



A World Class Education

HANDBOOK 2019-2020

A GUIDE FOR PARENTS AND STUDENTS

Heards Ferry Elementary School
6151 Powers Ferry Rd., Sandy Springs, GA 30339
470-254-6190

Lisa Nash, Principal
Lori Dunagan, Assistant Principal

Heards Ferry Elementary

Mission, Vision, PYP, Strategic Plan Goals

MISSION

Heards Ferry Elementary School's mission is to develop self-motivated, globally minded thinkers through inquiry and reflection.

VISION

The vision of Heards Ferry as a member of the Riverwood International Cluster is to deliver a challenging curriculum that gives all students the tools needed to be successful, contributing members of our nation and the world.

PYP

Heards Ferry ES is in the candidacy phase of the Primary Years Programme (PYP). PYP is the primary version of the prestigious International Baccalaureate (IB) program already established at Riverwood International High School and the Middle Years Programme (MYP) at Ridgeview Middle School.

"The PYP combines the best research and practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant and engaging educational framework for all children." -*Schools' Guide to The Primary Years Programme*

"The Primary Years Programme (PYP) is designed for students between the ages of 3 and 12 years. It is an international, transdisciplinary programme designed to foster the development of the whole child, not just in the classroom but also through other means of learning. The PYP focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic welfare." -*Schools' Guide to The Primary Years Programme*

STRATEGIC PLAN LONG-TERM OUTCOMES

1. 100% of 3rd grade students will engage through inquiry-based learning.
2. 50% of 5th grade students will perform at proficient or distinguished levels in writing on the EOG assessment.
3. Attain and maintain a five-star climate rating from the Georgia Department of Education.
4. Increase retention of teachers beyond their 5th year.
5. Increase the number of impactful partnerships that align to school goals.
6. Increase the percentage of parents who volunteer their time at HFE.
7. Reduce the number of audit findings for Student Activity funds and ensure effective management of funds between schools and School Governance Councils.

HEARDS FERRY ELEMENTARY SCHOOL

6151 Powers Ferry Rd.

Sandy Springs, GEORGIA 30339

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SCHOOL HOURS: 7:40 a.m. - 2:20 p.m.

Students should not be dropped off before 7:10 a.m.

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POLICIES AND PROCEDURES

These are the official policies and procedures of Heard's Ferry Elementary School and Fulton County. Please be sure your child is aware of the requirement to follow these rules.

AFFIDAVIT OF RESIDENCY

The Fulton County School System no longer requires all parents to submit Affidavits of Residency each year. Persons enrolling a student shall submit two proofs of residency from the school system's approved list of verifiable residency documents: one from the approved utility list and one from the approved residency list, upon initial enrollment in Fulton County Schools or upon entry into kindergarten, 6th, 9th grades and when there is any address change. Please see our website or the Fulton County School's website for approved documents.

AFTER SCHOOL ACTIVITIES

Every student must be supervised by a parent or other designated adult at any evening school event or program. The parent/guardian of any student who is unsupervised will be called to retrieve their child. Dropping children off for after school events or programs is not permitted.

ATTENDANCE

Good attendance is important to your child's academic success. Students should be at school every day that their health allows them to be. To do that, families should schedule vacations during school closings. (see school calendar)

School starts at 7:40 a.m. Students can arrive at school beginning at 7:10 a.m. but not before that time. Students should arrive in time to be in their homeroom by 7:40 a.m. **Any child not in their homeroom by 7:40 a.m. will be marked tardy** and a **parent/guardian must sign in with the child in the front office**. If a bus is running late, the student is not counted as tardy. If a child arrives after 11:10 a.m., he or she will be marked absent for the day. If you drive your child to school, please leave early enough to allow for traffic congestion. Breakfast service ends at 7:30 a.m. which allows all students time to get breakfast before the warning bell rings at 7:35 a.m.

If a student is tardy or absent from school, a note explaining the reason for the absence or tardy must be signed by the parent or guardian and turned in to the teacher upon the student's return to school. Heard's Ferry uses an automated call out system (School Messenger) to contact parents if a student is absent.

The following guidelines regarding 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, 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 or wedding of an immediate family member, and specialized educational experiences or conditions which render school attendance impossible or hazardous to one's health or safety. Vacations to educational destinations will not be approved as educational experiences as they must be conducted in a formal setting. Students must be in attendance at least one-half of the school day to be counted present. **In accordance with Fulton County Policy, for the school**

system to excuse an absence, a written excuse for the absence must be provided to the teacher within three (3) days of returning to school.

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. Students have the number of days absent to complete the work upon return.

Excessive absences and tardies (more than 5 unexcused or 10 excused absences or 15 tardies) will result in a school social worker referral.

BIRTHDAYS

Birthdays are not celebrated at school. Parents should contact their child's teacher to make arrangements to send in or bring in treats. Treats should be bite sized store-bought items with listed ingredients to be served during the child's lunch in the cafeteria. These treats may be mini-cupcakes, doughnut holes, fruit snacks, etc. Parents also have an option of ordering treats from our school cafeteria. Please remember that some students are allergic to peanuts so refrain from bringing in products that contain nuts. Treats should be pre-cut, if applicable, and ready to serve. Please do not put candles on cakes or send in flowers, balloon bouquets, goodie-bags or gifts. Also, party invitations should not be sent to school to go home with students. Personal invitations must be mailed outside of school to avoid any opportunity for hurt feelings.

BUS GUIDELINES AND SAFETY RULES

Bus routes, schedules and designated stops are dictated by Fulton County Schools' Transportation Department. Students must be at the designated bus stop at the time the bus is scheduled to arrive. If you have any questions about bus routes or schedules, please check the Fulton County School website or call 470-254-2970.

Afternoon dismissal begins with the first bell at 2:20 p.m. All children must be met at the bus stop by the parent or designee. If there is no one there to meet the child, they will be brought back to the school and the parent is expected to pick up the child. The Fulton County Transportation Department does not allow transportation changes for play dates, club meetings, homework buddies, etc. Parents will need to arrange alternate transportation for those events.

STUDENT BUS EXPECTATIONS AND GUIDELINES:

1. Be cooperative.
2. Remain seated.
3. Use a quiet, inside voice. No shouting or inappropriate language.
4. Keep hands, feet, head and any other objects inside the bus.
5. Food and drinks are prohibited.
6. Technology devices are prohibited
7. Do not damage any part of the bus. Keep buses clean and free from trash and graffiti.

8. Fighting, pushing or shoving is prohibited.
9. Students will be permitted to carry books and other items related to school work, which can be held in the lap. Any object that is breakable or might distract the driver or jeopardize another student's safety will not be transported.
10. Students must ride on assigned busses, board and debark at their designated stop. Parents must request **in writing** ahead of time any exception from this rule. The letter should be sent to the office. Requests should be made to the transportation department or to the school office in case of an emergency. Children are not allowed to ride home to play or work on a project or attend other social events such as parties or scouts on a bus other than their own.

Disciplinary action for bus misconduct is administered by the assistant principal as designated by the principal. School buses are considered an extension of the school campus. All rules governing student conduct while on campus/school property apply while students are on the school bus. *Because of the additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations.* School bus drivers do not discipline students, although they have the prerogative to assign seats or move students from one seat to another to solve a discipline problem or to assure safety for those on the bus. Consequences will occur after the bus driver has communicated verbal and/or written warnings and she/he has tried intervention strategies and the problem continues. Depending on the severity of the offense, the administrator will place the student on the most appropriate step of the cycle. The bus discipline cycle does not preclude additional sanctions as provided in policy, procedures, school rules or federal, state and local laws.

1 st Bus Offense –	Student conference will be held with school administrator or official.
2 nd Bus Offense -	Student may be placed on bus probation and parent will be notified that on next bus offense student may be suspended from the bus.
3 rd Bus Offense -	Student may be suspended from riding the bus for one (1) or two (2) days with parent contact or notification.
4 th Bus Offense -	Student may be suspended from riding the bus for two (2) or three (3) days with parent conference requested.
5 th Bus Offense -	Student may be suspended from riding the bus for three (3) days with parent conference requested.
6 th Bus Offense -	Student may be suspended from riding the bus for three (3) to five (5) days with parent conference requested before student returns to school and may be referred to an Informal Disciplinary Hearing.

For major or dangerous offenses such as:

- *Disruptive behavior-fighting, wrestling, scuffling, hazing, harassment, intimidation
 - *Failure to identify oneself or giving false identification
 - *Ignition of lighters, matches, etc.
 - *Insubordination/defiance of authority
 - *Leaving bus without permission
 - *Riding bus without permission including when suspended
 - *Obscene, inappropriate language, gestures and/or acts
 - *Sexual misconduct/offenses
 - *Activation of emergency alarm
 - *Placing objects or body parts out of the windows when bus is in motion
 - *Possession of a dangerous instrument
 - *Smoking, dipping, use of drugs/alcohol, or possession of related products
 - *Theft/vandalism of school or personal property
- students may be placed directly on steps 3, 4, 5, or 6.*

Please refer to the Discipline Code of Conduct Handbook to familiarize yourself with the Bus Discipline Cycle.

DISCIPLINE

Hears Ferry Elementary uses Positive Behavior Interventions & Supports. PBIS (Positive Behavioral Interventions and Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

SOAR

At Hears Ferry Elementary, our school expectations are represented by the letters SOAR.

Safe

- Follow procedures
- Keep hands and feet to self

Outstanding

- Be a good example
- Be helpful
- Stay organized and neat

Accountable

- Be prepared
- Be responsible
- Be attentive

Respectful

- Raise your hand
- Follow directions the first time
- Use appropriate language and tone
- Respect teachers, self and peers

PBIS Mission Statement: Building character and teaching responsibility by developing outstanding, accountable, respectful students within a safe learning environment.

PBIS Promotes: optimal student achievement (academic and behavior) by using a proactive systems approach for creating and maintaining a safe and effective learning environment by utilizing a Positive Behavior Interventions & Supports (PBIS). Appropriate student behaviors, found on the behavior matrix, are acknowledged in the classroom, within the team and by the school. The HFE behavior matrix is posted throughout the school, on the website and in each classroom.

Ways to be recognized for SOARing:

- Individual and Class SOAR Points
- Student of the Week
- Cookies for Character

What Can You Do to Help Your Child Stay on the Path to Positive Behavior?

- ☺ Review the SOAR expectations with your child.
- ☺ Ask your child about his/her day at school every day.
- ☺ Make sure your child is ready every day. Ensure a good night's sleep.
- ☺ Provide a quiet time and space for your child to do homework nightly.
- ☺ Keep in touch with your child's teacher.
- ☺ Encourage your child to use appropriate language and tone.
- ☺ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."

The use of notes, e-mail, telephone calls and personal conferences will be utilized to maintain close parental contact. We encourage the faculty, staff, students and parents to work cooperatively in implementing our discipline program.

Our discipline plan shows students:

- how they have ownership of the problem
- how to solve the problem they have created
- what they have done wrong while leaving their dignity intact

DISCIPLINE CYCLE FOR MINOR OFFENSES (disrespect, excessive talking, defiant, not completing work, disruptive, unkind)

The following general discipline cycle for minor offenses will be followed and documented by the classroom teacher. Intervention must occur immediately in order to avoid escalation of situations.

HFE's Classroom Discipline Cycle:

Steps for each Minor Incident:

- REMINDER 1 = NON VERBAL WARNING
- REMINDER 2 = VERBAL WARNING
- REMINDER 3 = INCIDENT REFLECTION SHEET

} 1 Cycle

Incident Reflection Sheet Process:

- 1st CYCLE = Incident Reflection Sheet only
- 2nd CYCLE = Incident Reflection Sheet only

- 3rd CYCLE = Incident Reflection Sheet, Parent Call/Email, Classroom Consequence
- 4th CYCLE = Incident Reflection Sheet, Parent Contact/Conference, Behavior Plan
- 5th CYCLE = Office Referral

Additional consequences beyond 5 will result in an *automatic* Office Referral.

CONSEQUENCES FOR MAJOR OFFENSES (hitting, bullying, fighting, stealing, destroying property) Discipline referral will be immediately filled out and child will be escorted to the office. See Fulton County Code of Conduct Handbook for specific infractions and consequences.

Explanation of Discipline Terms

Time-out – A period utilized away from the group, but within the classroom. Time-out is used for minor disruptive offenses such as:

- talking out
- refusal to do assignments
- attention seeking behaviors such as noise making, tapping or getting out of seat

At the end of a time-out period, the teacher could allow the student to discuss the problem leading to the time-out, the poor choice(s) made and how the student will avoid the same problem/behavior in the future. Communication to parents about behavior is expected (agenda, phone call, email, etc....).

Out-of-class time-out – Time-out in another classroom. Students should complete the Reflection Sheet, if necessary, while in an out-of-class time-out. Out-of-class time-out should be used in the following situations:

- The student fails to regain control after an in-class time-out.
- The student has been to in-class time-out twice in the same day.
- The student continues to be disruptive after given adequate opportunities to make a better choice.

There is a maximum time limit of 1 hour that students should remain in another classroom for time-out. Students should be sent with work to complete for the hour. If a Reflection Sheet is filled out, it must be signed by the student and parent. Teacher will keep a copy on file.

In-school suspension – Heard's Ferry does not officially operate an in-school suspension room. Students demonstrating inappropriate behaviors may be removed from the classroom and placed in a temporary instructional setting (office time-out), lasting from one hour to one full day. Class work will be given for time needed. Only an administrator will assign students to office time-out. Parent(s) will be notified and a discipline referral will be filled out.

Discipline Referral – A discipline referral will be filled out on the 5th cycle through the Discipline Cycle or if a major offense has occurred. Consequences will be based on the Fulton County Code of Conduct Handbook. Teachers and parents will be notified of action and consequence.

Out-of-School Suspension – In the case of major offenses, out-of-school suspension may be necessary. Students, parents and teachers will be notified of the suspension. Classroom work can be made up when they return to school. Student may not be on school property during suspension.

All students and parents receive a copy of the Fulton County Board of Education guidelines for student behavior that reviews unacceptable behaviors and suggested disciplinary actions. For consequences resulting in 10 days of out of school suspension or less, there are generally no appeal rights guaranteed by law.

All behavior documents can be found on the Heards Ferry website on the PBIS link and in the Code of Conduct Handbook given to all students.

DRESS CODE

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted.

Examples include: lack of cleanliness in person or dress, barefoot, low riding pants, short clothing (skirts/shorts should reach the student's finger tips when holding hands to the side), exposed midriffs, tank tops (can be worn if the strap is 3 fingers wide), spaghetti-strap tops, see-through clothing. Roller skate shoes/Heelys are not permitted in school. These skates/shoes present a hazard at school, therefore, wearing them at school or during a school activity is a violation of Rule 12 of the Fulton County Board of Education Code of Conduct. The principal or other duly authorized school official shall determine whether any mode of dress or grooming results in a violation of this rule. Should the principal or other duly authorized school official determine that a student is not in compliance with the dress code, the parent or legal guardian will be contacted to bring a change of clothing.

EMERGENCY SCHOOL CLOSING

If due to inclement weather or for other reasons, the decision is made to close school on a day, local television and radio stations will broadcast the information. Parents should listen to the radio or television early in the morning for possible school closing. Individual calls to the schools could tie up the phone line and prevent emergency instructions from reaching the school. A school call out will be done if there is an emergency school closing so that you can have immediate information.

In the event of an emergency such as fire, gas leak, explosion or bomb threat, students will be evacuated to a nearby location. Students will follow regular dismissal procedure from this location, and parents will be notified of the location using the call out system. Parents should not try to contact the school as that could tie up the phone line and keep us from securing assistance as needed in emergencies.

In the event of a tornado warning, please avoid traveling to school to retrieve your child. Children will not be released to parents while we are under a tornado warning. They will remain in the safe location until the warning is lifted. Children will be moved to an area in the building designated for safety during a tornado. A weather alert radio with a battery back-up is used at school that allows us to follow the progress of severe storms. Bus drivers are trained in procedures to ensure the safety of children. If school should be dismissed earlier than normal due to inclement weather or other conditions, the children will be taken by school bus to their normal stops. Parents and guardians should be sure their

child/children know where to go if the parent is not at home at that time. An emergency procedure form is sent home the first day of school and should be completed and returned to your child's teacher promptly.

GRADING/REPORT CARDS

Hearns Ferry students receive report cards every nine weeks. Kindergarten students receive GKIDS reports in the fall, winter and at the end of the school year. Grades K and 1 receive: S for satisfactory, N for needs to improve, U for unsatisfactory or NG for no grade. Students in grades 2 through 5 receive letter grades: A 90-100, B 80-89, C 70-79, and F below 70 and NG for no grade. Students also receive grades for other areas such as conduct, work and study habits and social skills. Parents should sign and return the envelope within 3 days of receipt to the child's teacher.

Our Grading Policy will have three categories this year for grades K-5:

Formative- 60%
Summative-30%
Homework – 10%

Formative:

Definition: Formative grades are those reported to communicate how student learning is monitored during instruction on standards.

Purpose: To monitor student learning along the way and provide students with feedback for improvement prior to the summative evaluation.

Examples: Quizzes, Performance Tasks, Classwork, and *Projects that are completed inside or outside of class. *This should be carefully considered as a grade level

Summative

Definition: Summative grades are those reported to communicate an evaluation of student learning and mastery of standards.

Purpose: To Report the final result of learning one or more academic standard

Examples: Tests and Projects/Reports. They can also include quizzes and lab reports.

Homework:

Definition: Homework is a relevant and purposeful assignment or task that is completed outside of class with minimal support.

Purpose: Practice not accuracy of the standards a student is working on

Examples: Reading logs, written reflections, mathematical exercises, information to be reviewed for a test, or skills to be practiced

During the Fall term, each teacher will hold a parent conference to discuss each child's progress. All teachers will offer a conference to parents during the Spring term. Additional conferences can be requested by the parent or teacher, as needed, throughout the year.

Student work is sent home each Thursday for parent review. Please sign and return the work to the child's teacher to maintain in the student work folder.

HOMEWORK POLICY

The purpose of homework at Hears Ferry Elementary is to offer meaningful activities to reinforce, develop and extend concepts and skills taught in the classroom. Homework is about the practice not the accuracy of the work. The National Educational Association states, "...at the elementary school level, homework can help students develop study skills and habits and can keep families informed about their child's learning."

Homework Guidelines:

- In grades K-2, students should expect an average of 10-20 minutes of homework nightly. These homework assignments will focus on math, reading and/or writing.
- In grades 3-5 students should expect an average of 30 minutes of homework nightly. These homework assignments will focus on math, reading, writing, science and social studies.
- Homework assignments will be a combination of formats: hands-on activities, written assignments, technology-based assignments and/or choice boards.
- Homework will be graded and weighted consistently within each grade level.

IMMUNIZATIONS

The laws of Georgia (Georgia Code 20-2-771) require a Georgia Certificate of Immunization and a Georgia Certificate of Ear, Eye and Dental (No. 3300) or a notarized statement that says immunizations are against the parent's religion be on file for every student. The form is provided by the Georgia Department of Human Resources – Form 3231. The notarized statement is called an "Affidavit of Religious Exemption." Students without the required Georgia Certificate of Immunization or statement cannot attend school. Unless the required documents are submitted within 30 days of registration the student must be withdrawn from school.

INSURANCE

Student Insurance forms for students are available starting the first week of school. Forms include pricing for coverage. The school does not cover accidents or injuries occurring on school grounds such as broken bones or cuts. Information about insurance will be sent home on the first day of school.

SCHOOL VISITORS

Fulton County uses a buzz in system for all visitors to the school. All exterior doors are locked at all times. All visitors shall report to the front office and present a valid ID when arriving. Your ID will be scanned upon your first visit to the school and an immediate background check is electronically performed. All visitors shall be requested to wear an appropriate form of identification when on school premises. Visitors may be prohibited at certain times such as the first two weeks of school and while standardized testing or other student assessments are being conducted. Visitors are expected to exit the building by 1:50 p.m. to allow for a smooth dismissal process and must check out in the front office. If you are acting in a visitor capacity only (acting only as a parent such as having lunch with your child, attending a class performance, etc....) then you will only need to present your ID, sign in and get a name tag.

SCHOOL VOLUNTEERS

If you are volunteering in the school (performing a duty that another staff member could also perform such as reading to the class, making copies, etc...) then you must also complete the Fulton County required volunteer training and paperwork online. If you completed the volunteer training during the 2018-19 school year, you **do not** have to do it again. The volunteer training is for new parents and anyone else who didn't complete it the year before. Volunteers will not be allowed to be in classrooms before completing this requirement. Please visit the school's website for more information and links. To register as a volunteer go to www.hfeeaglealliance.org click "Volunteer > Volunteer Training > click link Fulton County Volunteer Screening > scroll down and choose Click here to begin Volunteer Process ". Please make sure you go through all 7 steps.

TEST RECOVERY POLICY– Grades 2-5

Students scoring 79% or below on a summative assessment will be given a second similar test to show that they have reached a higher level of mastery. Prior to the second assessment, teachers will provide additional instruction and support for the students during the school day. A re-test will be administered within 5-8 school days. Students may earn a maximum score of 80% in the gradebook on the re-test.

TRANSCRIPTS AND TEACHER/PRINCIPAL EVALUATION FORMS

All requests for transcripts and teacher/principal evaluation forms must be hand delivered by the parent/guardian to the Data Clerk in the front office. There is a \$5.00 materials/postage fee per mailing address when requesting Heards Ferry to mail transcripts and evaluation forms (a self-addressed stamped envelope can be provided accounting for all materials to be sent. It must be a legal sized envelope with 3 stamps). Transcripts cannot be faxed.

Please allow up to 2 weeks for complete processing.

CHANGES IN AFTERNOON TRANSPORTATION

In order to ensure the safety of students, the following rules for departure from school will apply:

1. If a student does not plan to go home in the regular manner, the student **must** show a letter of permission from the student's parent or legal guardian to the classroom teacher before school begins in the morning. The Fulton County transportation department does not allow transportation changes for play dates, club meetings, homework buddies, etc. Parents will need to arrange alternate transportation for those events.
2. If it is necessary for a student to leave school early, a note must be sent to the student's teacher. Any student leaving before the regular dismissal time **must be signed out** through the office by a parent, legal guardian or a parent designee. **Students must be dismissed prior to 2:05 pm.** After 2:05 pm, children will be dismissed in their regular way.
3. Students will only be released from the office. **Parents/guardians are not to pick up the child from the classroom.**
4. Students can be released to a parent's designee only after the parent or guardian has **notified the school in writing.**
5. Anyone may be asked to show a driver's license to verify identification and permission to pick-up.

The office staff cannot take telephone calls to arrange a change in dismissal manner except in an extreme emergency. In those extreme circumstances, parents can FAX the request.

LIFE AT HEARDS FERRY

- **All** visitors are required to check-in to the office to receive a visitor's sticker **before** visiting classrooms. Visitors who do not display a sticker upon entering a classroom will be asked to return to the front office.
- HFE's instructional day begins at 7:40. Students who arrive after 7:40 are considered tardy. (please read attendance guidelines)
- All parent\teacher conferences must be pre-scheduled. Teachers cannot meet with parents during the instructional day.
- The classroom teacher is your first point of contact when a classroom concern arises.
- The front office should have accurate and updated telephone numbers and email addresses for all points of contact.
- To decrease disruption to instructional time, all items delivered for students after the school day has begun will be held in the front office. The front office will notify the classroom teacher who will then deliver the items to the students.
- Students will receive 30 min. of recess each day, weather permitting.
- Heards Ferry is a smoke-free campus.

Students at Heards Ferry have a full instruction schedule. In addition to math, language arts (which includes reading and writing), science, health and social studies, students will attend art, music and physical education classes weekly. Students in grades 1-5 will also have Spanish once per week. Students will also have a Media Center time, and guidance lessons delivered by the school counselor as well as time in the Science Lab.

CAFETERIA

Heards Ferry's cafeteria offers breakfast and lunch each school day. Prices are set by the FCS School Nutrition Department. Please see their webpage for pricing and additional information. Go to www.fultonschools.org, click "Students and Families" and then select "School Nutrition" from the drop-down menu.

Note: At Heards Ferry, ice cream will be sold only on Thursdays.

Children may not bring soda or cola drinks to school. Out of consideration of all students, we would like to ask that you do not bring in fast food from the outside during breakfast or lunch. Our school nutrition program provides fresh, healthy lunches daily. You are welcome to bring in a prepared lunch from home. Heards Ferry participates in the federally funded free and reduced lunch programs. Forms are available in the school office and students must have a new form each year to qualify. Only one form per family is required.

After the first two weeks of school, parents are always welcome to eat with their children. If you choose to eat in the atrium, students are only allowed to ask 1 other friend from their class to join you.

Online prepay is available through MealPayPlus.com. A student can accumulate no more than two charges without payment. Once charges occur, the child will not be allowed to purchase a hot meal. They will receive a sandwich lunch until the charges are cleared up.

CAR POOL

We expect students being transported to and from school by parents to arrive by 7:40 a.m. and to be picked-up no later than 2:45 p.m. **Students should not be dropped off before 7:10 a.m.** Students who ride in cars are to be dropped off and picked up in the designated carpool line and should exit and enter cars at the curbside/station signs only. Parents are asked to wait in their cars forming an orderly line. Staff members on duty will assist students being loaded into and out of their cars if needed. A visible carpool number is required for pick up. You will be asked to park and come inside to show I.D. if you do not have a HFE carpool hang tag. These can be purchased in the front office. **PLEASE DO NOT PASS CARS IN THE LINE OR USE YOUR CELL PHONE WHILE IN LINE.**

CHANGE OF INFORMATION

One of the greatest problems schools have during the day is locating parents in the event of an emergency. Please notify the school office immediately if there is a change in phone numbers, work place and authorized pick-up individuals. The importance of maintaining updated information cannot be overemphasized. **Doctors/emergency rooms will not treat children without their parents' consent. In the event of an emergency, we must be able to reach parents.**

CLINIC

Heards Ferry is fortunate to have its own clinic with a trained, full-time clinic assistant.

Students who must take prescribed medication during the school day should, upon entering the school, take all medicines in the original prescription bottle, along with a written authorization to the clinic assistant. **No student is permitted to take any medicine, prescription or over-the-counter medicine, to a classroom without permission of the principal and as authorized by a physician.**

If a prescribed medication is necessary to allow a student to attend school on a regular basis, the clinic assistant may assist in administering the medication if the parents or legal guardian provide the following:

1. Written certification by a licensed physician that such medication must be administered to the student during school time.
2. Written instruction from a licensed physician regarding the administration of the medication, including dosage, expected duration of administering and side effects of the medication.
3. Fill out a release form (required by the school system) releasing the board of education, the school and system employees from any liability for administering the medication.

In the fall a clinic card will be sent to the parent/guardian to complete with the child's medical information, current emergency information, any change of address and current phone information. It is imperative that we have a valid working phone number on file at all times. Please remember to update our office during the year of any changes. Remember, sudden illnesses and accidents can happen.

FIELD TRIPS

As part of an enhanced curriculum, each grade level takes field trips or has special programs come to the school. All students who have a signed permission form can go on field trips. Field trip costs, except for overnight field trips, are included with your Eagle Alliance memberships. The field trips are an integral part of the instructional program for your child.

GIFT POLICY

Teachers and school system employees are prohibited from accepting gifts from individuals with a value of more than \$25.00 or group gifts valuing more than \$500.00. Gifts with a value of \$200.00 or more must be reported to the employee's principal or immediate supervisor.

INFINITE CAMPUS: CAMPUS PARENT AND STUDENT

Campus Parent and Student is a parent portal that will allow you 24/7 access to your child's current academic information in grades K-5. All parents will create new accounts to access this portal and the mobile app using a quick process that ensures security, ease of use and data integrity. While Campus Parent and Student is one source of information regarding your student's progress, it is not the only source of information. If you have questions regarding your student's progress beyond what is provided in the Campus Parent and Student, please contact your student's teacher immediately.

LOST AND FOUND

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

MEDIA CENTER

The Media Center is run by our METI (Media and Educational Technology Instructor). Teachers can sign up to use the Media Center as needed in coordination with their curriculum objectives. The METI will also teach instructional technology lessons in the classroom and in our computer labs. Students can visit the Media Center frequently during the week as time permits for book check out. Heard's Ferry also has an e-book selection. Please contact Sarah Severson, METI, for more information.

Books and materials are checked out for a two-week period but can be returned earlier.

PARENT/TEACHER COMMUNICATION

We believe the educational success of your child is a joint venture between the school and home. It is the expectation of HFE that communication between teachers and parents be consistent. Home\school communication addresses areas of parental interest such as academic, social, behavioral or emotional. Parents may request a conference with the classroom teacher at any time during the school year to address questions or concerns regarding their child's academic well-being. This request may be made by sending a note to or emailing your child's teacher.

To minimize instructional interruptions, please do not make visits to the classroom for a conference without an appointment. All conferences should be pre-scheduled. There is a countywide conference day set in the fall each school year and HFE offers an optional conference in the spring. It is an expectation for teachers and families to have open communication. A teacher's primary responsibility is to provide instruction within the classroom. Teachers are expected to check email before and after school each day. It is the expectation for teachers to respond to all emails within 48 hours of receipt of the email excluding weekends and holidays. This time allows for teachers to receive and properly respond to the email. In the event of an emergency, please contact the front office. Conferences are not held during teacher planning or lunch times unless indicated by the teacher.

PARENT QUESTIONS/CONCERNS-Who to Contact

Teacher- The teacher is the first point of contact for anything related to classwork, homework, assignments, grades, something that took place during class time, recess, etc.

CST (curriculum support teacher)- Anything that relates to the curriculum/instructional program that the teacher is not able to answer or clarify for you. This could relate to any assessments given, class placement, level of a student, etc.

Counselor- The counselor can answer anything that relates to classroom guidance, small group sessions, individual crisis intervention, 504 plans, RTI, SST, etc.

Assistant Principal- Anything that relates to discipline, busses, standardized and state testing, etc.

Principal- Anything that has not been answered to your satisfaction by someone else. If you have already gone through the chain of command, please feel free to contact the principal.

PARKING

Please park only in designated parking areas. Handicapped and reserved parking spaces should only be used by those with the proper tags. Please do not leave vehicles unattended in the fire lane at any time. If you need to come into the building, please pull into a parking space.

PARTIES

The administration supports two classroom parties during the year. Both are planned by the teacher and a room parent together. The parties are usually scheduled prior to the end of both semesters. Please remember that all other days are normal instructional days.

PICTURES

School pictures are taken twice during the year. The fall picture will go in the yearbook and the class picture is taken in the spring. Picture makeups are also scheduled. You have the option to purchase individual and class pictures.

PLACEMENT

When classes are formed, we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups keeping the following in mind:

- An even male\female ratio (if possible)
- A full range of aptitudes in each class
- Even proportion of abilities and learning styles across the classes
- Teacher input for placement
- Equal number of students in each class

Once all these factors have been considered, the placement committee begins to build classes of students who show promise of working well together. At this point, attempts are made to match student and teacher personality and style.

These decisions are based on observations made by the teachers during the year. While we welcome your input about your student's individual needs, we remind you that your comments are one of many factors and are not the basis of placement. When forming classes, the final decision on class

placement will reside with the school. Please note that classroom assignment changes are only made when there are extenuating circumstances. All assignment changes are based on data and direct observations.

SCHOOL STORE

The School Store is staffed by Eagle Alliance volunteers. It is a small shop available to the students to purchase school supplies. It is open from 7:10 – 7:35 a.m. several mornings per month.

SPECIAL AREA CLASSES

Heards Ferry is fortunate to be able offer Special Area classes every day. Each homeroom will have 1 period each week of music and art. Additionally, each class will have two P.E. classes per week. Grade 1-5 classes will also have Spanish 1x per week. All Special Area classes are 45 minutes.

A NOTE ABOUT PHYSICAL EDUCATION

One hundred minutes per week of physical activity is required by the state of Georgia. Students are scheduled for 90 minutes per week with the P.E. teacher, and the classroom teachers plan for the other ten minutes. Your child's teacher will give you his/her P.E. schedule so that children can dress appropriately on that day. Tennis shoes are required on P.E. days. Sandals, high heeled tennis shoes or "backless" tennis shoes are discouraged on P.E. days. These are unsafe. If your child cannot participate in P.E., a note should be sent to the classroom teacher to give to the P.E. teacher. If a child cannot participate for more than one day, a doctor's note is required.

TAG (Talented and Gifted Program)

Special classes one day a week are arranged for students who meet state guidelines for academic enrichment beyond the normal classroom environment.

RESOURCES

COUNSELOR: Heards Ferry has a counselor on staff who works with children, parents and staff. The counselor offers classroom guidance, small group sessions and individual crisis intervention. The school counselor also monitors the RTI and SST processes.

Anna Aronowitz aronowitza@fultonschools.org

CST (Curriculum Support Teacher): The CST facilitates the instructional program of the school, helping teachers to coordinate the curriculum and the delivery of instruction. The CST administers academic assessments to new students. Parents with questions involving curriculum are encouraged to contact the Curriculum Support Teacher. Michaela Rousseaux Rousseaux@fultonschools.org

International Baccalaureate Coordinator: The IB Coordinator works with children, parents and staff to direct and facilitate the Programme of Inquiry at Heards Ferry Elementary. The IB Coordinator develops the learner profile and attitudes to promote action in the school.

Allie Yancey yanceyla@fultonschools.org

IST (Instructional Services Teacher): The IST facilitates the special education program of the school and serves as a resource for all teachers. Parents with questions about the special education process should contact the IST. Tara Milligan milligint@fultonschools.org

SOCIAL WORKER: The social worker serves as the link between school and home to ensure that each student receives the best possible learning and nurturing environment available. Vaneisa Hutchins hutchinsv@fultonschools.org

EIP (Early Intervention Program): The Early Intervention Program is designed to serve students in kindergarten through fifth grade who are at risk of not reaching or maintaining grade level standards in reading and/or math as defined in the state's "Early Intervention Program Guidelines." The purpose of EIP is to help students reach grade level performance. EIP is not always offered at every grade level. Jennifer Hidock hidockj@fultonschools.org and Jessica Floyd floydjm@fultonschools.org

Exceptional Children Services

Exceptional Children Services are provided for exceptional students who meet state criteria. All program placements are based on a referral process, individual evaluation and parent consent. Services may be provided for behavior disorders, learning disabilities, speech and hearing and vision impairments. Tara Milligan milligint@fultonschools.org

School Psychologist

Heards Ferry Elementary has a part-time school psychologist. If the SST Committee determines the student needs in-depth educational testing, the school psychologist conducts the testing and develops a report for the parents and SST Committee.

Claudine Saunders saundersc@fultonschools.org and Sylvia Brown browns@fultonschools.org

SST (Student Support Team): The Student Support Team implements the process used to provide the necessary support to students who are experiencing academic and/or social/behavioral problems in the general education classroom.

Anna Aronowitz aronowitza@fultonschools.org

Talented and Gifted (TAG)

TAG is available for students who qualify. All students are screened for eligibility to be tested twice a year. A variety of assessments are used to determine a student's eligibility. If eligible, a parent must sign a consent form for evaluation before any individual student testing is initiated. Results of testing will be given to the student's parent(s). For additional information, please refer to the Fulton County website under Departments/Instruction/Curriculum/Advanced Placement.

Sarah Sapir sapir@fultonschools.org

Alexandra Habif habif@fultonschools.org

AFTER SCHOOL PROGRAMS

RIGHT AT SCHOOL A daily after school enrichment program starting at 2:35 p.m. Information is available at <https://rightatschool-heards-ferry-elementary.jumbula.com/#/after-school>

EXTRA CURRICULAR ACTIVITIES w/fee: Students can participate in a variety of programs sponsored by a variety of vendors who have been approved by Fulton County Schools. A full list of these programs is updated on the Heards Ferry and Eagle Alliance website.

HEARDS FERRY EXTRAS

READ TO SUCCEED

This program is sponsored by Six Flags. It is a six-week recreational reading program designed to encourage students to read beyond their required schoolwork. Those students completing 600 extra reading minutes within the six weeks will receive one summer admission ticket to Six Flags.

CHORUS

The Heards Ferry chorus, led by our music teacher Anna Trude, is an after-school activity for 4th and 5th graders who love to sing. Chorus meets in the music room on Wednesdays from 2:30 – 3:30 and performs several times throughout the year at school and in the community.

ORATORICAL CONTEST

Students in grades 3-5 can participate in this yearly speech contest organized by the Optimist Club of Sandy Springs.

SPELLING BEE

Students in grades 3-5 must qualify to compete in the yearly spelling bee held in December.

TECHNOLOGY COMPETITION

Details about this competition are sent home each year. Sarah Severson organizes and manages this event.

STEAM CLUB

In STEAM club, students explore different types of technology such as coding and robotics as they design innovative projects. This year, Ms. Strom will help students incorporate creative art elements to make the student work even more engaging. This year our STEAM club will be led by Sarah Severson, Alphaia Brown and Yuri Strom.

Students in grades 3-5 who are interested in joining STEAM club can sign up at Open House. The club is free and there will be 40 slots for fall and 40 slots for spring with no overlapping students. Everyone who signs up will be put into a lottery and then slots will be chosen for each semester.

COMMUNICATION

HFE NEWSLETTER

The school newsletter is distributed monthly. Important school information and announcements, as well as Eagle Alliance news, are part of this newsletter.

OPEN HOUSE AND CURRICULUM NIGHT

Parents and students will meet the teachers and get information for the new school year at Open House. Teachers will explain their daily schedule as well as their expectations for the students and what students can expect during the year. On Curriculum Night the parents will be able to go to the classroom, sit at their child's desk and learn more about what their child is experiencing at Heards Ferry.

TRANSLATIONS

Parents needing help in translating information should contact the school office.

EAGLE ALLIANCE AT HEARDS FERRY

In 2014, the Heards Ferry Parent Teacher Organization and the Heards Ferry Elementary Foundation combined to become the Heards Ferry Eagle Alliance (www.hfeeaglealliance.org). The Eagle Alliance builds upon the best of the school's prior organizations while offering significant new capabilities. Membership is open to anyone who has a child at Heards Ferry Elementary or wants to support the school.

The first Eagle Alliance meeting is held within the first few weeks of school. All Heards Ferry families are encouraged to join the Eagle Alliance and get involved in any way they can. The Eagle Alliance dues and other funds raised throughout the year directly benefit all Heards Ferry students.

From the school's beginning in 1970, Heards Ferry has been fortunate to have a strong, dedicated and productive group of parents and teachers. Every year, these volunteers dedicate countless hours of service and thoughtfully raise impressive sums to benefit the school.

With parent support, the Heards Ferry Eagle Alliance provides additional, necessary funds for the following programs and initiatives to benefit our students: music, drama, Spanish and art education; the teacher grant program; STEAM club and the HFE Science Lab. Funding has also been provided to stock our leveled library and our classroom libraries.

The Eagle Alliance also provides essential classroom support, professional development, training and materials for teachers and staff. This includes the purchase of physical education equipment, playground equipment, copy cartridges, paper and many other necessary items. The Eagle Alliance also hosts many events such as EA Playdate, Harvest Festival, Mother/Son and Father/Daughter nights, VIP/Grandparents Day, Teacher and Staff Appreciation Week, the annual Talent Show, Book Fair, STEM Day, International Day, Field Day and more. All of these events help build and reinforce the strong sense of community at Heards Ferry.

You can join the Eagle Alliance at any time during the school year online (www.hfeeaglealliance.org) or in person at Open House and Curriculum Nights.

Heards Ferry relies on parent volunteers to plan and staff many of our most popular events. Below is an overview of these events and what is expected from those who volunteer.

Specific Events:

- **Hearing & Vision Screening:** Assist professional staff with organizing students by classroom and assisting with the screenings.
- **Harvest Fall Festival:** One of our largest family-centered events that promotes school spirit and community involvement. Assist carnival chairs with promoting, planning, setting up, staffing or cleaning the event. All volunteer positions are shift based so families can help and enjoy the carnival themselves.
- **Date Nights:** Mother/Son, Father/Daughter. Help plan, set up, staff or clean up at one or both school wide events. Both events have become very popular with our students and their parents.
- **Book Fair:** Staff shifts during school hours the week of the fair.
- **Eagle Holiday Shop:** Help stock gifts for Holiday Shop, assist with gift selection, wrapping and classroom delivery.
- **Musical:** Help with scenery and costume creation, selling tickets the day of and other production assistance for this wonderful annual event showcasing the talents of our 4th and 5th grade students.
- **Spring Parent Party:** Assist with soliciting for contributions, event planning or staffing this fun fundraiser.
- **Teacher/Staff Appreciation:** Help spoil our teachers and staff throughout the week with some of their favorite things. Sign-up to bring a dream lunch to a staff member, help serve a yummy breakfast or lunch one day during the week. The week will also include getting the students involved with a letter writing campaign and dressing up in their teacher's favorite color or sports teams.
- **STEM Day:** Assist classrooms and grade levels with experiments or help with collecting supplies.
- **Fine Arts Night:** Assist the art teacher with preparing art for this wonderful show.
- **Talent Show:** Assist with production, ticket sales, seating, parking and staffing at this annual event that is open to all Heards Ferry Students.
- **International Day:** Annual school wide event celebrating the history and culture of countries from around the world.
- **Field Day:** School wide, full day of friendly competition and fun. Assist during one or several short shifts.

Ongoing Programs:

- **Community Outreach** - Assist committee in organizing, planning and executing school projects to assist our community.
- **Decorating** - Group will decorate for Harvest Festival, Spring Parent Party, hospitality events, holidays, etc.
- **Girls on the Run** - Help coach Heards Ferry's chapter of Girls on the Run, a program for 3rd, 4th and 5th grade girls. The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness.
- **Hospitality** - Assist hospitality chairs with refreshments and decorations for programs sponsored and

funded by the Eagle Alliance: Teacher Appreciation Luncheons, Principal's Coffees, End of Year Volunteer Luncheon, etc. Approximately 2-4 hours per event.

- **Lunch Bunch** (M-F, approximately 10:30am-12pm) Assist in cafeteria during Pre-K, kindergarten and 1st grade lunch hour. Help students go through the lunch line, open containers, get napkins, straws, etc. (Great for parents of Pre-K, k and 1st grade students!) Commitment is 2-3 hours per month depending on the number of volunteers.
- **Media Center** - Assist with checking in/out library materials and re-shelving books. Two hours every other week, ongoing and flexible.
- **School Store** - staff our school supply store on Monday-Friday mornings from 7:10 a.m. to 7:35
- **Yearbook** – Take digital pictures at school events and submit them to yearbook publishing company. Must have own camera.

**Eagle Alliance
Slate of Officers and Volunteers
2019-2020**

Executive Council

Operations Co-President - Meredith Camp

Strategy Co-President - Jason Adler

Director of Operations - Erin Long

Director of Communications and Media - Julie Habif

Director of New Families - Stacy Beard

Director of Special Events - Paula Cibula, Julie Royal

Director of Academic Enrichment and Teacher Support - Jill Goldstein

Director of Strategy - Aimee Robertson

Director of Eagle Fund - Clay Cibula, Asher Royal

Director of Investments - Diane Bonenberger

Director of Partner and Community Relations - Jack Stephens

Secretary - Ashley Rice

Treasurer - Dabney Caldwell

Committee Chairs: Operations

Coordinated by Director of Operations

School & Teacher Supplies - Kristin Russo, Kasey Willis

Spirit Wear - Jamie Levy, Sara Bier, Melissa Maldin
Lunch Bunch - Carol Totten

School Store - Amber Cooley

Holiday Shop - Tiffany Wolf, Susan Rocchini
Yearbook - Carrie Skinner, Leticia Porter, Jenny Clay
Landscaping - Melissa Gordon

Hands on HFE - Gabe Rand

5th Grade Legacy Gift - Haley Alexander, Beth Herskowitz, Caroline Horsley
Diversity Committee Liaison - Colette Dudenhoffer

Coordinated by Director of Communications and Media

Webmaster - Jen Cohen, Cristina Koleszar
Newsletter - Brooke Brown
Social Media - Anna Benifield, Becky Hinrichs
Marquee - Tarana Mayes
Promotional Materials - Tova Glenn
Room Parent Chair - Jessica Jones
Teacher/Staff Gift Fund - Ann Olevitch
Kindergarten Supplies Chair - Rachel Dahm

5th Grade Liaison - Ann Olevitch

Coordinated by Director of New Families

New Family Communications - Alyssia Leggett

School Tours - Kyle Pointer, Amy Abney, Amy Penka, Jodi Courts
New Student Round-Up - Marte Meyerhoff

Eagle Buddies - Erin Nations

New Parent Events - Kate McDavid, Kate Mitcham

Coordinated by Director of Special Events

Open House - Mary Beth Thrasher, Elisa Hardin
EA Play Day - Jill Kossman, Cara Traub
Fall Carnival - Lana Severinsky, Kalla Whitacre

Date Nights - Kristin Hall, Christa Owens
VIP Day - Marci Gotlieb, Lauren Unell
Parent Party - Jenny Adair, Alison Weiner
Talent Show - Samantha Zierler
Field Day - Stacey Hodulich
Fine Arts Night - Emily Treadway, Ginny Carper, Paige Perkins
5th Grade Reception - Jen Cohen, Stefanie Drake

Director of Academic Enrichment and Teacher Support

Media Center/Birthday Book Club - Pamela Steinik, Julia Berry

Book Fair - Susan Grana, Christine Cruz

Parent Enrichment - Amanda Cusick

Green Team - Amanda Wooden, Kerri Garfinkle, Molly Welch

Staff Appreciation - Alison Weiner, Melissa Gordon, Alisa Winters, Tiscia Chadda

Sunshine Events - Kelley Shaw, Morgan Smith

5th Grade Trip - Jill Kosmal, Libra Burton

4th Grade Trip - Cally Hamdan, Taryn Lum

International Day - Weesie Floss, Anushka Refai

STEAM Day - Raechel Moorhead, Sandy O'Meara

Career Day - Urvi Patel

Muffins for Mom/Donuts with Dad - Stephanie Patton, Emily Halpern

Committee Chairs: Strategy

Coordinated by Director of Eagle Fund

Eagle Fund Committee – Ryan Beach, Gabe Rand, Eric Weiner, Cara Kuehn

Coordinated by Director of Investments

Investment Committee – Adrienne Penake, Sabrina Nordquist, Dharmesh Patel, Marianne Ericson, Ryan Fleming, Justin Pauly, Teacher Representative TBD

Coordinated by Director of Partner and Community Relations

Partners in Education – Natalie Holloway, Allyson Keating

Spirit Nights - Jessica White

Service & Outreach - Vicki Guyette, Cara Barfield

Box Tops & Rebate Programs - TBD

Coordinated by the Co-Presidents

Nominating Committee – Cara Kuehn, Natalie Holloway, Meredith Camp, Jason Adler, Erin Long, Aimee Robertson, Emily Treadway

HFE School Calendar - 2019-2020

***Please note that dates are subject to change. ***

August 2 nd – 9 th :	Preplanning
August 7 th :	New Parent Social
August 9 th :	Open House (9:00 am – 10:00 am / 10:30 am – 11:30 am)
August 12 th :	First Day of School
August 17 th :	EA Play Day
August 21 st :	EA Executive Committee Meeting
August 23 rd :	Garden Day
August 27 th :	Fall Pictures
August 28 th :	Eagle Alliance Meeting (Approve budget.)
August 29 th :	Curriculum Night
September 2 nd :	Labor Day (School Closed)
September 6 th :	Riverwood Feeder Night
September 15 th – October 15 th :	Hispanic Heritage Month
September 17 th :	Sunshine Committee Event (5 th grade)
September 18 th :	School Tour
September 20 th :	STEM Day
September 27 th :	Garden Day
September 28 th - 29 th :	Sandy Springs Festival
October 2 nd :	School Tour
October 4 th :	Career Day (Grades 2-5)
October 10 th :	RFF Day (Students off.)
October 11 th :	Parent/Teacher Conference Day (Students off.)
October 14 th :	Columbus Day Holiday (School closed.)
October 16 th :	School Tour
October 18 th :	Riverwood Homecoming Parade / Garden Day
October ____:	Donuts for Dad (4 th /5 th)
October 21 st – November 1 st :	IOWA Assessment Window
October 22 nd :	Sunshine Committee Event (4 th grade)
October 23 rd :	EA Meeting (Chorus to sing.)
October 26 th :	SSEF Footprints Race / Fall Carnival
October 28 th – November 1:	Red Ribbon Week
November 1 st - 4 th :	Halloween Candy Drive / Thank-You Cards for Troops
November 5 th :	Professional Development Day (Election Day – School closed.)
November 6 th :	EA Executive Committee Meeting
November 7 th :	Ridgeview Information Session with Principal Blackwell
November 8 th :	Mother Son Date Night
November 11 th :	Veterans' Day
November 13 th :	School Tour
November 15 th :	Garden Day
November 19 th :	Sunshine Committee Event (3 rd grade)
November 19 th -22 nd :	Book Fair
November 20 th :	Thanksgiving Feast (PK, 2, 3, 5)
November 21 st :	Thanksgiving Feast (K, 1, 4)
November 25 th -November 29 th :	Thanksgiving Holiday (School closed.)
December 3 rd – December 13 th :	Eagle Holiday Shop
December 6 th :	Spelling Bee

December 10 th :	Sunshine Committee Event (2 nd grade)
December 11 th :	School Tour / Fine Arts Night
December 17 th :	Winter Parties (PK & K)
December 18 th :	Winter Parties (1 & 2)
December 19 th :	Winter Parties (3 & 4)
December 20 th :	Winter Parties (5)
December 20 th :	Holiday Chorus Concert/Sing-A-Long for Students
December 23 rd - January 2 nd :	Winter Break (School closed.)
January 3 rd :	Teacher Workday (Students off.)
January 6 th :	First Day of Second Semester
January 14 th :	Sunshine Committee Event (1 st grade)
January 15 th :	School Tour / Cluster IB Night Riverwood High School 5:00 pm–6:00 pm
January 20 th :	MLK Jr. Holiday (school closed)
January 27 th – 31 st :	Kindness Week
January 29 th :	EA Executive Committee Meeting
January 30 th – 31 st :	5 th Grade Tybee Island Trip
February:	Black History Month
February 5 th :	VIP Day (PK & K)
February 5 th -7 th :	Book Drive
February 6 th :	Rising 6 th Graders Field Trip to Ridgeview (5 th Grade)
February 7 th :	Father Daughter Date Night
February 12 th : S	chool Tour / EA Meeting
February 14 th :	Student/Teacher Holiday (School closed. Weather make up day.)
February 17 th :	President's Day Holiday (School closed.)
February 25 th :	Sunshine Committee Event (PK/K)
February ___:	Muffins with Moms (4 th /5 th)
March 2 nd :	Read Across America Day
March 2 nd – 6 th :	Exceptional Children's Week
March 4 th : 4 th	Grade Rock Eagle Trip
March 9 th -12 th :	Teacher Appreciation Week
March 10 th :	Ridgeview Panel with Principal Blackwell
March 11 th :	School Tour
March 13 th :	Professional Development Day (Students off.)
March 16 th :	RFF Day (Students off.)
March 17 th : Spring Pictures	
March 20 th :	Garden Day
March 25 th :	Careers on Wheels (PK – 1) / EA Executive Committee Meeting
March 25 th :	Parent Night for Rising 6 th Graders at Ridgeview – 6:00 pm
March 26 th :	School Musical
March 28 th :	HFE Parent Party
April 6 th -10 th :	Spring Break (School closed.)
April 15 th :	School Tour / EA Meeting (Approve Slate.)
April 20 th – 28 th :	Georgia Milestones EOG Testing (Grades 3 & 5)
April 21 st :	Sunshine Committee (Cub Scouts & Girl Scouts)
April 22 nd :	Walk to School Day / Earth Day / Garden Day
April 22 nd -24 th :	Food Drive
April 24 th :	5 th Grade Social at Ridgeview
April 27 th :	EA Volunteer Appreciation Celebration
April 29 th :	Talent Show Dress Rehearsal (Riverwood Auditorium)
April 30 th :	New Student Round Up

May 1 st :	Talent Show
May 4 th – 8 th :	Georgia Milestones EOG Testing (Grade 4)
May 12 th :	Sunshine Committee Event (Open)
May 15 th :	Field Day
May 18 th :	International Day & Chorus Performance
May 19 th :	End of Year Parties (PK & K)
May 20 th :	End of Year Parties (3 & 5)
May 21 st :	End of Year Parties (2 & 4)
May 22 nd :	End of Year Party (1) / 5th Grade Recognition Ceremony and Reception
May 22 nd :	Last Day of School
May 26 th -27 th :	Post Planning (Students off.)