



A World Class Education

HANDBOOK 2023-24

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*

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.**

TABLE OF CONTENTS

Policies, Procedures	
Affidavit of Residency	6
After School Activities	6
Attendance	6
Birthdays.....	8
Bus Guidelines.....	9
Discipline.....	10
Dress Code	13
Emergency School Closing.....	14
Grading, Report Cards.....	14
Homework Policy	15
Immunizations.....	16
Insurance	16
Internet Protection	16
School Visitors/Volunteers	16
Technology	17
Test Recovery.....	18
Transcript/Evaluation Request.....	18
Transportation	18
Life at Heard's Ferry	
Cafeteria.....	19
Carpool.....	20
Change of Information	20
Clinic	20
Drills	21
Field Trips.....	21
Gift Policy	22
Infinite Campus.....	22
Lost and Found	22
Media Center	22
Parent/Teacher Communication	22
Parent Questions-Who to Contact	23
Parking.....	23
Parties.....	23
Pictures.....	23
Placement.....	23
Special Area Classes	24
TAG.....	24
Resources	24
After School Programs	
Right at School.	25
Extra-Curricular Activities w/fee	25
Heard's Ferry Extras	

(Table of Contents cont.)

Chorus.....25
Spelling Bee.....25
Technology Competition25
STEAM Club.....25

Communications

HFE Newsletter26
Open House & Curriculum Night26
Translations26

Eagle Alliance at Heards Ferry

Introduction27
Specific Events.....27
Ongoing Programs.....28
Slate of Officers and Volunteers.....28

POLICIES AND PROCEDURES

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

AFFIDAVIT OF RESIDENCY

District Policy JBC states

Proof of Residency

Proof Required: Persons enrolling a student shall submit two proofs of residency from the school systems' 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 and when there is any address change. Schools will retain a copy of documents in student's permanent record folder. Schools will follow the records retention guidance found in the following policies: outlined in EHB Records Administration.

Additional Residency Verification

The Superintendent or their designee will conduct additional systemic residency verification at different intervals to ensure enrollment accuracy. The list below includes the types of systemic residency verification that can be conducted:

- Entry to Elementary, Middle, and High School: All students entering Kindergarten, 6th grade, and 9th grade in Fulton County Schools will be required to submit proof of residency as outlined above prior to the start of the aforementioned grades.
- Mid-Point of Enrollment: All students entering 2nd grade, 7th grade, and 10th grade will be required to submit proof of residency as outlined above prior to the start of their enrollment in the aforementioned grades.
- Ad Hoc: prompted whole-school review based on concerns related to overcrowding, a high number of reports of fraud, and/or Board request.

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 absent from school, a note explaining the reason for the absence must be sent in or emailed to the teacher upon the student's return to school or no later than 5 days after the absence. Fulton County uses an automated call out system (School Messenger) to contact parents if a student is absent.

The following guidelines regarding absences/tardiest 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 five (5) days of returning to school.**

2. **Unexcused Absences**

An unexcused absence is any absence not covered in the definition above or any absence not accompanied with a note or documentation. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused.

3. **Participate Remote**

Documenting illness

- After 3 consecutive absences, late arrivals, or early checkouts a doctor's note will be required
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals, or early checkouts
- If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout

4. **Documentation Requirements**

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name

- Parent/Guardian Email & Phone Number

Excuses will be kept on file at the school for the duration of the student's enrollment

5. **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 must complete any make -up work at least ten (10) school days prior to the end of the grading period. The student and/or parent/guardian must assume the responsibility for contacting the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given.

BIRTHDAYS

If you would like to send in a small treat for your child's birthday, please reach out to the classroom teacher to let them know. **Approved treats are store bought, bite size such as mini cupcakes, donut holes, two bite brownies, rice krispy treats, packaged oreos, Parents have an option of ordering treats from our school cafeteria** 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 friends, 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

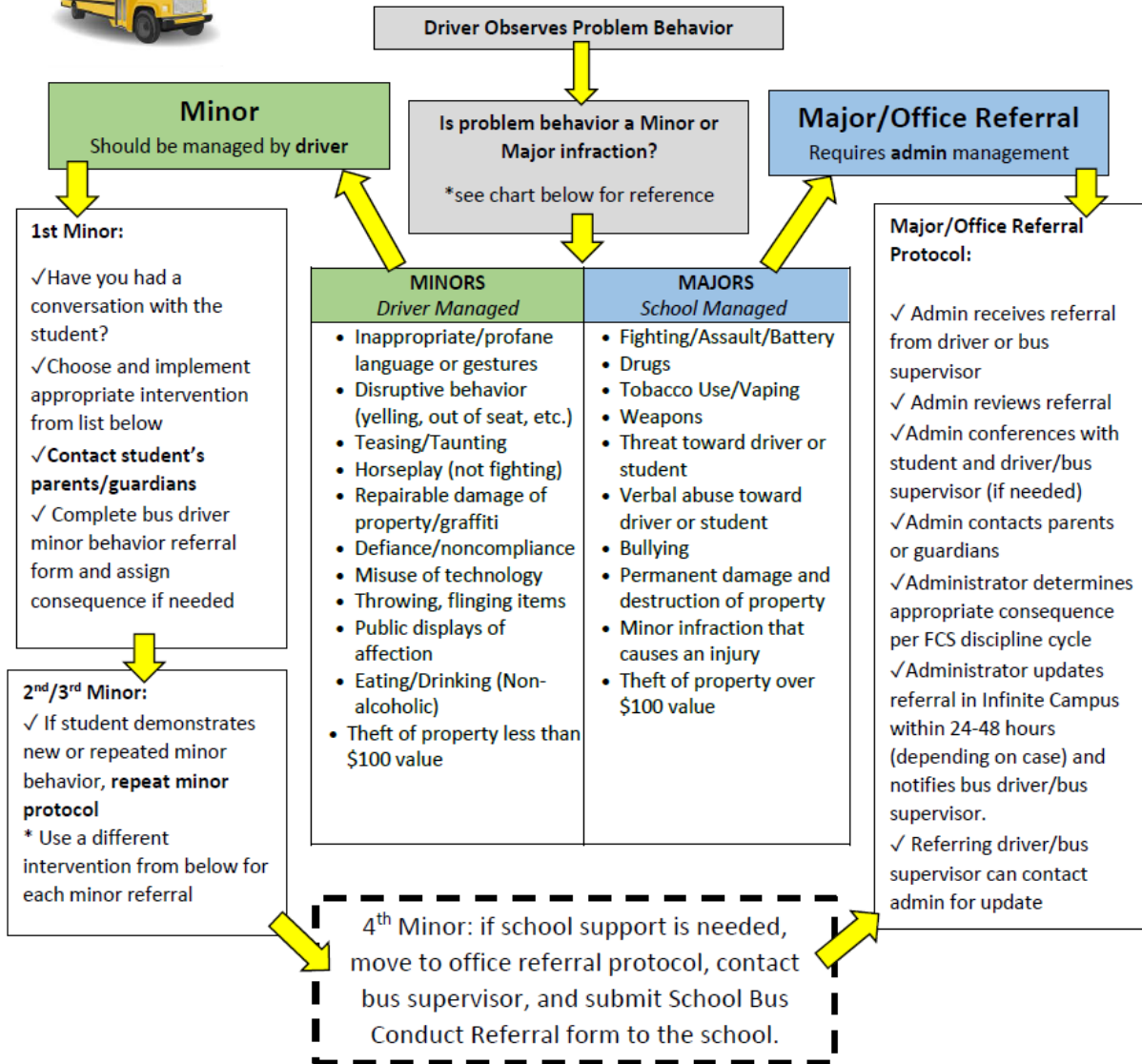
8. Fighting, pushing, or shoving is prohibited.
9. Students will be permitted to carry books and other items related to schoolwork, which can be held in the lap. Any object that is breakable or might distract the driver or jeopardize another student's safety will not be transported.
10. Students must ride on assigned busses, board and debark at their designated stop. 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.



FCS Transportation Behavior Flowchart



Please refer to the [Discipline Code of Conduct Handbook](#) to familiarize yourself with the Bus Discipline Cycle.

*New for the 2022-23 school year Code of Conduct Rule 20b.III Bus Interference while in Motion Students shall not throw any item inside, around, or out of a school bus whether the bus is in motion. Students may be charged with a higher-level infraction if throwing items inside or out of a bus while in motion. If any item thrown or set in motion by a student makes contact with another individual or their property, then additional rule violations may apply.

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

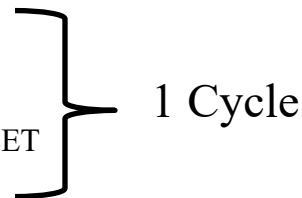
DISCIPLINE CYCLE FOR MINOR OFFENSES (disrespect, excessive talking, defiant, not completing work, disruptive, unkind)

The following general discipline cycle for minor offenses will be followed and documented by the classroom teacher. Intervention must occur immediately 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



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 five 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 – Heards 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 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 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

Each reporting period is 4.5 weeks. Progress Reports will be available in the Parent Portal every 4.5 weeks, Non- Academic Skills every 9 weeks, and Report Cards at the end of each semester.

Progress Reports and Report Cards are a record of grades earned by the student during a 4.5 week and nine-week grading period in all subject areas: reading, language arts, mathematics, social studies, science, health, art, music, and physical education.

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

Major- 45 %

Minor -40 %

Practice-15%

Major:

Definition: An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.

Minor

Definition: An assignment or assessment that measures an individual learning target, standard, or subsets of learning targets/standards/ skills within a unit.

Practice:

Definition: Daily assignments, observations, and /or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich and/or remediate skills.

Grading Scale Kindergarten- Second Grade

EM	Exceeding Mastery	90-100
M	Mastering	80-89
AM	Approaching Mastery	70-79
NYM	Not Yet Mastered	69 and below
NG		No Grade

Grading Scale Third- Fifth Grade

A	90 and above
B	80-89
C	70-79
F	69 and below
W/ (1-100)	Withdrawn
P/F	Pass or Fail
NG	No Grade
I	Incomplete
CR	Credit
NC	Non-Credit

Students will receive a grade in reading, language arts, math, social studies, and science. Additionally, feedback will be provided in the non-academic areas of self-direction, collaboration, problem solving and work habits. No Grade (NG) is required on a Progress Report or Report Card if the student has been enrolled in the school for fewer than 20 days for the grading period and /or there have been no grades received from the previous school for that time. ***NG should not be given to a student for the entire school year.***

HOMEWORK POLICY

Homework is about the practice not the accuracy of the work. The purpose of homework at Heards Ferry Elementary is to offer meaningful activities to reinforce, develop and extend concepts and skills taught in the classroom. 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 and writing.
- Homework assignments will be a combination of formats: hands-on activities, written assignments, technology-based assignments, and/or choice boards.
- Reading Logs for building stamina are another option for homework.
 - K-1 15-20 minutes each night
 - 2-3 25-30 minutes each night
 - 4-5 40-45 minutes each night

Homework will not be counted as a grade.

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.

INTERNET PROTECTION

Internet access is available at Heard's Ferry Elementary in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Web sites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school media center or on-line at: <http://www.fultonschools.org> **Inappropriate use of the internet may result in loss of privileges and consequences per the FCS Discipline Matrix.**

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 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. **Any previous volunteers in the district must re-apply for this two-year period. Therefore, everyone must complete the volunteer training again this year.** 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.

Volunteer opportunities are for adults only. Non school age children are not permitted to join their parents when they come to volunteer.

TECHNOLOGY

Students in grades 3-5 will be issued a Fulton County Device. Parents and Students will be required to sign a device usage agreement.

Code of Conduct Violations Technology Usage

18f II Prohibited Use of Personal Communication Devices (PCD) during the school day.

Possession of Personal Communication Devices (PCD) (e.g., cell phones, tablets, recording devices) by a student at school during school hours is a privilege that will be forfeited if a student fails to abide by the Student Code of Conduct.

- The use of PCDs during the school day is not allowed in grades Pre-K through 5.
- In grades 6 through 12, the use of PCDs is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member

18g.III Inappropriate Recording and Distribution Using Personal Communication Devices (PCD)

The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery, or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web- based media is also strictly prohibited. Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension

TEST RECOVERY POLICY– Grades K-5

All students have one opportunity each nine weeks (quarter) to redo/retake one major assignment/assessment in all subject areas.

1. Eligibility for a redo/retake is for students who receive a 75% or below on a major assignment/assessment.
2. Students will be given second similar assessment/assignment to show that they have reached a higher level of mastery.
3. Prior to the second assessment/assignment, teachers will provide additional instruction and support for the students during the school day.
4. Students are eligible to earn a replacement grade on a redo/retake no higher than 75%.
5. Teachers must note the original score of the assessment (score before the retake) in the comment section when recording the retake grade (which can be no higher than a 75%).
6. Student redo/retakes must be completed before the next major assignment/assessment is given or five school days before the end of a marking period if there is not another major assignment/assessment given (exceptions can be made for students who have excused absences during this five-day window).

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 Heard's 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.

TRANSPORTATION CHANGES FOR AFTERNOONS

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 2-5 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 <https://nutrition.fultonschools.org/>

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.

Online prepay is available through <https://www.mypaymentsplus.com/welcome> .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. 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. **In the event of an emergency, we must be able to reach parents.**

CLINIC

Hearns 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 medication in the original prescription bottle, along with a written authorization to the clinic assistant. **No student is permitted to take any medication, prescription or over-the-counter medication, 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.

Is your child too sick to come to school?

- Too sick to be comfortable at school
- Might spread a contagious disease to others
- Fever of 100.4F or above (can return when they are without fever for 24 hours)
- Vomiting more than once (can return when they are vomit free for 24 hours)
- Diarrhea
- Frequent cough
- Persistent pain (ear, stomach, etc.)
- Rash

Most of these problems need to be discussed with your child's pediatrician to determine if an office visit is needed. There are several other communicable diseases that require students to be excluded from school.

DRILLS

Safety and security are top priorities at Heards Ferry Elementary. To provide a safe learning environment for our students, we hold Evacuation (fire or other), Shelter (tornado or other severe weather), and Hard/Soft Lockdowns (intruder). These drills are practiced on a regular basis for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students. Below is the schedule for drills per board Policy EBB:

- Week 1 of school (one each day): Soft Lockdown, Hard Lockdown, Evacuation, Shelter
- Week 2 of school: Evacuation
- Every month afterwards (Sept. - December): Evacuation
Once every 9 weeks : Soft Lockdown and Hard Lockdown
- January: First FULL week of the Month after return from holiday (one each day): Soft Lockdown, Hard Lockdown, Evacuation, Shelter
- Every month afterwards (Feb - May): Evacuation

Soft Lockdown – Soft Lockdown is called when there is a threat or hazard OUTSIDE of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. Soft Lockdown uses the security of the physical facility to act as protection. During Soft Lockdown all interior and exterior doors are locked and student movement inside school is limited. The education process may continue but with heightened sense of awareness. Any outside activity is ended, and all students must report inside immediately. Staff should be prepared to quickly transition to Hard Lockdown if needed.

Hard Lockdown—Hard Lockdown is called when there is a threat or hazard INSIDE the school building or when school personnel determine appropriate. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat. Hard Lockdown, all learning stops, and students and staff take immediate actions to lock and secure doors, and make all efforts to hide in classroom, away from windows or doors. During Lockdown, no students are allowed out of the rooms, and students and teachers outside when lockdown is called should use their best discretion as to return to the school or evacuate to offsite location.

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. 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. Heards 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 when.....

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, 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 and/or the Eagle Alliance. 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.

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. Anna Aronowitz aronowitz@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 Ferretti ferrettim@fultonschools.org

International Baccalaureate PYP Coordinator: The PYP Coordinator works with children, parents and staff to direct and facilitate the Programme of Inquiry at Heards Ferry Elementary. The PYP 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. Laurie Carroll carrolll1@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.

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. Laurie Carroll carrolll1@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.

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.

Allie Yancey yanceyla@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

Laney Chambless chamblessm@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

CHORUS

The Heards Ferry chorus, led by our music teacher 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.

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 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.
- **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.
- **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.
- **International Week:** 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 pring Parent Party, hospitality events, holidays, etc.
- **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.
- **Yearbook** – Take digital pictures at school events and submit them to yearbook publishing company. Must have own camera.