in afterschool activities

Extended Absences:

Per county policy, students will be withdrawn after missing 10 consecutive school days. Parents/Guardians will need to come to the front desk to sign the withdrawal form. Vacation/Travel leave is unexcused. Please do not email the Principal/AP, teacher, or office staff to ask permission. The county will not allow Canvas access for any withdrawn student. Homework, tests, and/or classwork will not be given in advance. If the extended absence is for more than 30 school days, you will need to make an appointment at the [Forsyth County Student Registration Center](#) to enroll your student again.

Late Check-In Or Early Check-Out:

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

Late Check-in:

School begins at 8:20 am. In order to be considered present, **your child must be in their classroom by 8:20 a.m.** Your child will need at least 5 minutes to get to their classroom, so they will need to be out of the car by 8:15. As of 8/2022, all parents will be required to check in their child through our new automated *Checkmate System*.

Early Check-out (no check-out after 2:30pm):

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. 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.

Withdrawal Procedures:

Parents withdrawing students from Daves Creek should contact the school office and their child's teacher as soon as possible. The parent/guardian must complete and sign a withdrawal form. Please contact Monique Antonio (MAntonio@forsyth.k12.ga.us) for important details. Financial obligations, such as lost or damaged books and lunch charges, must be satisfied when the student withdraws. Records will be mailed to the new school upon receipt of a signed request.

Cafeteria

Visitors and Outside Meals During Lunch

Families are welcome to join their student for lunch. We understand that there may be special occasions when families choose to bring an outside meal. Visitors may bring in food for their child, provided they remain on campus and enjoy the entire lunch period together.

Parents/guardians may also drop off a lunch for their student before 10:00 a.m. Parents should email the teacher to let them know a lunch has been provided. Please know our teachers are focused on instruction and may not always check email before lunch; help us encourage responsibility skills to your child. Please note that this should be an occasional occurrence rather than a daily practice. Outside meals should not be dropped off for students on a regular basis. For the safety and consistency of our school environment, food deliveries from services such as DoorDash, Uber Eats, or similar vendors are not permitted.

Class Placement

Communication

Students and parents/guardians are encouraged to regularly check Canvas for information such as lessons, assessments, important dates, curriculum resources, etc. Student grades, state assessment results, and attendance are available in ParentPortal: <http://campus.forsyth.k12.ga.us>

Clinic

Daves Creek has a full time nurse on staff - Nurse Rebecca - ext 170315

- All medication must be given through the school nurse. Students **may not** bring medication with them to school.
- If a student needs to be picked up due to illness or injury, it is the parents' responsibility to make arrangements for the child to be picked up within a reasonable time. It is also the responsibility of the parent or guardian to call a doctor for the child or transport to the doctor's office or hospital if medically necessary. In cases of emergency or when it is deemed necessary to transport the child to the hospital, it is the responsibility of the principal or designee to remain with the child until a parent or other responsible adult arrives. The school administrator reserves the right to make emergency decisions as the situation requires.

Distraction-Free Education Policy

Forsyth County Schools has implemented the Distraction-Free Education Policy to support student focus, well-being, and academic growth. In elementary school, personal devices (phones, earbuds, smart watches, etc.) must be turned off and put away from the first bell to the last. This policy is designed to reduce distractions, support emotional wellness, and promote stronger connections with peers and teachers. If you need to contact your child during the school day, please contact the school office.

Please click here for [FAQ for Families](#).

Dolphin Cove (Before and After School Care)

Daves Creek will run its own child care program during the school year on days of attendance including early dismissal days. Registration information can be found [here](#). Please contact Sue Perks at ext. 170105 for registration questions.

Dropping Off Items In Office For Students

Due to additional safety and security features in our front entry/office and interruptions to our instructional day, **we do not allow items to be dropped off at school during the day**. We would like you to assist us in encouraging independence and responsibility in our students; therefore, only items necessary to physical well-being may be dropped off (e.g. eyeglasses, hearing aids). If you choose to send a lunch from home instead of purchasing from our cafeteria, then the child should bring it with them in the morning. If your child forgets their lunch, you can drop it off between 8:30-10:30 am at the front office. We do not allow lunch to be dropped off on a daily basis. This is strictly for the occasional lunch left at home.

Extra Credit

The staff of Daves Creek follows the standards-based grading and reporting procedures implemented by Forsyth County Schools. Extra credit is not a component of the standards-based grading system therefore we do not implement or support the use of extra credit.

Field Trips

Field trips are planned throughout the year to complement the classroom curriculum. The number of parent chaperones may be limited due to the nature of the activity. Parents attending field trips as chaperones must check-in at the front office and ride the school bus to and from the school. Only approved chaperones are allowed to attend the field trip. Parents/guardians are not allowed to meet students at the field trip location. All students must ride the buses provided while on the field trip. Charges for field trips cover the price of admission and transportation. *No child will be excluded from a field trip for financial reasons.

Homework

Our goal in elementary school is to establish a routine that will prepare students for middle and high school. Having a quiet place to work and a set time to do homework will help the student complete any assignments successfully. Most homework assignments are due the next day; however, some long range projects may occasionally be given to students. Homework guidelines are used to develop good study habits and responsibility, to reinforce skills taught at school, to promote parent involvement, and to improve overall achievement. As a recommendation, all students should read for 30 minutes each night.

Our specific homework guidelines are reviewed and revised by each grade level at the beginning of each school year. You will be notified of expectations early in the year.

Local School Council (LSC)

The LSC was established by Georgia law to “bring communities and schools closer together in the spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process... to provide advice, recommendations, and assistance and represent the community of parents and businesses.”

Elections are held, if necessary, in the Spring. Each term is 2 years long. All LSC members are required to attend the scheduled meetings. If a member misses more than two consecutive meetings, a new member may be appointed.

Lost and Found

Lost and Found is located between the music room and the gymnasium. Students may ask their teacher to visit Lost and Found and claim items. Unclaimed items are donated to charity on a quarterly basis. Everything brought to school should be labeled so that lost articles can be returned to the owner.

Media Center

The Media Center at Daves Creek uses a flexible schedule that allows students to access materials for assignments, projects, research, and personal reading at any time. In the Media Center students will learn about research methods, authors, themes, and use of Media Center materials. Students come to the Media Center for books and materials check-out, lessons, and for storytelling. Materials from the Media Center may be checked out for two weeks. Families are expected to pay for books that are lost or damaged (unpaid/lost books will result in suspension of checkout services). Substitute items will not be accepted as replacement for lost items. Parents may also honor a child for their birthday by purchasing a book for the library through the Birthday Book Club. The Media Center also hosts a Book Fair each fall and spring as well as multiple author visits.

Money Collection Procedures

Payment for any school events should be made online through Myschoolbucks.com and/or Schoolpay.com

- MySchoolBucks.com is the most secure way to pay **FOR LUNCH ONLY**. Please visit <https://www.forsyth.k12.ga.us/district-services/food-nutrition-services/about> for additional information.
- Schoolpay.com is the most secure way to pay for all other items.
- For fundraisers, cash/check* should be sent in on the day of the event and labeled.
- Any money not properly labeled and separated will be returned. We do not make change for cash.

*Please include the following on each check: full name, address, phone number, and drivers license number. Checks will be returned if any of this information is missing. If there are any questions, please contact our bookkeeper at 770-888-1222 x170105.

Out Of District Policy

In order to attend a school outside the student's residential district, approval must be secured from the superintendent's designee and the principal of the admitting school. The forms can be found [here](#). Approval may be restricted by class size and is granted on a year-to-year basis only. Students who present behavior or attendance problems may have the out-of-district approval rescinded by a letter from the principal of the school the student is requesting to attend. A family should not request for students to attend a school that is at or over capacity.

Parent Teacher Conferences

October 17th and March 13th will be an Online Learning Day designated for Parent Conferences and Professional Learning. Conferences can take place in person, virtually, or by phone. Parents will be notified of conference times in advance. Additionally, parents may request a conference at any time during the school year.

Parties/Celebrations

Board Policy allows elementary students to have two parties per year. Teachers may choose two occasions for a class party. Please cooperate with the teacher by not expecting more than two parties. Some themes or units of study may have a culminating activity to celebrate achievements. **No parties** for teachers are to be held during school. Please schedule these activities to celebrate birthdays, babies, weddings, etc. after school. Delivery of flowers, balloons or food gift items for students is prohibited. **Balloons are**

prohibited during the 5th grade book ceremony and during the “Graduation Walk”.

Birthday Celebrations:

The health and safety of our students is our first priority; therefore birthday treats must be store bought with nutrition labels attached. Families can also pre-purchase ice cream from the cafeteria for the class. Teachers will schedule a **monthly date** to celebrate all the birthdays in their classroom for the month. You **MUST** contact the teacher before-hand and communicate your request to bring in any items.

- K & 3rd - 2nd week of the month
- 1st & 4th - 3rd week of the month
- 2nd & 5th - 4th week of the month

We know that due to the school calendar, teachers may have to stray from this general rule. PLEASE contact your teacher for more detailed information.

Pictures

Individual student pictures will be taken one time each year. The fall individual pictures will appear in the yearbook. Group/class pictures will be taken in the fall. All questions regarding pictures should be directed to the photographer, contact information will be shared on the fall picture flyers.

Parent Teacher Organization (PTO)

Daves Creek PTO sponsors a variety of activities throughout the year including fundraising events, the sale of spirit items, family functions, teacher appreciation, and the yearbook. PTO meetings are scheduled throughout the school year. Meeting times and dates are posted in the PTO newsletter. Everyone is encouraged to become a member. Please visit the PTO website for more information:

<https://davescreekpto.membershiptoolkit.com/>

Parent Portal

Parents are responsible for updating any changes (phone number, email addresses, emergency contact list, etc.) in Parent Portal. Daves Creek does not have the ability to update personal information. This includes who is listed to check your child out of school.

Pets

No pets of any kind are allowed at school without permission. School administration may give special permission for pets to be brought to school as part of a special display or activity. Pets must be taken home immediately after the activity. However, under no circumstances is a potentially dangerous pet to be brought to school. Pets can never be transported on the school bus. Please be considerate of students who have allergies.

Recess

Weather permitting, each class goes outside for 30 minutes of recess daily. If your child has a chronic condition that would prevent them from participating in their usual class routine, a physician's note will be needed.

Required Reporting By Faculty And Staff

Any teacher or other person employed at any public or private elementary school who has reasonable cause to believe that a student has committed any act upon school property or at any school function, which act is prohibited by any of the following: aggravated battery, sexual offenses, carrying a deadly weapon, or

possession and other activities regarding marijuana and controlled substances, will share a written report of that act and the name of the student to the principal. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) should notify the appropriate police agency.

Safety

Maps showing fire and tornado drill procedures are located in each room in the school. Fire, Severe Weather and Lockdown drills are held throughout the year. Lockdown drills are held in the event such action becomes necessary. Please refer to the section “Emergency Dismissal” under Dismissal for information regarding school closings and early release during severe weather conditions. Parents in the building during evacuation or tornado drills are expected to participate in the drill. Under no circumstances will you be permitted to take your child during a drill. Daves Creek has a full time School Resource Officer (SRO)

Student Behavior & Consequences

Office time out:

Temporary removal of a student from the classroom by the principal or assistant principal. The student will have the opportunity to complete all academic work.

After School detention:

A detention is assigned at the discretion of administration as a consequence for the inappropriate behavior. Students are assigned a period of time to be made up after school.

Out of School Suspension (OSS):

OSS is the temporary removal from the school by the Principal or the Assistant Principal for a period not to exceed ten (10) consecutive school days. The students will have the opportunity to complete all academic assignments, quizzes and tests for credit. Arrangements for any makeup work are to be initiated by the student with the understanding that some educational experiences cannot be duplicated. *Any student serving OSS is prohibited from participating or attending any Forsyth County school functions throughout the duration of the suspension.

School Calendar

A calendar for the school year is posted on the Forsyth County website. Special event dates are publicized through the PTO, on the Daves Creek website, Facebook, and via email/messenger. It is the parent/guardian’s responsibility to make sure their Parent Portal has the most up-to-date email address.

Early Release/Early Dismissal dates for parent conferences and professional development for teachers are regular school days with a **12:30 PM dismissal time**. Lunch will be served before dismissal. After school care will be available at school for a nominal fee through Dolphin Cove on those days only if you desire.

Snacks

Teachers may plan a snack break during the day. This time allows for a small, healthy snack such as fruit or crackers. Please allow your child to bring a water bottle if he or she chooses, but juice and soft drinks are not allowed during snack time.

Standardized Testing

Students participate in the following state assessments:

- GKIDS – All Kindergarten students (ongoing)
- ACCESS – All ESOL students including parent denials (January and February)

- EOG (End of Grade/Georgia Milestones) – Students in grades 3, 4, and 5 (April and May)
- GAA – Eligible specialized instruction students (April)

Parents are asked to make every effort possible to have their children present on these days.

Teacher Characteristics Forms

Teacher placement request forms will be emailed in the spring. Late entries will not be considered. Each year, the administration works collaboratively with teachers and utilizes test/assessment data and other relevant information to develop a balanced class placement for all students. This is a multiple-criterion decision that is based on a variety of research-based best practices as well as differentiated instructional considerations.

Technology

- All electronic entertainment and electronic communication devices, including all phones and Smart watches must be turned OFF and in student book bags during regular school hours. One warning will be issued and then the device will be confiscated and kept in the office for a parent to pick up.
- Chromebooks are the property of FCS and/or DCES. Students must follow the Acceptable Use Policy as outlined in the FCS Code of Conduct. If a student causes damage to a Chromebook, a \$100 fee will apply.
- [Technology Expectations Poster](#)

Transportation

Car Rider:

- Students may not be dropped off at the school before 7:50 AM unless they are enrolled in the before school child care program (Dolphin Cove) in the cafeteria.
- Car riders must be dropped off/picked up in the car line at the front of the building. Car riders may not be dropped off/picked up at the bus entrance or Joint Venture.
- Drivers must pull all the way forward; stopping near your student's hallway is not permitted.
- All adults must remain in the car at all times (please do not help your child exit).
- The morning carline will end at **8:15**. If you arrive after this time, you will be required to park and walk your student in.
- Drivers must have their car rider number displayed for the afternoon carline. Children not picked up by the end of carline may be placed in the Dolphin Cove after school program at the parent's expense (\$20 cash/check). School ends at 3:00. The expectation is that if you are a car rider that your child is picked up by the time the carline ends. Most days that is by 3:15.

Walkers:

Students are welcome to walk from home (to and from school) while accompanied by an adult. A [Walker Pass](#) must be applied for and carried. Families should not share walker passes with anyone that is not listed in the Parent Portal as a contact person. Parents have access to update approved adults to pick up on Parent Portal. If there is a change of transportation, parents must email the homeroom teacher prior to 2:30p.m. In the event of inclement weather, we will notify parents via Facebook to let them know that walkers must be picked up in the car line.

Please note:

- Only students who live on the same side of the road as the school are allowed to walk. This includes families from the Brandon Hall subdivision who use the trail through the woods.
- Your address will be verified during Open House, and if it does not meet the criteria, a Walker pass will not be issued.
- A parent or guardian must accompany students to and from school, and the Walker pass must be visible during drop-off and pick-up (a digital image on your phone is acceptable).
- In the mornings, parents will walk their student up the sidewalk from the park, where a staff member will meet them at the front of the building.
- In the afternoons, parents should meet staff and students on the front playground.
- Please note that in case of inclement weather, we will notify families if afternoon walkers are cancelled, and students will need to be picked up by car or bus.
- Parking at Joint Venture and/or other neighborhoods is not permitted.

Change in dismissal plans:

A signed, dated note or email from the parent or guardian must be received in order for a student to be dismissed in any way other than the usual manner. This includes bus riders being picked up in a car line or vice versa. For safety reasons transportation routines will not be altered with a verbal request.

Emergencies will be handled on a case by case basis.

Note: Transportation changes must be received on or before 2:30 p.m. on the day of the change. Any emergency changes after that time will need approval from Administration.

Visitors

For the protection of our children all visitors **must check in** with the front office upon entering the school building. A valid driver's license or government issued ID will be required each time you visit our school. No exceptions can be made. All visitors must be listed in Parent Portal. Visitors are asked to be respectful of school and classroom policies and guidelines. Visitors who do not set a positive role model or maintain a respectful environment will be asked to leave.

Lunch Visitors:

Family members may have lunch with their students in designated areas starting the Tuesday after Labor Day. No lunch visitors during the End of Grade Milestones testing in the spring. Lunch visitors must be listed as a contact in Parent Portal.

Volunteers

Parents/guardians of Daves Creek students are encouraged to volunteer in the school and at school-sponsored events. A form will be available at Open House for parents to indicate their interest in volunteering. Parents may also contact students' homeroom teachers or Daves Creek's PTO volunteer coordinator to volunteer. All volunteers must watch the [FCS Mandated Reporting video](#) before they can volunteer in the classroom.

Yearbooks

A committee publishes a student yearbook each year. Yearbook orders are taken mid-year. All yearbooks will be distributed before the last week of school to those students who ordered one. All students have a picture taken for inclusion in the yearbook, unless otherwise noted by a parent. Purchase of the yearbook is an optional decision.