



River Eves Elementary School
Roswell, Georgia 30076
470-254-4550



Dear Parents,

Welcome to the start of a new school year. We hope that start of the 2020-2021 school year finds you and your family healthy and happy.

We believe that students should be proud to attend River Eves Elementary School. We believe in a strong curriculum and in providing a safe and purposeful learning environment. We have high expectations for all students and want them to perform to their greatest abilities. To assist with this endeavor, this handbook has been prepared for you. It contains information about policies, guidelines, and an explanation of many routines.

Parents and educators must work together to accomplish the common mission of helping all children, in our school, achieve success. One important way this can be accomplished is by establishing two-way communication. Therefore, we encourage each of you to get to know us personally, visit us at school, and involve yourself in activities. Many of you have volunteered your time and talents in the past. Know that we appreciate and value your participation.

Thank you for taking the time to read the informational pages of this handbook. We hope this will answer your questions and assist you in preparing for the 2020-2021 school year. If other questions or concerns arise, please feel free to call the school office at 470-254-4550.

Have a wonderful year!

Matthew Donahoe, Principal

MISSION STATEMENT

The mission of River Eves Elementary School is to create and maintain a nurturing environment to ensure that every student reaches a high level of academic achievement as determined by state and national standards. We, the teachers, parents, business partners, and community, commit to a comprehensive system of support to assure this outcome.

EQUAL OPPORTUNITY

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practices, educational program, or any other program, activity, or service.

If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact the Compliance Coordinator, 6201 Powers Ferry Rd., Atlanta, Georgia 30339, or phone 470-254-3600.

Table of Contents

ACADEMIC ENRICHMENT	PAGE 3
ACCESS TO SCHOOL RECORDS	PAGE 3
AQUAPONICS	PAGE 3
ARRIVAL AND DISMISSAL INFORMATION	PAGE 3
ATTENDANCE	PAGE 4
AVID	PAGE 5
BIRTHDAYS	PAGE 6
BOOK FAIR	PAGE 6
CAFETERIA	PAGE 6
CELL PHONES	PAGE 7
CHANGE OF ADDRESS/PHONE	PAGE 8
CHORUS	PAGE 8
CLINIC INFORMATION	PAGE 8
COMPUTERS	PAGE 9
CURRICULUM/GEORGIA PERFORMANCE STANDARDS	PAGE 9
DISCIPLINE POLICY	PAGE 10
DRESS CODE	PAGE 11
DRUG EDUCATION	PAGE 11
EARLY INTERVENTION PROGRAM	PAGE 12
ENTRANCE AND WITHDRAWAL REQUIREMENTS	PAGE 12
ESOL	PAGE 12
EXCEPTIONAL CHILDREN SERVICES	PAGE 12
FAMILY ACTIVITIES	PAGE 13
FIELD DAY	PAGE 13
FIELD TRIPS	PAGE 13
GUIDANCE AND COUNSELING	PAGE 13
HOME/SCHOOL COMMUNICATION	PAGE 13
HOMEWORK	PAGE 14
HOURS	PAGE 15
INSURANCE	PAGE 15
INSTRUCTIONAL PARAPROFESSIONAL	PAGE 15
LIBRARY MEDIA CENTER	PAGE 15
LIBRARY MEDIA CENTER/POLICY	PAGE 15
SCHOOL GOVERNANCE COUNCIL	PAGE 16
LOST AND FOUND	PAGE 16
NEWCOMERS	PAGE 16
PBIS	PAGE 16
PLAYGROUND	PAGE 17
REPORTS TO PARENTS	PAGE 17
SAFETY DRILLS	PAGE 17
SCHOOL CALENDAR	PAGE 18
SCHOOL FOUNDATION	PAGE 18
SCHOOL PARTIES	PAGE 18
SOCIAL WORK	PAGE 18
STEM	PAGE 18
STUDENT DIRECTORY	PAGE 19
STUDENT ILLNESS	PAGE 19
STUDENT RECOGNITION	PAGE 19
RESPONSE TO INTERVENTION	PAGE 19
TALENTED AND GIFTED	PAGE 20
TEACHER AND STAFF APPRECIATION	PAGE 20
TELEPHONE USE	PAGE 20
TESTING	PAGE 20
TEXTBOOKS	PAGE 21
TOYS, GAMES, AND VALUABLES	PAGE 21

RIVER EVES SCHOOL POLICIES AND INFORMATION:

The following is presented in alphabetical order for easy reference.

ACADEMIC ENRICHMENT

At all grade levels, a variety of academic activities are offered to students. Such activities include, but are not limited to: Reading Bowl, Robot Contest, Destination Imagination, Spelling Bee, STEM Days, Art Reflections, Technology Fair, writing contests, and Science Olympiad.

ACCESS TO SCHOOL RECORDS

Parent rights include the right to review your child's record(s). Please contact the office to schedule a conference to review records.

AQUAPONICS

Our Aquaponics Lab originated during the 2017-2018 school year and is supported by the River Eves Education Foundation (REEF). The environment was designed to mirror the Chattahoochee River Ecosystem, which is directly connected to the area surrounding River Eves Elementary. Students have access to learn about how water, plants, animals, etc. are interconnected to support one another. The Aquaponics Lab is an integral part of our STEM education program and supports our state of Georgia STEM School certification status. To learn more about the Aquaponics Lab, please visit the River Eves school website.

ARRIVAL AND DISMISSAL INFORMATION

Bus Riders- Bus assignments are based on the student's home residence **and may not be changed to accommodate after school play/visit arrangements.**

Any emergencies or other situations requiring a change in bus assignments must be made by calling or writing the North Fulton County Transportation Office. Bus students enter and exit the building through the cafeteria using the covered walkway.

ALL DISMISSAL CHANGES MUST BE MADE IN WRITING BEFORE 1:30 PM. FOR THE SAFETY OF STUDENTS, DISMISSAL CHANGES BY EMAIL OR PHONE WILL NOT BE ACCEPTED.

Car Riders- Children are dropped off and picked up in front of the school's main entrance. Cars should enter the school property through the main Eves

Road carpool gate only and form a single line in front of the school, where vehicles will stop for children to enter or exit the car. To leave the school property, cars continue around the circle and exit through the same gate. ***Drop off start time is 7:10 A.M. Children are only permitted to exit passenger side car doors. If/When a parent/guardian determines to not drop off via the carpool line, children must cross through the visitor parking lot with an adult accompanying them up to the school's main entrance. Students may not be dropped off anywhere other than the carpool line. No exceptions. The pickup or dismissal area along the front curb must remain free of parked cars. If a parent/guardian arrives after the carpool drop off has been closed, they must park in a designated parking space and walk the child(ren) into the front office to submit a tardy slip for the student to take to the classroom teacher. This practice is in place for the safety of children.***

Walkers- To accommodate emergency vehicles (and for safety reasons), walkers should always use sidewalks, obey safety rules and promptly enter or leave the school grounds. No student should return to class or the school grounds, after regular school hours, without prior administrative approval and must have an adult accompany them.

ATTENDANCE

Regular and punctual attendance is necessary for a student to make adequate academic progress.

Students may be excused only for illness, death in family, or religious holidays. Fulton Co Policy (JBD) state: "Any student who has been absent from school shall present a satisfactory **written excuse** to the homeroom teacher within **three days** of returning to school. The excuse must state the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next year. Students who have missed 10 days of school or more may be required to provide additional verification including doctor's statements." All other absences are unexcused. The student must attend school at least half of the instructional day to be counted present. Students must arrive before 11:10 a.m. in order to be counted present. It is extremely important that students arrive on time and that they are not checked out early, except for an occasional medical appointment. Copies of doctor's statements should be presented. House Bill 1190, (section 10 – Minimum Number of Unexcused Absences – 20-2-690.1) that passed during the 2004 legislative

session, adds responsibilities for parents and guardians of school-age children who have 5 unexcused absences in a school year. This is a misdemeanor and you could be subject to one or more of the following penalties at the discretion of the court:

1. a fine not less than \$25.00 and not greater than \$100.00
2. imprisonment not to exceed 30 days, or
3. community service.

The Social Worker will be called to assist in cases of excessive absences.

Important- If a student is leaving other than the regular dismissal time, or other than his/her usual carpool or bus, **we must have a note from home that morning** to be given to the homeroom teacher. Without a note, the student will not be allowed to alter the dismissal routine.

TARDINESS: The student is responsible for being at school on time, unless the tardy is due to a late bus. A student is tardy when he/she is not in the homeroom after the beginning of the official school day. When a student is late, they miss important classroom instruction and creates a distraction to other students when entering the classroom. Parents must escort tardy students into the school and sign them in. A student who is tardy five times during twenty consecutive school days, without a satisfactory excuse, will be referred to the school social worker.

AVID - River Eves is an AVID certified school!

AVID Elementary is immersed in the work of Dr. Carol Dweck, a leading researcher in the field of motivation. In her book *Mindset: The New Psychology of Success*, she writes:

"In the growth mindset, people believe that their talents and abilities can be developed through passion, education, and persistence. For them, it's not about looking smart or grooming their image. It's about a commitment to learning—taking informed risks and learning from the results, surrounding yourself with people who will challenge you to grow, looking frankly at your deficiencies and seeking to remedy them."

At REES, we believe that a growth mindset can be taught to students, and it is through the growth mindset that students succeed in following their dreams and fulfilling their aspirations.

What will AVID look like at REES?

REES will focus on the following research-based instructional strategies with the highest probability of enhancing student achievement for all students, in all subjects, in all grade levels.

- Note-taking
- Organization
- Goal setting
- Critical thinking
- Inquiry
- Collaboration

BIRTHDAYS

Parents may bring treats to celebrate their child's birthday. Snacks must be left at the front office desk. Parents are asked to make sure there is enough for all students in the class and to be sensitive and aware of any children who may have special dietary needs or restrictions. Students are not allowed to distribute birthday invitations at school, even if all students in the class are invited.

BOOK FAIR

The Book Fairs run 4 to 5 days during school hours. Students are given at least two opportunities to look at the books and decide which ones they wish to purchase.

CAFETERIA

- ◆ Nutritious, well-balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:10 a.m. until 7:40 a.m.
- ◆ Meals may be bought daily or prepaid. Please send the correct amount for each child. Checks should be made payable to River Eves School Cafeteria and placed in an envelope labeled with the teacher's name and grade. Mealpay Plus, an online pre-payment system, is available for pre-payments.
- ◆ Meals may be charged in emergency situations only. However, charges must be paid the following day, and no more than three charges are allowed. Charges are not allowed for juice, extra milk or any extra food. No charges will be allowed during the last two weeks of school.
- ◆ We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate.

- ◆ Food substitutes will be made for students who are unable to consume the regular lunch because of medical and other dietary needs. Substitutions are made on a case by case basis only when supported by a physician’s annual written statement of the need for substitutions, which includes the recommended substituted foods.
- ◆ Except during the first two weeks and special occasions, you may eat lunch with your children. **Outside food of any kind may not be brought into the cafeteria for lunch with your child(ren).**
- ◆ When having lunch at school, please follow our “Greet and Good-bye” procedures. Check in at the office and obtain a visitor badge. “Greet” your child at the cafeteria and say “good-bye” at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch, unless prearranged with the teacher. This constitutes an interruption to the instructional day of all students in the class. **Reminder! No food of any kind may be brought to the school cafeteria during lunch visits.**

◆ **School meal prices:**

Elementary Student Breakfast	1.10
Elementary Student Reduced Breakfast	.30
Elementary Student Lunch	2.45
Elementary Student Reduced Lunch	.40
All Adult Breakfast	1.55
Adult Lunch	3.45

- ◆ Prices are subject to change

FREE AND REDUCED-PRICE MEALS/SCHOOL LUNCH PROGRAM

Children need healthy meals to learn; therefore, Fulton County schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free or Reduced-Price Meals and can apply for this program through applications available at the school.

The Process:

- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager of the youngest student.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning Fulton County students will maintain last year’s meal status until the application is approved.

- The approval process will be completed within 10 days.

For more information about Free and Reduced Priced Meals, or the application process, contact the FCS School Nutrition Program at 404-669-8960.

CELL PHONES

Per Fulton County Board Policy, cell phones are **not** permitted at the elementary school level. However, they may be used with the special permission of the principal, supervising teacher, or bus driver while the student is on the bus waiting to depart the starting location or when the bus returns to its destination. Phones confiscated at school for other reasons will be held for parent pick-up.

CHANGE OF ADDRESS/PHONE

Please notify the teacher and the front office in writing of any change of address or phone number as soon as possible. We must keep accurate records in order to notify parents in case of an emergency.

CHORUS

This program is available for 4th and 5th graders. Each group has weekly practices within the school day and performances both within and outside of school. Important performances each year may include the Roswell Tree Lighting, singing the National Anthem at a Gwinnett Gladiators Hockey Game, and other school musical productions.

CLINIC, MEDICATION, AND ACCIDENTS

A Clinic Aide is available from 7:10 a.m. until 3:10 p.m. every school day.

Clinical Emergency Information – In the event your child becomes ill or has an accident at school, your instructions are needed to guide the school staff. The Clinic Information form must be completed annually. Detailed and accurate information enables the school to contact you, a relative or neighbor and follow your directions. If any information changes during the school year, please complete the Clinic Emergency Information as soon as possible.

Medication – If possible, all medications should be taken at home rather than at school. However, if medications must be taken at school in order to allow a student to attend school, the following procedures apply:

Prescription Medication – The parent/legal guardian and physician must complete an authorization and instruction form entitled “Authorization Prescription Medication.” Two copies of these forms are sent home at the

beginning of each school term. If additional copies are needed, you can make copies or request additional forms from the school. The completed form must accompany the medication, so be sure to take the form to your physician whenever your child is ill. Authorization can be given for students to carry a prescription inhaler, epi pen, insulin or other approved medication for emergency purposes only.

Non-Prescription Medication – The parent legal/guardian must complete an “Authorization – Non- Prescription Medication” form. Two copies of this form are sent home at the beginning of the school term for your use during the school year. The medicine, in the original container, along with the instruction and authorization form, must be taken to the school office for central storage. If possible, the parent/ legal guardian should take the medication to school; however, if this is not possible, your child should be instructed to take the medication and instructions directly to the school office. **Under no circumstances should medication be shown to or shared with other students.**

At the designated time, the student will go to the office/clinic to take the medication. Assistance or supervision will be in accordance with the instructions on the authorization form. Since medication is a parental responsibility, school employees cannot assume any liability for supervising or assisting in the administration of medication. Unused medication may be retrieved from the school office within one week of the date that taking of the medicine is discontinued; otherwise the school staff will dispose of the medication.

COMPUTERS

We have computers (in all classrooms as well as one computer lab) and several mobile iPad/laptop carts available for students use. These devices can be used independently or as part of a network connected to a central computer located in the media center. The teachers select computer software, websites, and apps that relate specifically to a current unit of study, as well as district mandated instructional applications.

Students will use the Internet only with permission from the teacher. When students are using the Internet, they cannot give out any personal information such as names, addresses, telephone numbers, etc. Students are expected to notify a teacher immediately if they see any information that makes them feel uncomfortable. Failure to follow school Internet

procedures, including inappropriate usage, will result in loss of computer privileges and/or other disciplinary action.

CURRICULUM - GEORGIA STANDARDS OF EXCELLENCE

Fulton County Board of Education Policy IHE states, “Each student must be accepted on the level at which he/she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student’s total capabilities.”

Differentiated instruction is the organizational design for delivery of curriculum in Fulton County elementary schools. Differentiated instruction promotes high-level and powerful curriculum for all students but varies the level of teacher support, task complexity, pacing, and avenues to learning based on student readiness, interest, and learning profile. Students may be learning content from a variety of continuous achievement levels, depending upon individual instructional needs.

The Curriculum Support Teachers are actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact either our literacy or math CST.

DISCIPLINE POLICY

River Eves believes in a school environment in which students are able to learn. Learning takes place in an atmosphere of acceptance, high expectations, encouragement, and motivation. Discipline is defined as showing students what they have done wrong and how to solve the problem they have created, while leaving the student’s dignity intact. Discipline is based on the premises “I like myself,” “I can think for myself,” and “There is no problem so great it cannot be solved.”

“Punishment” is defined as adult-oriented, requires judgment, imposes power from without, and invites more conflict. ***River Eves practices Discipline and not Punishment.***

Consequences of Minor Offenses:

Teachers address minor offenses as they occur and implement interventions such as verbal reminders, parent contacts, and time-outs in the classroom, another classroom, individual action plans, or a referral to the counselor.

Major Offenses (Handled by the office as deemed necessary and considered to be, but not limited to):

- ❑ Hitting or physical abuse
- ❑ Disrespectful or abusive language
- ❑ Defiance of authority
- ❑ Throwing objects
- ❑ Continuous disruptive behavior (continuous minor offenses)
- ❑ Destruction of school property (vandalism)

A digital copy of the Student Discipline Handbook is provided to parents at the beginning of each school year. Parents must sign and submit confirming review of the discipline policies. Copies of the handbook are available from the office upon request.

DRESS CODE

River Eves/FCBOE School Dress Policy

- ◆ No short shorts, mini-skirts or cut-offs are to be worn. Shorts and skirts must be fingertip length. Baggy pants must be worn with a belt.
- ◆ No hats, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days.
- ◆ Bare midriffs, spaghetti strap tank tops, halter tops, T-shirts or pants with ripped openings, see-through clothing or any dress that is disruptive to the educational process should not be worn.
- ◆ T-shirts must be in good taste with no suggestive wording nor contain illustrations or advertisements for drugs, alcohol, or tobacco products.
- ◆ Children's clothing must be the appropriate size and provide adequate coverage.
- ◆ Shoes must always be worn. Flip flop sandals are not safe.
- ◆ Make-up is **inappropriate** at the elementary level. This includes, but is not limited to lipstick, colored hair gel or spray, extremes in hair color, and face or body paint.

Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.). Teachers will reinforce the dress code standard and report any infractions to administration. Parents will be contacted to bring appropriate clothes, if necessary.

DRUG EDUCATION

Drug education is taught in the classroom through the Georgia Performance Standards for Health Education. In addition, Red Ribbon Week is held each year in conjunction with other schools in the area and the Fulton County Fire Department. The emphasis of the week is on “Just Say No” to drugs.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program provides supplementary instruction in Reading and Math to help K-5 students who are performing below grade level and who meet eligibility criteria so they can obtain the academic skills needed to reach grade level performance.

ENTRANCE AND WITHDRAWAL REQUIREMENTS

Students entering a Fulton County school for the first time should present an official Birth Certificate; a current Georgia Immunization Records; Eye, Ear, and Dental Screening Form; 2 proofs of residence; and a Social Security number.

However, if it is impossible to have the documents at the time of entry, a 30-day waiver will be considered once the school year has begun. **If the child is transferring from another Fulton County school, the documents should be on file in the preceding school. You must provide withdrawal papers from the previous school, a valid driver license, and 2 proofs of residence.**

If a student must withdraw from school, parents should notify the school office at least 48 hours in advance. The student’s records will be transferred to the new school upon request. A copy of the Immunization Record is supplied to the parents, upon request.

ESOL

English for Speakers of Other Languages (ESOL) is a program designed for students whose native language is not English.

EXCEPTIONAL CHILDREN SERVICES

Special programs provide services for exceptional children on a resource basis and within self-contained classes. Referrals for these programs may be initiated by teachers or parents. Children placed in these programs must meet state and federal

criteria. All program placement is based on a referral process, individual evaluation and parent consent.

FAMILY ACTIVITIES

Events are held during the year that include families. These may include STEM Days, Fall Festival, Bingo Night, and the Spring Picnic. There are other PTA sponsored family events that occur throughout the school year.

FIELD DAY

Field Day is held each year during the spring. The day is set aside for outdoor games and field activities. Parent volunteers and teachers supervise each class as they participate. Positive sportsmanship is emphasized!

FIELD TRIPS

Field trips are planned by teachers throughout the year to Support Common Core Georgia Standards of Excellence (GSE). Permission forms must be signed by parents for children to participate.

GUIDANCE AND COUNSELING

A counselor is available to provide individual or small group counseling; to conduct classroom guidance lessons on a regular schedule; to work with school personnel to foster a positive learning environment for children; to assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing; to discuss college & careers; and to assist parents and children in obtaining special school and/or community services.

HOME/SCHOOL COMMUNICATION

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and participate in the numerous methods of communication available to parents.

- ◆ ***River Eves'* THE EAGLE FLYER** is the school newsletter containing general school information, important dates, school activities and other related events.
- ◆ **Grade Level/Specials Newsletters, and Emails** are created by teachers and focus on classroom curriculum and activities.
- ◆ **Samples of work** are sent home to keep you updated on your child's progress. These papers are signed and returned to the teacher.

- ◆ **Student Agenda:** Students in grade 2 – 5 receive an agenda. The agenda lists daily classwork and homework. Teachers and parents write notes in the agendas.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher. **All notes regarding transportation must be approved by the front office.**
- ◆ **Email:** All teachers have county-provided email addresses and check their email at least twice per day. **Transportation changes will not be accepted via email for the safety of students.**
- ◆ **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is received and your call returned. In most cases, you will receive a response within 24 hours.
- ◆ **Conferences:** We encourage regular communication to discuss your child’s progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. Some assignments require planned study time at home for completion. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement and responsibility opportunities. Please encourage your child to complete homework and assigned tasks. This may help to build a strong work ethic and acceptable work/study habits. General guidelines for homework are as follows: K-1 (30 minutes), 2-3 (45 minutes), 4-5 (1 hour).

Individual rates of completion may vary. Homework will not count for more than 5% of the student’s overall grade.

If a student is absent due to illness, requests for work must be received **before 9:00 a.m.** Work can be picked up at the end of the day. If the student is absent, the work missed will be assigned as make-up work. If you know in advance that a child will have to miss school, please give the teacher as much notice as possible.

HOURS

School hours are **7:40 a.m. to 2:20 p.m.** Students **should not** arrive earlier than **7:10 a.m.** Students may arrive from 7:10 a.m. to 7:40 a.m. Those eating breakfast may proceed to the cafeteria where breakfast is served from 7:10

a.m. until 7:40 a.m. Except for late bus arrivals, no breakfast will be served after this time. Office hours are 7:10 a.m. – 3:30 p.m.

INSURANCE

School insurance is offered to every student who enrolls. **The school system does not cover accidents that happen at school.** Each family is offered school insurance to cover any possible accidents that may happen during school hours. If you choose not to participate, you need to make sure that your personal policy will cover accidents that may happen while your child is at school. 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). The cost is minimal in comparison to the cost of emergency transportation/treatment, etc.

INSTRUCTIONAL PARAPROFESSIONALS

Instructional assistants are available to support students and teachers in the classroom and to assist with activities throughout the school.

LIBRARY MEDIA CENTER

The Library Media Center contains a large collection of Media materials for students and parents to use. The Media Educational Technology Instructor (METI) works with students on an individual, small group, or whole class basis to instruct students in the use of the Library Media Center and the available materials and equipment. Activities are planned with the classroom teachers so students can meet the Georgia Standards of Excellence related to the use of the Library Media Center and its materials. Volunteers assist the METI with various activities in the media center.

LIBRARY MEDIA CENTER POLICY

Books are available for students and parents to borrow from the Library Media Center any time during the school day. Kindergarten and 1st grade students may borrow one item at a time for up to two weeks. Students in 2nd-5th grades may borrow two items at a time for two weeks. All items may be renewed if more time is needed. Parents may borrow up to five items for a three-week period. Students with overdue, lost, or damaged items may not checkout media center materials until the resources are returned or reimbursement occurs.

SCHOOL GOVERNANCE COUNCIL

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- a.) Approve the school strategic plan and updates
- b.) Approve the annual budget and annual resource allocations
- c.) Manage the Request for Flexibility process
- d.) Participate in hiring the principal (in the event of a vacancy)
- e.) Provide annual feedback on principal performance

LOST AND FOUND

Lost articles may be claimed on both ends of the back hallway near the cafeteria. At the end of each month, articles that are not claimed are donated to charitable organizations. All clothing, lunch boxes, and personal items should be clearly marked with the child's name to avoid loss.

NEWCOMER EVENTS

Newcomer events welcome new families and provide helpful information about the school. PTA hosts a newcomer's event, prior to the start of the school year. River Eves also conducts a Kindergarten Roundup/Orientation during the spring.

PBIS – River Eves is a Georgia state certified “PBIS Distinguished” school!

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes. Thousands of U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline.

River Eves rewards positive behavior and teaches students the expectations through weekly character lessons designed by teaching staff. Students are then praised and rewarded for their positive behavior. These rewards reinforce the behavior they have learned in these lessons.

River Eves reward system:

Daily- Eagle Cards for positive behaviors

Weekly- Weekly drawing of Eagle Cards for choice board prizes

Quarterly- Celebration parties for Eagle Card earners

PLAYGROUND

Playground facilities include blacktop surfaces, two playscape areas and two fields. The gymnasium is utilized for physical education class.

REPORTS TO PARENTS

Kindergarten and 1st grade are reported by the following scale:

S = Satisfactory (a check mark is used in Kindergarten)

N = Needs to improve

NG= Not Graded

Grades 2-5 are reported as letter grades on the report card based on the following State mandated scales.

A - 90 and above

B - 80-89

C - 70-79

F - Below 70

Parents receive two formal report cards each semester. Samples of work are sent home every two weeks to keep parents updated on their child's progress. These papers should be signed and returned so the teacher will know that you have seen them. Parent Teacher Conferences are scheduled during the first nine weeks of school and second semester as needed. Parents or teachers may request a conference at any time.

SAFETY DRILLS

Maps showing fire and tornado drill procedures are posted in each classroom. Fire drills are held monthly; tornado and intruder drills are held

twice a year. During building evacuations, students move to the lower and upper fields.

SCHOOL CALENDAR

A Fulton County Schools information calendar is given to each family at the start of the year. PTA provides a calendar listing scheduled activities and events. Another piece of calendar communication is the weekly school newsletter, which includes upcoming events.

SCHOOL FOUNDATION

The River Eves Education Foundation was established in 2009 to help supplement the River Eves Elementary School's budget through community-driven fundraising. REEF's primary fundraising goals are to raise funds to support the school's Science, Technology, Engineering and Math (STEM). REEF is governed by a board that works with River Eves parents, teachers, staff, administration, and the community to identify needs and priorities. Additionally, REEF will research federal and state grants, as well as corporate grants and gift-matching programs. Through creative and exciting fundraising activities, REEF will strive to engage parents and the community-at-large. Using the extended reach of the internet and social media, REEF will also reach out to friends and family across the country.

SCHOOL PARTIES

Two parties are planned for each class every school year. These parties are organized by the teacher and supported by designated Room Parents. No other parties, including individual birthdays, are to be held since state-mandated instructional hours must be met. **Personal party invitations must be delivered outside of school. Distributing cards or invitations for any outside activities may not be done through the school.**

SOCIAL WORK

A social worker is available to assist with situations that may involve the home. (i.e. attendance, tardiness, personal needs and family concerns).

STEM - River Eves is a Georgia state STEM certified school!

River Eves earned state certified STEM status in the Fall of 2015. We believe in STEM (Science, Technology, Engineering & Math) education to promote collaboration, critical-thinking and problem-solving for all K-5th

grade students. Quarterly STEM Days are in place to showcase student-driven and created STEM Challenges that focus on real-world scenarios. On STEM Days, parents are invited to support students and teachers by participating in classroom STEM Challenges. Field experts speak to students at all grade-levels to share how STEM is related to their specific career and field of study. For more information, regarding our school-wide STEM work, please visit the River Eves website.

STUDENT DIRECTORY

A Student Directory is available to every family who joins the PTA. The Student Directory lists each student, his/her home address, phone number, and parent names. Students are also listed by classroom teacher. The use of the Directory for mailing lists, etc. is strictly prohibited. Inclusion in the Directory is by permission only. When you register, you will indicate if you prefer not to be listed in the directory.

STUDENT ILLNESS

If a student becomes ill before arriving at school, parents should make appropriate arrangements for care of the student at home rather than sending a sick child to school. Parents should wait until the possibility of contagion has passed before sending their child back to school. When contacted by school staff, regarding a student who has become ill while at school, the parent should make immediate arrangements for the student to be taken home or to another appropriate location. Sick students should not remain at school any longer than possible; the school clinic has limited space. Our goal is to avoid transmitting sickness to other students.

STUDENT RECOGNITION

The most enduring reward for hard work is intrinsic. When students have given their best effort and achieve success in learning, they receive internal satisfaction from gaining knowledge. Teachers enhance the feeling of accomplishment by giving praise when it is earned. River Eves teachers identify excellent student work & behavioral efforts and reward students with verbal or written affirmations. Openly sharing achievements with other students, and displaying quality work, are excellent ways of recognizing accomplishments. Students also receive recognition in non-academic areas (i.e.: attendance, chorus, student of the week, eagles of the month, etc.). Grade-level Awards Programs are held at the end of the second semester to recognize students for their academic growth and achievement, as well as other applicable accomplishments.

RESPONSE TO INTERVENTION (RTI)

RTI is a multi-disciplinary team consisting of teachers, the counselor, administrators, specialists, and parents who work together to develop methods for enrichment and remediation for students. The RTI process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all the following activities:

- ◆ Review and analysis of the student's records.
- ◆ Observation of student in the classroom.
- ◆ Development of a written plan of strategies and modifications to assist the child.
- ◆ Review of progress after a designated intervention period.
- ◆ General screening in the areas of hearing and vision.

The RTI committee may consider an academic achievement and/or ability evaluation as a further means of gathering information.

A parent or staff member may initiate a referral to the Student Support Team (SST) process.

TALENTED AND GIFTED (TAG)

The Fulton County program is a response to address the unique learning characteristics, interests, personal needs, and capabilities of qualifying gifted children based on a standard set of criteria. Emphasis on the individual student highlights the fact that there are differences among identified gifted students and the need for specialized educational experiences to address these variations. Adjusting the rate and depth of learning, and using a variety of appropriate teaching methods, provides differentiation from the standard curriculum. Challenging instructional activities are designed to intensify and extend students' interests and aptitudes.

The Talented and Gifted Program classifies gifted students based on State Board of Education Rule 160-4-2-38. Students are screened annually to determine eligibility for the program. For a student to meet the requirements for gifted services, they must qualify in at least three of the four following areas: mental ability, creativity, achievement, and motivation.

TEACHER AND STAFF APPRECIATION

School administration and PTA consistently honor our teachers and staff, throughout the school year, with special events and recognition.

TELEPHONE USE

Students may use the office telephone only under emergency circumstances. For this to occur, the student must bring a written note from their teacher. Students should not call home for items such as homework, field trip permission forms, or lunch. If lunch is forgotten, the student may charge a school lunch to their account.

TESTING

Testing is an integral part of our educational system in helping assess and meet students' academic needs. Assessments are in accordance with the State of Georgia Testing Program. The following standardized tests are administered to students during the year:

Kindergarten	Georgia Kindergarten Inventory of Developing Skills (GKIDS)
Grades 3 - 5	Georgia Milestones
Grades K – 5	ACCESS for English Language Learners

TEXTBOOKS

All textbooks are the property of Fulton County Schools. Students are responsible for books that are lost, stolen or damaged beyond use. Parents will be assessed for lost and/or damaged books.

TOYS, GAMES, AND VALUABLES

Students are not to bring toys, games, trading or playing cards, portable CD players, radios, or any other non-essential items to school at any time without teacher permission. Additionally, students are requested not to bring anything considered “valuable” and be put at risk of losing or misplacing the article. Parents are asked to be aware of what their child(ren) bring to school. When in doubt as to acceptability, the parent should contact the teacher. **River Eves personnel are not responsible for lost or broken personal items; this is not a component of an employee’s job description. School staff have the right to take items from students if**

deemed inappropriate to have at school or a learning distraction is the result of the object being present.

VISITORS

All visitors are required to sign in at the front office and wear a “VISITOR” badge while in the building. Parents have the right to observe their child’s classroom. As a courtesy to teachers, the Fulton County Board of Education has established a procedure that parent classroom observations are to be scheduled at least 24 hours in advance through the Curriculum Support Teacher (CST). Parents are welcome to eat lunch with their child(ren), unless it is a designated “no visiting” time. **To protect students with severe allergies, outside food (of any kind) may not be brought into the building during lunch visits.**

WEATHER AND EMERGENCIES

In case of emergency weather conditions, during non-school hours, consult local radio or television stations. Whenever possible, the decision to close Fulton County Schools will be made by 6:00 a.m. Please refrain from calling the school if unexpected weather conditions cause district schools to close early. Early dismissals will be communicated by School Messenger.

Each year, parents are asked to complete an emergency form to support students being dismissed in the appropriate manner (per parent instructions), in the event of an emergency school closing. Please ensure that this document is on file with the school and is updated annually.

WEBSITE

<http://school.fultonschools.org/es/rivereves/Pages/default.aspx>

YEARBOOK

An annual yearbook is created and published by the PTA featuring student and teacher pictures, activities, events and other highlights. Orders and payment are taken in the fall and delivered within the last few weeks of the school year. Typically, a few extra yearbooks are printed and can be purchased in the spring for a slightly higher charge.

