

SCHOOL ADMINISTRATION

Principal	Susan Dorenkamp
Assistant Principal	Brent McBride
Guidance Counselor	Kate Hernandez
Curriculum Support Teacher	Joyce Scott
Media Specialist	Alice Marrin
Data Clerk	Alphia Brown
Secretaries	Ajit Johar Gayle Steinberg

SCHOOL INFORMATION

Office	770/933-6190
Cafeteria	770/933-6194
School Mascot	Eagle
School Colors	Blue and White
Spirit Day	Last Friday of each Month
Hours	7:45 am to 2:15 pm: Office is open until 3:30 pm
Grades	PK- 5
Average Enrollment:	490 students
Student/Teacher Ratio	1 to 21

PRINCIPAL'S MESSAGE

It is my belief that as educators and parents we must strive for a clear and focused mission that is designed to prepare all students to be successful, productive adults. As adults they will need to be able to work cooperatively together in an ever-changing world utilizing organizational, problem solving, and communication skills. Successful adults just do not happen. Continuous learning is the key. Learning is not an isolated event, but an interactive, on-going, daily process that involves everyone – parents, staff and students. Our goal is to help students to be lifelong learners and successful adults by modeling the process and providing enriching experiences as well as challenging academics in a safe, creative, positive environment.

MISSION STATEMENT

The mission of Heards Ferry Elementary School is to educate all students to become productive members of a diverse, global society.

VISION STATEMENT

Our vision is to be a school of excellence where students and staff are encouraged to become life-long learners. A cooperative learning environment will be maintained through a home-school-community partnership. Each student will become a contributing, self-motivated member of a culturally diverse and technologically advanced society.

STRATEGIC PLAN OBJECTIVES

1. Improve student performance/achievement in Mathematics
2. Improve student performance/achievement in Science
3. Improve student performance/achievement in writing

AFTER SCHOOL CARE

The Cowart Family Ashford YMCA (3692 Ashford Dunwoody Road) offers after school care on the school premises. The YMCA, not Heards Ferry ES, manages the YMCA Prime Time program.

Other after-school programs offering pick-up services at Heards Ferry include Crème de la Crème (Wieuca) and St. John's United Methodist Church.

ATTENDANCE

An important key to a student's success in school is regular and punctual attendance. Students are expected to come to school on time every day unless ill. Tardiness is not acceptable. Since a student is considered tardy if s/he is not in her/his assigned seat when the bell rings at 7:45 a.m., students need to arrive at school with sufficient time to get to class.

The following guidelines in regard to absences/tardies must be observed:

1. Excused Absences: The Fulton County Board of Education states that students may be temporarily excused from school for personal illness, serious illness or a death in the immediate family, recognized religious holidays

observed by one's faith, absences mandated by government agencies, , pre-approved by the principal for college visitations, graduation of wedding of an immediate family member or specialized educational experience or conditions which render school attendance impossible or hazardous to one's health or safety. Students must be in attendance at least one-half of the school day (3 hours) to be counted present. Upon return to school, the student must present the teacher with a specific written excuse for the absence.

2. Unexcused Absences: An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused.
3. Make-up Work Due to Absences: Parents may request make-up work on the second day of an absence by calling the school before 9 a.m. Requested assignments may be picked up in the school office after 2:30 p.m. or sent home with another student as designated by the parent. When students are absent for excused or unexcused reasons, the teacher will make a list of the important work missed and give it to the student upon return to school with a deadline for completion.
4. Late Arrivals: The student is responsible for being at school on time, unless the tardy is due to a late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. **Parents must accompany tardy students to the office and sign them in.** Excessive absences and tardies (more than 5 absences or 7 tardies in a 20-day reporting period) will result in written notification from the Enrollment Coordinator and may result in a school social worker referral.

BUS TRANSPORTATION

Bus assignments are based on the student's home residence and may not be changed to accommodate after-school play arrangements (except with a note to the office). Any emergencies or other situations requiring different bus assignments must be made through the Transportation Office 770/667-2970, in writing. Non-bus riders are not permitted to ride the bus.

CAFETERIA

The cafeteria serves breakfast and lunch for those who wish to purchase it.

Breakfast: 7:20 a.m. – 7:40 a.m.
Cost is \$.80

Lunch Cost is \$1.35

Menus are published in the Hears Ferry Herald. Students may pay for meals on a daily, weekly, bi-weekly, or monthly basis. Applications for the Federal Free/Reduced Lunch Program will be sent home the first week of school, and are also available in the front office for qualifying families. All students are encouraged to pre-pay for meals whenever possible.

Hears Ferry's lunchroom conduct standards are intended to provide a pleasant environment for eating lunch. Proper table manners, courtesy, and adherence to procedures are expected.

Any snacks or meals sent to school from home should be nutritious. Students are not permitted to bring carbonated drinks, drinks in glass containers, candy or gum. Parents joining their children for lunch are asked **NOT** to bring food from outside vendors (fast food, etc.).

CAR RIDERS

Students who ride in cars are to be dropped off and picked up in the front of the school near the main entrance. Parents are asked to wait in their cars forming an orderly line. Staff members on bus/car duty will assist students being loaded into their cars.

We expect students being transported to and from school by parents to arrive by 7:35 a.m. and to be picked-up no later than 2:30 p.m.

CHANGE OF ADDRESS/PHONE NUMBERS

One of the greatest problems schools may have during the day is locating parents in the event of an emergency. The reason is that changes occur in phone numbers or work places, or authorized individuals and parents forget to notify the office in the event of changes. The importance of maintaining updated information cannot be overemphasized. Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency, we must be able to reach parents.

CLINIC

A full-time clinic aide is available from 7:30 a.m. until 2:30 p.m. every school day. The clinic is open for students with scrapes and bumps, and for those who become ill during the day. The clinic aide also administers all medication to students who must take it during the school day. If a student has a fever, is vomiting, or has an injury (other than an ordinary first-aid injury), parents will be called to pick up the student from school. If a student must go to the hospital, school personnel will accompany the student at the hospital until the parent arrives.

CONFERENCES

Conferences are an excellent way of keeping you informed on the overall progress of your child in school. You will be contacted at least twice during the school year by your child's teacher to schedule a conference. You may also request a conference at any time you have questions or concerns.

DISCIPLINE

Learning takes place in an atmosphere of acceptance, high expectations, encouragement, and motivation. Based on Barbara Coloroso's behavioral management program, Heards Ferry Elementary places emphasis on respecting self and others. The major components of the plan are as follows:

Six Critical Life Messages

1. I believe in you.
2. I trust you.
3. I know you can handle life's situations.
4. You are listened to.
5. You are cared for.
6. You are important to me.

Two Basic Philosophical Tenets

1. Children are worth it.
2. I will not treat a student in a way I myself would not want to be treated.

Classroom Rules

1. Show up on time.
2. Be prepared.
3. Do your assignments.
4. Respect your own and others' life spaces.

The following general discipline cycle will be followed and documented by the classroom teacher for minor offenses. Listed below are the previous steps that may be taken by a staff member prior to an office referral. Steps may be skipped at the discretion of the local administration.

1. Student Warnings
2. Parent Phone Call(s)
3. Classroom Time Out
4. Student-Developed Action Plan
5. Parent Conference
6. Teacher/Parent/Student-Developed Behavior Modification Plan
7. Office Referral

A detailed copy of the Student Code of Responsibility and Conduct will be distributed to each student and household.

DISMISSALS/CHECK-IN & CHECK-OUT

Our school day is from 7:45 a.m. until 2:15 p.m. All children are expected to leave the grounds promptly unless they are participating in after school programs or clubs.

If a student arrives late to school:

- A parent/guardian is required to escort the student to the front office.
- The student should sign the check-in sheet and a tardy pass will be issued.

If a student needs to depart early from school:

- A parent/guardian listed on the enrollment form needs to report to the front office and sign the check-out sheet. Proof of identification may be requested. Students are dismissed from the office.
- A staff member will locate the student and page him/her to the front office.
- In order to minimize classroom interruptions, parents should not go to the student's classroom or request an early dismissal after 2:00 p.m.

IMPORTANT: If a student is leaving before normal dismissal time, or using a different mode of transportation, **a note** from home must be given to the office. Without a note, the student will not be allowed to alter the usual end-of-the-day routine

DRESS CODE

While there is no formal dress code for Heards Ferry, the school asks that students come to school clean and neatly dressed in a manner that is not distracting in the

classroom. Too-short shorts or dresses, see-through clothing, dresses and tops with spaghetti straps, tank tops, midriff tops, t-shirts with inappropriate or suggestive language, make-up, cut offs, flip flops, clogs, body piercing except for earrings on girls and torn clothing are examples of inappropriate dress.

FIELD TRIPS

Field trips are planned throughout the year to complement classroom studies. Trips may include visits to the Chattahoochee Nature Center, the Alliance Theatre, Sci-Trek, North Fulton Planetarium, etc. Permission forms are sent home and must be signed by the parents and returned in order for the student to participate. Children may not attend without the signed permission slip. A phone call, email or fax does not substitute for the permission slip. A fee will be collected for all field trips. Good school behavior is required to be eligible to attend.

GUIDANCE AND COUNSELING

A full-time Counselor is available to:

1. Provide individual or small group counseling as well as classroom guidance to students;
2. Work with the school personnel to foster a positive learning environment for children;
3. Assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing;
4. Assist parents and children in obtaining special school and/or community services.

The School Social Worker is also available by appointment for support and assistance to students and parents.

HOMEWORK

It is the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Homework is assigned Monday through Thursday. Some assignments are long range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through student agendas, grade level letters, and during Curriculum Night. Students may not use the office phones to call home and request forgotten items.

IMMUNIZATION

All students must have a current Georgia Certificate of **Immunization** as required by law (Ga. Code 20-2-771). This certificate of **immunization** must be on a form provided by the Georgia Department of Human Resources (Form 3231).

2. A valid certificate (Form 3231) must have either the "Date of Expiration" or the "Complete for School Attendance" box marked. For those certificates with a Date of Expiration, a new certificate must be submitted within 30 days after the expiration date or the student must be excluded from school until an updated certificate is submitted.

3. For entrance into the Pre-Kindergarten, kindergarten and sixth grade, the **immunization** certificate must comply with the new **immunization** state requirements effective July 1, 2007. This information can be reflected on the School Certificate of **Immunization** - Form 3231.

4. During the registration period prior to the beginning of a school year, do not register a student without a Georgia **immunization** certificate. These students should be given information regarding **immunization** requirements and referred to a local physician or health center.

5. After the parent/guardian has unsuccessfully attempted to obtain the required certificate, the parent/guardian should hold a conference with the principal or designee. The principal or his/her designee will then decide whether or not to grant a 30-day waiver. If the certificate is not furnished within 30 days, the student must be withdrawn. The school official and the parent should complete and sign the 30-Day Waiver of **Immunization** Requirement form. The completed waiver should be retained at the school, but a copy of the waiver should be given to the parent for information.

6. For a student who has moved from an out-of-state school or a student entering kindergarten or first grade from out-of-state, a special 60-day extension of the 30 day waiver of the **immunization** certificate requirement can be granted provided (1) documentation is on file at the school from the local health department or a physician specifying that an **immunization** sequence has been started; (2) the documented **immunization** time schedule can be completed within 90 days from the date the student first attended a Georgia school; and (3) periodic confirmation is received during the waiver period from the health department or physician that **immunizations** are being received as scheduled. The parent/guardian and school official must complete the Special 60-Day Extension of Waiver of **Immunization** Certificate Requirement for Out-Of-State Transfers form

and the required documentation must be attached for filing in the school office. The waiver may be extended from the date of admittance or of first attendance, whichever is earlier, after required documentation is on file from the health department or physician specifying that an **immunization** sequence has been started and that this **immunization** time schedule can be completed within the 90 day waiver period. If the special extension expires or is voided because of noncompliance with its provisions, the student must be withdrawn until the required certificate is submitted.

7. A parent who objects to **immunizations** on religious grounds must furnish an affidavit in which the parent swears or affirms under oath that the **immunization** requirements of Georgia law conflict with religious beliefs of the parents. It is not necessary for the statement to be signed by a religious leader. Such statements should be written by the parents in their own writing and notarized. (A statement by the parent's signature reciting: "Sworn to and subscribed before me" and signed by a notary public should be sufficient.)

8. **Immunization** records from other states and/or records from doctors on forms other than DHR forms should be taken by the parent to a local physician or health department for evaluation and transfer to the proper Georgia form (Form 3231).

9. **Immunization** certificates should be filed with the permanent record and/or in a separate file accessible to health officials. Upon withdrawal, **immunization** certificates should be filed with the permanent record, sent to the new school, or returned to the parent/guardian.

10. DHR will conduct an **immunization** inventory during the school year.

11. Principals should work with the parents and Student Health Services to try to get required **immunizations** for each student. A Certificate of **Immunization** must be on file for each child attending school in Georgia.

12. Parents and guardians of children between two and six years of age are urged to have their children immunized at the appropriate age and not to wait until the child is enrolling in school. To promote timely **immunization**, the School System invites parents and guardians to have their child immunized at the appropriate age and not to wait until the child is enrolling in school. To promote timely **immunization**, the School System invites parents and guardians to visit their physician or local health department to insure that a child has met all the **immunization** requirements for attendance to school as stipulated by the DHR rules.

INTERNET

Internet access is available at Heard's Ferry to support the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school media center or on-line at <http://www.fulton.k12.ga.us>.

LOST AND FOUND

All clothing and personal items should be marked with the student's name to help return them to the correct owner. The lost and found area is located in the clinic. Lost and Found articles are donated to local charities at the end of each semester.

MEDIA CENTER

Our Media Center hours are 7:20 – 2:35. Respect for books and all media center materials is enforced at all times. The media center is a quiet place for learning and reading. Return books on time to insure continued checkout privileges of materials.

MEDICATION

Students who need to take medication during the school day must follow these guidelines:

1. **Fulton County School System policy states that no student is allowed to hand-carry medications to or from school; parents are required to deliver medications to the office in person.**
2. **Prescribed medication in the original container and the *Authorization For Prescription Medication* form signed by both the prescribing doctor and the parent, must be taken to the office immediately upon student's arrival at school.** An authorized employee will assist in the administration of all medications. Students may not keep any medications in the classroom, and teachers are not permitted to dispense medications to students. With a doctor's note and signed permission form, a student may keep an inhaler in the classroom. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic. **The completed form must accompany the medication, so be sure to take this form to the physician whenever your child is ill.**

3. **Non-prescription medicines** are to be given to the clinic along with an **Authorization for Non-Prescription Medication** form completed by the parent. Again, no medications are to be kept in the classroom. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic.

PARTNERS IN EDUCATION

Publix -Powers Ferry	Wade Ford
Applebees	ATG
ING – Life of Georgia	Bean Head Toys
Kroger - Fountain Oaks	Cascade Design
Slopes BBQ	Costco Perimeter
Young Chefs Academy	Chick-Fil-A
McDonalds - Powers Ferry	Felicity
F20	Target
Jason's Deli	

PHONE USAGE AND ELELCTRONIC DEVICES

Students are not allowed to use the phone unless the teacher or principal deems the request an emergency, such as clarification of dismissal. Students may not use the phone to request forgotten items such as books, homework, signed papers, planners, instruments, field trip permission forms, contracts, etc. Our goal is to assist our children in the development of responsibility.

Students are not allowed to have cell phones or any other electronic devise at school. All electronic devises will be confiscated and turned into the office for parent retrieval.

PTA

PTA membership is open to and strongly encouraged for all family members of students and friends of Heards Ferry. PTA membership dues are paid annually and membership in another PTA does not constitute membership in the Heards Ferry PTA.

PTA membership/showing of current PTA membership is required in order to vote on any issue, such as use of PTA funds.

REPORTS ON STUDENT PROGRESS

Report cards are sent home every 9 weeks; Progress Skills Check lists go home three times a year. Parents may keep the reports, but report envelopes should be signed by parents and returned promptly.

RESIDENCE REQUIREMENTS

Unless modified by law a student residing full-time within the Fulton County School System is eligible to attend a Fulton County school under the following criteria:

The dwelling in which the student resides must appear on the tax rolls of Fulton County.

The student resides with his/her parent or legal guardian.

The student resides with a foster parent through placement by the Department of Family and Children Services or a state licensed child placement agency.

The student resides with another person having control or charge of the student, including a family member caring for the student in absence of a parent/guardian. See below for more information.

The enrolling party is acting under the authority of a power of attorney executed by a parent/ guardian serving in the military.

The student is an adult still meeting entrance age requirements (see JBB - "Entrance Age").

The student is an emancipated minor.

The student is homeless (See JBCA - "School Admissions for Homeless Students").

Before enrolling a student, the principal shall verify the following:

The address of the student is within the attendance zone of the school or the student has written authorization for attendance through the majority to minority transfer program, student hardship transfer program, magnet school program or other Board approved programs.

The student is residing with a parent or legal guardian/other person having control or charge, or is a foster child, emancipated minor, adult student or homeless student.

Persons enrolling a student shall submit **appropriate proof of residency upon initial enrollment in Fulton County Schools, and upon entry to 6th and 9th grades. The Affidavit of Residence (SS-8) must be submitted at all other grade levels except 12th** stating that the student resides in the school attendance zone, or has an approved hardship or other placement, for the school they wish to attend. **Currently enrolled students entering or in their senior year do not need to submit an affidavit.**

All questionable residency situations shall be referred to

the school system residency verification staff for further investigation. If proof of residency is delayed, the student will be provisionally enrolled for a period of 30 calendar days. At the end of this 30 day period, if proof of residency has not been provided, the student may be withdrawn. The school will notify the enrolling person at least 10 calendar days prior to the withdrawal of the student.

SCHOOL ADVISORY COUNCIL

The Local School Advisory Council is a committee of parents, citizens from the community, and school staff which advises, recommends, and assists in school issues. It also administers and analyzes a School Needs Assessment in the spring to provide direction for the coming year. LSAC meetings are open to any guests during the year. Meetings are held on the 1st Friday of the month and will be advertised in the Hears Ferry Herald.

STUDENT INSURANCE

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus ride) or covers the entire 24-hour day, 12 months of the year. This information will be sent home the first week of school.

TRANSFER POLICY

A student is usually assigned to the school serving the geographic attendance zone in which the student resides. However, exceptions for school assignment may be considered for homeless students; majority to minority transfers; special instructional needs such as magnet programs, ESOL programs, open campus programs and programs for exceptional students; students moving into an attendance zone or out of an attendance zone; employees' children; and other circumstances as approved by the Student Hardship Committee or other policies/procedures. Under the direction of the Superintendent, administrative procedures shall be developed to regulate these exceptions for student placement.

Students Moving Outside an Attendance Zone

Except for students in the highest grade in their school, students who move outside their school attendance zone may complete the semester in that school if they furnish transportation and maintain regular attendance. At the end of that semester, the student must attend the school in the area where he/she resides.

Special Provisions for Students in the Highest Grade in Their School

A student who moves to another Fulton County school attendance zone or to another school system at the start of or during the senior year may complete the year at the original school if the student furnishes transportation and maintains regular attendance.

A current or rising fifth or eighth grade student who moves to another Fulton County school attendance zone may complete the year at the original school if he/she furnishes transportation and maintains regular attendance. This exception does not apply to students moving outside the Fulton County School System.

Students Moving into an Attendance Zone

A student who will be moving into a school attendance zone may enroll in the school before the move as long as the move will occur by the end of the current school semester. The principal and the parent/guardian must complete the Application For Transfer form and a copy of the contract or lease agreement for the residence must be attached to the form. The original copy of the Application For Transfer form along with the contract or lease agreement should be sent to the Instructional Support Division. The parent/guardian must furnish transportation while residing outside the school attendance zone of the requested school.

For families just moving into the metropolitan area whose moving would span two semesters, the school must call the office of Student Placement administrator for special consideration. School staff should record the name of the administrator granting approval.

Student Hardship Transfer for Elementary and Middle School Students

Upon the written request of a parent, the Student Hardship Committee may permit a student to attend school outside his/her attendance zone if one of the following hardships is demonstrated. The following procedures will be in place for transfers effective in the 2006-07 school year and beyond.

An Application For Transfer form may be obtained from schools, the department managing student assignment located at the Administrative Center, and online at www.fultonschools.org. The application must be submitted annually to the department managing student assignment between January 1 – February 15 for the following school year. Exceptions will be considered for out-of-system and extenuating circumstances.

A web transfer report form will be used to communicate

the acceptance or denial of the hardship application to the sending and receiving principals.

Hardship transfers for special education students follow the same procedures as for non-special education students. The Student Hardship Committee determines the receiving school's space availability and ability to implement the student's Individual Educational Plan (IEP). This policy does not apply to placement decisions made by a student's IEP team.

The receiving school shall be the closest school to the student's home school with available classroom space that offers the needed programs and services, ideally within the same cluster.

An approved transfer may be revoked by the department managing student assignment in consultation with the appropriate school personnel if the student does not maintain system-established attendance, behavior and academic standards for hardship transfer students.

The parent will be notified in writing of the decision of the committee. Hardship transfers are granted for one school year only. The parent must submit an annual written request if the hardship situation continues for more than one school year. Applications must be received in the Instructional Support Division between January 1 – February 15. A waiver of the application deadline will be considered if the hardship situation arises after the February 15 deadline waiver. Examples of such circumstances are change in job or work schedule, change in daycare center or sitter or recent manifestation of medical/psychological problems.

If the basis for approval of a hardship request is ever discontinued during the school year (i.e., no longer staying at the child care center, completing or dropping the courses which constituted curriculum differences, etc.), the student should return to the home school at the end of the semester.

Students placed by the hardship committee are expected to attend school regularly and on time, avoid excessive checkouts, be picked up promptly after school, conduct themselves in a manner appropriate for school and do their school work. Any student who fails to maintain these standards may be transferred to the home school.

Transportation to the approved school is the responsibility of the parent.

1. Employee's Child Transfer

Children of full-time employees, regardless of where they live, may attend the Fulton County School where

their parents /guardians work. To attend any other out-of-zone school, the employee must establish to the satisfaction of the Student Hardship Committee that such an assignment is necessary or convenient to the employee. In deciding whether a request is justifiable, the Hardship Committee will consider such factors as the appropriate school nearest the place of employment, the appropriate school nearest a child care center or sitter caring for the child before or after school hours (elementary only) and other reasonable factors. Current employees must submit an Application For Transfer form between January 1 – February 15; however, a waiver of the deadline will be considered for new hires or when an employee's circumstances change during the year. For those who are continuing employment, their application request will be automatically renewed as long as space is available at the school.

2. Medical Reasons

The student's physician, psychiatrist or psychologist must provide a written recommendation and professional opinion including the specific medical reasons (physical and/or psychological) for the recommendation and must be willing to defend the recommendation in court. The Medical Hardship Application form along with the Background for Medical Hardship Request form must be completed by a physician (D.O. or M.D.), psychiatrist (M.D.) or clinical psychologist (Ph.D.) to substantiate the request.

Child Care
If each of the parents in the home work, and their work makes it necessary for their elementary or middle school student to stay with a private sitter or in a day care center in another attendance zone, consideration will be given to a transfer to the school in the zone in which the child care center or sitter is located.

The receiving school is determined by the location of the child care provider, and space available at the requested school as determined by the appropriate school personnel.

3. Employee's Child Transfer

Children of full-time employees, regardless of where they live, may attend the Fulton County school where their parents/guardians work. To attend any other out-of-zone school, the employee must establish to the satisfaction of the Student Hardship Committee that such an assignment is necessary or convenient to the employee. In deciding whether a request is justifiable, the Hardship Committee will consider such factors as the appropriate school nearest the place of employment, the appropriate school nearest a child care center or sitter

caring for the child before or after school hours (elementary only) and other reasonable factors. Current employees must submit an Application For Transfer form between January 1 – February 15; however, a waiver of the deadline will be considered for new hires or when an employee's circumstances change during the year. For those who are continuing employment, their application request will be automatically renewed as long as space is available at the school.

4. Medical Reasons

The student's physician, psychiatrist or psychologist must provide a written recommendation and professional opinion including the specific medical reasons (physical and/or psychological) for the recommendation and must be willing to defend the recommendation in court. The Medical Hardship Application form along with the Background for Medical Hardship Request form must be completed by a physician (D.O. or M.D.), psychiatrist (M.D.) or clinical psychologist (Ph.D.) to substantiate the request.

Transfer to Available Permanent Classroom

A student assigned to a nonpermanent instructional classroom in the neighborhood school may request to transfer to another school where permanent classroom space is available for that student as well as for all other students assigned to the requested school. Transportation to an approved school is the responsibility of the parent. Also, if at any time during the school year a student is assigned to a nonpermanent classroom, the parent may apply, at that time, for a transfer to available permanent classroom space.

Out-of-System Transfer to a Fulton County School Based Upon Excessive Travel Time or Distance

A student residing outside the school system may be considered for a transfer to a Fulton County school if all of the following conditions are met: (1) the requested Fulton County school is closer to the student's residence than the assigned school in the school system of residence; (2) either the actual transportation time one way (on a school bus) to the assigned school is at least forty-five minutes longer than to the requested Fulton County school or the actual transportation distance one way (via the school bus route) to the assigned school is at least 15 miles farther than the distance to the requested Fulton County school; (3) the requested school has available permanent classroom space for the qualifying student as well as for all other students assigned to the requested school. In order for a student to be considered for such a transfer, a

parent must make an annual written request to the Fulton County School System on the form entitled "Out-of-System Transfer to a Fulton County School Based upon Excessive Travel Time or Distance," which may be obtained from the Instructional Support Division. The parent must also seek and obtain approval of the transfer from the school system of residence. Applications must be received by the Fulton County School System within seven days of the annual publication of attendance zones in the system of residence. Transportation to the approved school is the responsibility of the parent. If the request to transfer under this provision is denied, the parent may appeal the decision to the State Board of Education.

Transfer of students who are victims of violent criminal offenses

A student who is the victim of a violent criminal offense on school property may transfer to another school within ten days of the offense. For purposes of this policy, violent criminal offenses are defined in DOE Rule 160-4-8-.16 (i) and more specifically defined in Title 16 of the Official Code of Georgia Annotated. To the extent possible, the receiving school shall be the nearest school making adequate yearly progress and not in the needs improvement category, with available classroom space.

Compliance with transfer rules of No Child Left Behind

The school system shall comply with all federal and state rules regarding transfer of students due to accountability sanctions under the federal No Child Left Behind Act.

Transfers under the Georgia Special Needs Scholarship Act (SB 10)

1. Pursuant to SB 10, parents of students with disabilities may choose for their child to attend another school within Fulton County School System, provided that the school (1) has a program with the services agreed to in the child's IEP and (2) has available space (both in the school and in the program with the services agreed to in the child's IEP). Even if a school has space, the school may not have the program with the services agreed to in a child's IEP. All transfers that meet these criteria will be approved. In order to request such a transfer, parents must complete and submit the Application for In-System Transfer Under the Georgia Special Needs Scholarship Act form available online at www.fultonschools.org or at the system's Office of Services for Exceptional Students. For the 2007-08 school year all such transfer requests must be received by Fulton County School System no later September 10, 2007. For all future years, transfer

requests must be received by June 1st of the preceding year.” Additionally, only one special needs transfer per student will be considered during the school year. The student shall be allowed to attend the requested school until he/she completes all grades of the school, graduates, or reaches the age of 21, whichever occurs first, in accordance with federal and state requirements for disabled students. The parent shall be responsible for transportation to the school.

2. The System will not accept any students with disabilities who request a transfer pursuant to SB 10 to a System school but who reside outside of the System’s boundaries.

3. A student with a disability may apply for a scholarship to an approved private school pursuant to SB 10 by applying directly to the State Department of Education. An application for such scholarship is available at www.doe.k12.ga.us. Acceptance of a scholarship shall have the same effect as a parental refusal to consent to services pursuant to the Individuals with Disabilities Education Act, 20 U.S.C.A. Section 1400, et seq.

4. Students with disabilities who reside within the System but attend an approved private school pursuant to a scholarship obtained through SB 10 may elect to take state-wide assessments as described in O.C.G.A. § 20-2-281 through the System. All such students may take state-wide assessments during the make-up test dates at the student’s home school. Should a student elect this option, he/she must notify the school at least two months prior to the testing date and provide documents supporting the implementation of any requested accommodations.

VISITORS – SAFETY PROCEDURES

1. All visitors are required to check-in to the office to receive a visitor’s sticker **before** visiting the rooms.
2. Hears Ferry ES is a smoke-free campus.
3. Children should exit cars at the curbside only.

The District expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, you should be aware that Georgia law prohibits certain behavior on school property and in school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school’s designated location. It also provides penalties for individuals who refuse to leave school property when directed. The law also prohibits disruptive conduct on school property, including school buses and bus stops. Additionally, the law prohibits individuals from upbraiding, insulting or abusing public school employees in the presence of students and minors.

If the educational environment is or could be negatively impacted, the District reserves the right to place restrictions on the ability of certain individuals to come to onto campus, attend school events, or interact with staff. We may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

VOLUNTEERS

We encourage parents, community members, students, and business partners to assist teachers and other staff by becoming volunteers. Your talents and skills are needed, not only to tutor students but to enrich their experiences as well. Please contact the PTA to discuss volunteer opportunities.

WEATHER AND EMERGENCIES

When emergency weather conditions occur during non-school hours, school opening/closing information can be obtained from:

Radio (WSB, WGST)
Television (ABC, NBC, CBS)
Snow line 404/763-7687

A decision whether to open school or close school that day will be made by the superintendent by 6:00 a.m. whenever possible. In the rare event that students might have to be sent home early, each student should know what to do in the event a parent or adult is not home during the day.