

Spout Springs School of Enrichment

6640 Spout Springs Road
Flowery Branch, Georgia 30542
ssse.hallco.org

Office: 770-967-4860 Fax: 770-967-4883

Twitter: @SSenrichment

2022-2023 Parent Handbook

Hall County School System Contact Information:

Office of the Superintendent, Will Schofield — 770-534-1080

Transportation — 770-287-0942



It is the mission of Spout Springs Elementary School of Enrichment to provide an educational environment where all students are able to discover and develop their talents through active engagement in challenging and enjoyable learning experiences which are constructed around their individual interests, learning styles, and preferred modes of expression.



Super Seminole

Show Respect



Choose to be Responsible



Serve Others

RESPECT

I will respect the space around me,
the people near me and the property
of others.

RESPONSIBILITY

I will be responsible in my choices,
my actions, my words and my work.

SERVICE

I will find ways to serve by helping
others at my school and in my community.

Thank you to our many community partners and their support of our school throughout the year.





SCHOOL POLICIES: The following descriptions of the policies and procedures of Spout Springs School of Enrichment are meant to help you understand the daily operation of the school. Policies may change as the need arises. When all persons abide by the policies, there will be fewer misunderstandings and more efficiency in the operation of the school. Often, little things contribute to the harmony and well-being of all concerned in school operations. Please support the teachers and administration in carrying out these policies. Feel free to schedule a meeting with the principal if you have any questions or concerns.

ASBESTOS MANAGEMENT PLAN NOTIFICATION: The Hall County School System AHERA Management Plan is available for public inspection upon request at the School System Board of Education Facilities Department. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees, or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan, please call the Facilities Department at (770) 534-1291.

ACCIDENTS: In spite of precautions and close supervision, accidents will occur. In case of accidents, the parent will be notified when possible and first aid will be administered.

In the case of a serious accident, action will come at the direction of the parents if they can be contacted. In the event that parents cannot be located and the accident constitutes an emergency, the child will be taken to the closest hospital or to the doctor indicated on the registration form.

Please be sure to update your emergency information at the school EACH year and if it changes at any time. It is important during emergencies to have accurate information.

ASSESSMENT SECURITY: The Hall County School System conducts the assessment program as required by federal and state law. It is in compliance with the Elementary and Secondary Education Act (ESEA) and Georgia law

relative to student assessment and data reporting. The Hall County School System interacts with state and federal agencies relative to the assessment program and accountability mandates. The testing department handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. The Hall County School System delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.





ATTENDANCE: The Georgia compulsory attendance law is now provided under the Mandatory Education for Children Act, which went into effect July 1, 2004. The new law requires that children attend school or parents can be held responsible by the courts for failure to do so.

❖ **Absences:** Regular school attendance is essential to gain a quality education. Students need to participate in the experiences, discussions, activities, and special projects integral to the learning process. State law requires that students between the ages of six and sixteen attend school except for the specific reasons listed below. Consequently, regular attendance is essential to maximizing academic achievement. Parents and legal guardians have a legal responsibility to assure that students attend school regularly.

A student shall not be absent from school or from any class or other required school hours except for conditions specified below, or upon written permission of the teacher, principal, or other authorized school official. Absences will be excused if validated for the following reasons:

- Personal illness or attendance in school endangering a student's health or the health of others
- Serious illness or death in a student's immediate family necessitating absence from school
- Court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observation of religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Participation as a Page of the Georgia General Assembly
- To allow visitation with a parent or legal guardian serving in the U.S. armed forces or National Guard, students will be granted up to five days of excused absences per school year to visit with the parent prior to the parent's deployment or during the parent's leave.

For an absence to be an excused absence, a student's parent or legal guardian must submit a written excuse within five (5) days of the student's return to school and shall specifically state the date(s) and reason for the absence. A student absent from class in excess of (10) days may be asked to furnish school officials a doctor's certificate, or the parents may be asked to make arrangements for a conference with the principal or his/her designee.

ADDRESS & TELEPHONE CHANGES: Please communicate any address or phone number changes to the front office. The school must keep this information updated in the county's student information system.

AFTER SCHOOL PROGRAM: The Hall County YMCA is providing an after school enrichment program at Spout Springs this year. Students must be registered before they can attend the program. Any questions concerning the program should be directed to the YMCA: 770-297-9622 or www.hallcountyYMCA.org

ATHLETICS: Athletic teams in the various sports are sponsored by the Hall County Parks and Leisure Services Department, the Boys Club, and YMCA. Questions relative to this program should be directed to Hall County Parks and Leisure Services, Boys Club, or YMCA.

In order to ensure that all students are properly supervised when practice is scheduled after school, parents should not leave students unattended if the coach is not present. Children should also leave campus immediately after practice is over. Students are NOT allowed to re-enter the school building before, during, or after practice. They are NOT permitted to use the restroom, to get water, or to visit classrooms. Access to water and restrooms, if any, is provided on the field by the team sponsors.

BUS TRANSPORTATION: Riding the school bus is a privilege contingent upon proper conduct. If students choose not to follow the bus rules, then interventions will be put in place. These procedures can be found in the pamphlet provided by the transportation department. We must maintain safe transportation for all students.





CLINIC: A school nurse is available to provide first aid assistance to students. Parents/guardians will be called if a child is too ill to remain at school. Students with a fever of 100.4 or higher will be sent home and need to be fever free for 24 hours before returning to school. Parents should go to the lobby reception to sign out a child. The school nurse is authorized to administer medications to students when the proper paperwork is completed.

❖ **MEDICATION ADMINISTRATION AT SCHOOL:** Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has revised policies and procedures for medications administered at school.

- **NO medications will be given without prior written permission.** For students to receive medication at school, parents will need to complete:
 - "The Medication Permission Form" – This provides parent permission for over-the-counter and short-term (less than 10 days) and physician-prescribed long-term (more than ten days) medications to be administered at school.
 - "The Health Care Provider Medication Information Record" – This provides information from a student's health care provider about medications that are to be given for more than 10 days or regularly during the school year.

Please take the time to read the guidelines carefully. These policies will require greater cooperation and communication between parents and school personnel.

1. Medications received at school in unlabeled bottles, pills in zip-lock bags and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school in the **original** container along with a written parental request that includes parent contact phone number and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **original** prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the **original** labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are needed and a new **original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having the student's health care provider complete a "Health Care Provider Medication Information Record".
6. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian** to deliver **ALL** medication to the principal's office or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.

DISMISSAL (Car Riders): Parents of students who are picked up by car in the afternoon will receive TWO copies of carpool number signs. Parents must display the carpool number sign on the front dash or mirror so that it can be read clearly. You may give the signs to anyone else who will be picking up your child. Please help your child memorize this number before the first day

of school. Parents, if you anticipate that you will be picking up your children at any time during the year in the carpool line, please obtain a carpool number at Open House or at any time during the year in the office.

Students who are picked up in the afternoon carpool line will have an assigned place to wait inside the building. We appreciate it when you drive to the furthest, unoccupied end of the carpool line. For the safety of yourself and our students, please do not leave your car unattended at any time in the carpool line.

Thank you for following these procedures:

- Only cars with Spout Springs carpool numbers displayed may pick up their children in the carpool line.
- Parents may pick up their children at dismissal time in the carpool line only.
- Parents may not come into the lobby of the school to pick up their students after 2:00. **Checkouts through the office end at 2:00.** After this time, parents picking up students will need to wait in the carpool line.
- For the safety and security of your children, they must be checked out of school through proper procedures. Our students are not permitted to leave the school with any person unless the person they are leaving with has presented identification to office staff; or unless the person they are leaving with is in a vehicle with a carpool number.
- Parents who come into the school before 2:00 to pick up their students must sign their students out through the office. These sign-outs will be recorded as early dismissals and will be documented on attendance records.



Dismissal: Children will not be dismissed early except in cases of emergency. **Any student departing school before attending for 165 minutes (11:00 a.m.) will be counted absent for the day.** All dismissals will be made through the front office. No child will be permitted to leave early without written permission from the parent and a check-out slip from the office. Students that are removed from class to attend functions within the building for siblings must be in their class (not simply in the building) for a minimum of 165 minutes in order to be counted present. No student will be released from the classroom unless:

- The teacher is notified that the child is to check out.
- The school secretary or other school personnel physically call for the child.
- The principal releases the child by written permission (check-out slip or court order).
- A WRITTEN note signed by the parent is required when there is a change in departure transportation, i.e., riding a bus or car home to a friend's house. Telephone calls to the school office about changes in departure should be made only in the case of an emergency. These calls should be made before 1:45pm if possible.
- Dismissals due to inclement weather or other emergency will be announced as soon as possible on all local radio (WDUN AM 550), television stations and via HCSD automated messenger.
- In the event that schools are closed during school hours, students and parents should have an understanding, in advance, of what the student should do and where he/she should go to ensure proper care and supervision. Parents should advise their child's teacher in writing at the beginning of the year and when these arrangements change.



DRESS: Students are encouraged to dress appropriately for weather conditions. Students are expected to observe the rules governing cleanliness, neatness, good grooming, and good taste in daily attire. The following guidelines have been established concerning student dress:

- Shoes must be worn at all times. No cleats or shoes with wheels of any kind are allowed.
- Halter tops, spaghetti straps, or midriff tops are NOT to be worn.
- Clothing with improper suggestions, slogans, or advertising of any alcoholic beverage, tobacco product, or illegal substance will NOT be allowed.
- Shorts are permitted in warm weather. Length of shorts must be to mid-thigh or longer. No shorts with slashes around the legs are permitted. No spandex shorts or pants are allowed.
- Hats may not be worn inside the building except on designated days.
- Shirts should NOT be longer than the shorts.
- Students dressed inappropriately for school will be sent home to be properly attired or parents will be asked to bring a change of clothes to the school.

EMERGENCY DRILL: Students will participate in periodic fire, lockdown, and severe weather drills in order to learn proper exits and emergency procedures. Every precaution will be taken to ensure the safety of students during school hours.

- ❖ **Drills:** Fire, lockdown, and severe weather drills are held on a regular basis during the school year. It is important that students remain silent and follow all instructions of school personnel during these drills. Each school has detailed crisis management plans and evacuation plans which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media.
- ❖ **Severe Weather:** Should severe weather necessitate closing or early dismissal of school, this information will be broadcast over WDUN Radio (550 AM) and other area radio stations. School closing announcements will be released to the media by approximately 6:00 a.m. Information will also be posted on the Hall County Schools website at www.hallco.org. School buses will not leave school during a tornado or severe weather warning. Buses will run regular routes after such warning has been canceled.

FIELD TRIPS: Field trips are educational experiences that are extensions of the classroom. Parents are encouraged to participate. However, some venues limit the number of adult participants. For safety purposes, only adults that are directly related to the student will be allowed to participate on field trips. School-age or younger siblings, cousins, neighbors, etc. will not be allowed to participate.

FOOD SERVICES: A nutritious breakfast and lunch are prepared and served each school day. Learn more by visiting <https://foodservices.hallco.org/web/menu-calendars/>.

Students are not permitted to go home for lunch because lunch is part of the regular school program. Students may either purchase a hot lunch from the lunchroom or bring a lunch from home and purchase a milk from the lunchroom. Bottled and canned drinks are NOT allowed. Students are encouraged to take advantage of the lunch program. Students are also encouraged to pay for lunches on Monday on a weekly basis. Students who forget lunch money may charge a lunch until the next day. **NO STUDENT** will go without a lunch for any reason. All lunch charges must be paid as soon as possible.

Parents are always welcome to eat with students. Please send a note to your child's teacher to ensure that enough food will be prepared for all students and adults.



GIFTED EDUCATION: The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies,

and the expectations of student mastery are appropriately modified. Referrals of students for consideration for the gifted program may be made by classroom teachers, special area teachers, counselors, administrators, parents, guardians, student peers, or by the student. The identification process includes evaluation in ability, achievement, creativity, and motivation.

For more information concerning the gifted program, please contact Martha Bell, the gifted education lead teacher at Spout Springs School of Enrichment. She can be reached by phone or email: martha.bell@hallco.org

GRADING SYSTEM: Kindergarten students will receive a GKIDS report card. First and second grade achievement will be recorded on a standards-based report card. For third, fourth, and fifth grades, the grading system shall be as follows:

90 – 100	A - Excellent
80 – 89	B - Good
70 – 79	C - Average
0 – 69	U - Unsatisfactory

HOMEWORK: We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework, students have the opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity for practice of basic skills. Homework becomes more valuable when there is a strong partnership between home and school. A meaningful role of the parent or guardian, as regards homework, is to provide support, encouragement, and a place to complete homework. A responsibility of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time, to accomplish academic goals, and to advance the student's academic skills and achievement. Homework can accomplish any or all of the following:

- Reinforce skills and concepts introduced in class
- Provide opportunity for practicing skills
- Complete classroom assignments
- Build study habits
- Review for exams
- Demonstrate practical application of concepts through projects
- Teach the student that he/she shares in the responsibility for his/her education

- Provide an opportunity for a parent/guardian to be involved in the education of his/her child.

HOSPITAL / HOMEBOUND SERVICES: If a student suffers an injury or illness (non-communicable) that is projected to require an extended absence from school (at least ten consecutive days), he/she may be eligible for services from the hospital/homebound program. Parents/legal guardians should notify the counselor's office as soon as they think the student will qualify for the program. Parents/legal guardians will be given the Student Information Referral and Medical Referral/Certification forms to be completed and returned. Once parents have been notified of approval for Hospital/Homebound Services, a student will receive instruction at home or at the hospital for the time specified and will be marked as "present" in school if the student receives a minimum of three (3) hours of instruction from a certified teacher per week.



IMMUNIZATION / COMMUNICABLE DISEASES: Students new to the Hall County School System must present a birth certificate and a properly completed **Georgia 3231** immunization certificate before they will be allowed to enroll in school. Certificates from other states cannot be accepted.

If the Georgia Certificate of Immunization has an expiration date, the student will be given thirty days after the expiration date to present a new certificate or will be withdrawn from school.

All students beginning school in Georgia for the first time must also have a Georgia Certificate of Vision, Hearing, Dental and Nutritional Screening (DPH Form 3300/REV 2013), which may be completed at the public health department, the primary health care provider or dentist. This information shall be turned into school officials at the time of enrollment.

LATE ARRIVALS: There are a variety of reasons that students will be checked in late to school. For a student to be counted present for the day, they must be at school for a minimum of 165 minutes. Students can meet this requirement if they check-in prior to 11:30.

LOST & FOUND: Unclaimed articles found at school are brought to the designated lost and found area and housed there pending claim by the proper owner. Students are encouraged to check lost and found to claim lost items. The school periodically donates all items to charity, but families will be notified of these dates in advance of this occurring.

Please label your child's clothing for easy identification.

LEARNING COMMONS: The purpose of the Spout Springs learning commons is to provide students and teachers with the resources and services they need to enhance learning. The learning commons operates on a flexible, open schedule. Hours of operation are from **8:00am until 2:00pm**. Students may use resources during these hours.

NOTE: Students WILL be expected to pay for lost or damaged materials.

PARENT CONFERENCES: We believe it is essential to cultivate a partnership between school and home to support learning in order for all children to achieve maximum success. Open communication is encouraged. Teachers will communicate via email, teacher/grade level web pages, phone conferences, and face to face conferences. If you have a question or concern, feel free to contact your child's teacher.



PARENT INVOLVEMENT: Parents are as important in a child's education as their teachers, and without parental support, children will lack a well-rounded education. We are very fortunate to have your support. Since an organization of parents and teachers is such a vital part of any school, each parent is encouraged to become a member of the Spout Springs School PTO (Parent Teacher Organization). Please contact your child's teacher, the SSSE PTO, or the office if you are interested in finding out more information about these opportunities. In order to ensure a learning focused environment, we ask that classroom volunteers not bring siblings/small children in the classrooms.

PARENT PORTAL: The Infinite Campus Parent Portal is a confidential and secure website where parents can access current information about a child's attendance and grades. Parents may access the Parent Portal by going to the following website: <https://campus.hallco.org/campus/portal/hall.jsp> or click on the link for "Parent Portal" at www.hallco.org.

Each school will provide parents with Parent Portal activation codes and instructions for setting up an online account. Parents only need to activate one account for all children in the household. It is not necessary to set up a new account at the beginning of each year or when a child changes schools within Hall County Schools. Problems with a student's account should be directed to the school office.



PARTIES: There will be two parties per year. Each grade level will schedule class parties and notify parents of the dates and times.

REPORT CARDS: Report cards are issued to students at the end of each nine weeks. These can be accessed via the Parent Portal in Infinite Campus. Contact the front office if you have questions. Concerns related to grades should be directed to your child's teacher.

STUDENT CONDUCT: Our school is committed to providing a school program that allows all students to achieve; therefore, no student should interfere with the rights of students to learn. Each parent should review the Hall County Code of Conduct and Discipline Procedures information. This information explains in detail the expectations for behavior and the consequences for violating these expectations.

The basic principles of discipline are to provide a safe environment for all students. If your child shares with you some information that would be useful in correcting or strengthening our school, it should be shared with the Principal.

Students will be asked to follow the ***Seminole Creed*** which is to be ***Respectful***, be ***Responsible***, and ***Serve*** others. They are under the direction and authority of any adult staff member of Spout Springs School of Enrichment at any time they are on campus, while being transported to or from school by a Hall County school bus, or when off campus on supervised educational trips (field trips) supervised by a school staff member. Adult chaperones on field trips should be respected and their directions followed. Corrective measures may be imposed by a teacher, the Assistant Principal, the Principal, or the Superintendent of Schools. Parents will receive written notice of violations and corrective measures through the use of school forms or teacher notices sent home with the student. In some cases, you may be asked to sign the notice and return a copy to the school.

SCHOOL HOURS: Please use the following information concerning school hours of operation:

- School hours are from 7:45 am until 2:20 pm with drop-off beginning at 7:15 am.
- Students will report directly to class upon arrival unless needing breakfast.
- Students will be considered tardy if they are not in their classrooms by 7:45 a.m.
- Supervision is not provided prior to 7:15 a.m.

SCHOOL INSURANCE: School insurance insures the child for accidents that might occur at school or going to and from school. Twenty-four hour coverage is also available. Insurance is available for purchase at the beginning of the school year only. Students will be given insurance information during the first week of school.

SCHOOL PICTURES: Students may elect to have their school picture taken during the school year. Pictures may require prepayment. Re-takes or refunds are available upon request. The date and time for pictures are announced.



SNACKS: Each grade level will decide whether snacks are permitted. Nutritious snacks like vegetables, fruits, or crackers are recommended.

Spout Springs School of Enrichment has an on-going school policy that took effect March 1, 2013. Due to an increasing number of students with food allergies, as well as encouraging health and fitness, we will no longer allow parents or visitors to bring food into the school. The only exception to this rule will be the two designated classroom parties each year as determined by each grade level. Classroom teachers will communicate with parents regarding

special considerations for those days.

You are still welcome to bring a birthday treat for your child and their classmates, but we are requiring that the treat be a non-food item such as a special pencil, eraser, sticker, gift bag, etc. This policy will also apply to the school cafeteria. We continue to encourage you to have lunch with your child as often as possible, but we will not be able to allow parents to bring in any food item from our area restaurants.

Our top priority must be the health and safety of all students. If you have any further questions, please communicate those to your child's teacher. We appreciate your cooperation and support.

STUDENT RECORDS: Under the Family and Educational Rights and Privacy Act of 1974 (FERPA), parents have the following rights regarding records: the right to inspect and review the educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. If you wish to request the opportunity to inspect and review your child's records, contact the school.



STUDENT RECOGNITION: Throughout the year, we recognize and/or honor students via multiple mediums, such as morning announcements, assembly programs, and in the weekly Seminole Signals newsletter. Students may be acknowledged on their birthday, for participation and placement in school, system, state, and national level competitions, and for their athletic and academic achievements.

❖ **End of Year Award Recognition 3rd - 5th Grade:**

- **Academic:**
 - **Gold Award:** Students eligible for this award must make all **As** in ***all*** academic courses each of the four terms.
 - **Silver Award:** Students eligible for this award must make all **As** and/or **Bs** in all academic courses each of the four terms.

○ **Special Awards at 5th Grade Graduation:**

- Students will receive a plaque. Students eligible for the award must make an **A** in ***all*** academic courses each of the four terms during their third, fourth, and fifth grade year.
- An award will be given to three students representing Respect, Responsibility, and Service. Students eligible for this award must demonstrate Seminole characteristics and be a role-model for their peers. This award will be based on staff observations and recommendations.

❖ **End of Year Award Recognition K ~ 5th Grade:**

- **Perfect Attendance Reward:** Spout Springs will award students with perfect attendance. To qualify for this award, your child needs to have no absences all year.
- **Super Seminole:** To be eligible for this award, students must demonstrate Seminole characteristics and be a role-model for their peers based on the Seminole Creed. The selection of this award will be nominated by a student's peers and teacher.

SUPPLIES: Students are responsible for providing their own school supplies. These supplies vary depending upon the student's grade level. Parents should check periodically during the school year to determine which supplies should be replenished.

SUPPORT SERVICES: Our school has many programs and services which enhance the learning experience. These include physical education, art, music, media, technology, and counseling. In addition, special education and resource teachers work to promote school success for students identified with specific needs. These programs include gifted education (SEARCH), ESOL, EIP, speech and language therapy, learning disabilities, and behavior disorders. Placement in these special needs programs are handled through Student Support.



TARDIES: Students arriving in class after **7:45 am** will be considered tardy. **A PARENT must sign-in tardy students** so that corrections can be made on the daily attendance report. Failure to do so may result in your child being counted absent on that day. Students walking in the door at 7:45 are tardy.

Students start to work at 7:45, so it is important for them to be in the room when instruction begins. **Any student who rides the bus is never considered tardy to school and is guaranteed an opportunity to eat breakfast if needed.**

TEXTBOOKS: Textbooks, when needed, are issued to students free of charge. At the close of the school year, teachers will assess books for abnormal wear and tear. Students will be expected to pay for lost or damaged textbooks.

TITLE IX NOTICE: If you believe you are being mistreated by school employees on the basis of race, color, religion, gender, national origin, or handicap, please tell any school employee in whom you have confidence that you have a complaint about the manner in which you were treated and why.

- ❖ The Hall County School System does not discriminate on the basis of race, color, religion, national origin, sex, or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. Any student, parent, or other person who

believes he or she or any student has been discriminated against or harassed based on any of the factors listed above should promptly report the same to the principal of the school who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination or retaliation for making a report to their school counselor. *Refer to the HCSD website for more information.*

TRANSFERS: All transfers from Spout Springs must be cleared through the office. Proper forms and procedures for transfer are available in the office. Steps will be taken to assign work if long periods of absence develop during the transfer.

VALUABLES: Please send only necessary money or items to school with students. The school will not be responsible for loss of, or damage to, personal items or money.

VISITORS: We encourage parents to visit the school. *For the safety of our children, all visitors must check in and out through the front office and wear a visitor's badge while in the building.* Parents should limit classroom visits early in the morning. In order to protect instructional time, please notify the teacher in advance if you would like to make a classroom visit. If you want to discuss the progress of your child, you should call, send an email, or make a conference appointment at a time when class is not in session. All visitors will be expected to leave the building at 2:00 each day. This is necessary to ensure the safety of our students during dismissal.



