

River Eves Elementary School



Home of the Eagles

**Family Handbook
2011-2012**



River Eves Elementary School
Roswell, Georgia 30076
770-552-4550



Dear Parents,

Welcome to the start of a new school year. We hope that 2011-2012 find you and your child healthy and happy.

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

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

Thank you for taking the time to read the informational pages of this handbook. We hope this will answer your questions and assist you in preparing for the 2011 - 2012 school year. If other questions or concerns should arise, please feel free to call the office at 770-552-4550.

Have a wonderful year!

Neil Pinnock, Principal

MISSION STATEMENT

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

EQUAL OPPORTUNITY

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

If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone 404-763-4585. TTY 1-800-255-0135.

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RIVER EVES SCHOOL POLICIES AND INFORMATION

The following is presented in alphabetical order for easy reference.

ACADEMIC ENRICHMENT

At all grade levels, a variety of academic activities are offered to our students. Such activities include, but are not limited to: Math Superstars, Accelerated Reader, Spelling Bee, Science Day, Art Refections, Study Island, Technology Fair, writing contests, and Science Olympiad (5th grade).

ACCESS TO SCHOOL RECORDS

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

ARRIVAL AND DISMISSAL INFORMATION

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

Any emergencies or other situations requiring different bus assignments must be made by calling (770-667-2970) or writing the North Fulton County Transportation Office. Bus students enter and exit the building through the cafeteria using the covered walkway.

ALL DISMISSAL CHANGES MUST BE MADE IN WRITING BEFORE 1:30 PM.

Car Riders- Children are dropped off and picked up in front of the school. Cars should enter school property through the Eves Road carpool gate only and form a single line in front of the school, where they stop for children to enter or exit the car. To leave the school property, cars follow around the circle and exit the same gate. Please, **the arrival start time for car riders is 7:15 A.M.**

Children are only permitted to exit right car doors.

Children must cross through the visitor parking lot with an adult accompanying them.

The pickup or dismissal area along the front curb must remain free of parked cars.

Walkers- To accommodate emergency vehicles and for safety reasons, walkers should always use sidewalks, obey safety rules and promptly enter or leave the school grounds. No student should return to class or school

grounds after school hours without prior administrative approval and an adult accompanying them.

ATTENDANCE

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

Students attend school 177 days per year. They may be excused only for illness, death in family, or religious holidays. Fulton Co Policy (JBD) state: “Any student who has been absent from school shall present a satisfactory **written excuse** to the homeroom teacher within **three days** of returning to school. The excuse must state the reason for the absence and be signed by the student’s parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next year. Students who have missed 10 days of school or more may be required to provide additional verification including doctor’s statements.” All other absences are unexcused. The student must attend school at least half of instructional day to be counted present. Students must arrive before 11:15 a.m. in order to be counted present. It is extremely important that students arrive on time and that they are not checked out early, except for an occasional medical appointment. Copies of doctor’s statement should be presented. House Bill 1190, (section 10 – Minimum Number of Unexcused Absences – 20-2-690.1) that passed during the 2004 legislative session, adds responsibilities for parents and guardians of school-age children who have 5 unexcused absences in a school year. This is a misdemeanor and you could be subject to one or more of the following penalties at the discretion of the court:

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

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

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

Tardiness:

The student is responsible for being at school on time, unless the tardy is due to late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. Parents must escort tardy students into the school and sign them in. A student who is tardy

five times during twenty consecutive school days without a satisfactory excuse will be referred to the school social worker/visiting teacher.

BIRTHDAYS

Parents may bring in a healthy snack to celebrate their child's birthday. Snacks must be given to the teacher to distribute during lunch. **They may not take away from instructional time.** Parents are asked to make sure there is enough for all students in the class and to be sensitive and aware of any children who have special dietary needs or restrictions. Students are not allowed to distribute birthday invitations at school, even if all students in the class are invited.

BOOK FAIR

One Book Fair is held in the fall and one is held in the spring. The Book Fairs run 4 to 5 days during school hours. Two days are set-aside whenever possible, for the children to look at the books and decide which ones they wish to purchase. The Book Fairs are always open one night during the week.

CAFETERIA

- ◆ Nutritious, well-balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:15 a.m. until 7:45 a.m.
- ◆ Meals may be bought daily or prepaid. Please send the correct amount for each child. Checks should be made payable to River Eves School Cafeteria and placed in an envelope labeled with the teacher's name and grade. Mealpay Plus, an online pre-payment system is available for pre-payments.
- ◆ Meals may be charged in an emergency situation only, however charges must be paid the following day, and no more than three charges can be allowed. Charges are not allowed for juice, extra milk or any extra food. No charges will be allowed during the last two weeks of school.
- ◆ We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate.
- ◆ Substitutions in foods will be made for students who are unable to consume the regular lunch because of medical and other dietary needs. Substitutions are made on a case by case basis only when supported by a physician's annual written statement of the need for substitutions which includes the recommended substituted foods. Juice will be offered to those students who have a documented allergy to milk. These students will receive ½ pint juice in place of milk at no extra charge.

- ◆ Except during the first two weeks and special occasions, you may eat lunch with your children.
- ◆ When having lunch at school, please follow our “Greet and Good-bye” procedures. Check in at the office and obtain a visitor badge. “Greet” your child at the cafeteria and say “good-bye” at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless prearranged with the teacher. This constitutes an interruption to the instructional day of all students in the class.

◆ **School meal prices:**

Elementary Student Breakfast	1.00
Elementary Student Reduced Breakfast	.30
Elementary Student Lunch	2.00
Elementary Student Reduced Lunch	.40
All Adult Breakfast	1.50
Adult Lunch	3.05

- ◆ Prices are subject to change

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

The Process:

- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager of the youngest student.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning Fulton County students will maintain last year’s meal status until the application is approved.
- The approval process will be completed within 10 days.

For more information about Fee and Reduced – Price Meals or the new application process, contact the FCS School Nutrition Program at 404-669-8960.

CELL PHONES

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

CHANGE OF ADDRESS/PHONE

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

CHORUS

This program is available for 4th and 5th graders through audition. Each group has weekly practice within the school day and performances both within and outside of school. Important performances each year may include Lenox Square, the Roswell Tree Lighting, the Roswell Youth Parade, and other school musical productions.

CLINIC, MEDICATION, AND ACCIDENTS

A Clinic Aide is available from 7:25 a.m. until 2:35 p.m. every school day.

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

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

Prescription Medication – The parent/legal guardian and physician must complete an authorization and instruction form entitled “Authorization Prescription Medication.” Two copies of these forms are sent home at the beginning of each school term. If additional copies are needed, you can

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

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

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

COMPUTERS

We have computers in all classrooms as well as two computer labs available for students use. These computers can be used independently or as part of a network connected to a central computer located in the media center. The teachers select computer software from the Library Media Center collection that relate specifically to a current unit of study or they must use supplemental computer programs available on the network.

Students will use the Internet only with permission from the teacher. When students are using the Internet, they cannot give out any personal information, such as names, addresses, telephone numbers, etc. Students will notify a teacher immediately if they see any information that makes them feel uncomfortable. Students must stay in appropriate areas of the

Internet. Failure to follow school Internet procedures will result in loss of computer privileges and/or other disciplinary action.

CURRICULUM/GEORGIA PERFORMANCE STANDARDS

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

Differentiated instruction is the organizational design for delivery of curriculum in the Fulton County elementary schools. Differentiated instruction promotes high-level and powerful curriculum for all students, but varies the level of teacher support, task complexity, pacing, and avenues to learning based on student readiness, interest, and learning profile.

At a given grade, students may be learning content from several continuous achievement levels, depending upon their individual instructional needs.

The CST is actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact our CST.

DISCIPLINE POLICY

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

“Punishment” is defined as adult-oriented, requires judgment, imposes power from without, and invites more conflict.

River Eves practices Discipline and not Punishment.

Consequences of Minor Offenses:

Teachers deal with minor offenses as they occur, using interventions such

as verbal reminders, parent contacts, and time-outs in the classroom or in another teacher's classroom, individual action plans, after-school detention, referral to school counselors, and referral to Student Support Team (SST).

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

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

A detailed copy of the Student Discipline Handbook is provided to each student to share with his/her parents at the beginning of each school year. Parents must sign and return to the school a statement confirming review of the discipline policies. Additional copies of the handbook are available from the office upon request.

DRESS CODE

River Eves/FCBOE School Dress Policy

- ◆ No short shorts, mini-skirts or cut-offs are to be worn. Shorts and skirts must be fingertip length. Baggy pants that are falling down must be worn with a belt.
- ◆ No hats, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- ◆ Bare midriffs, spaghetti strap tank tops, halter tops, T-shirts or pants with ripped openings, see-through clothing or any dress that is disruptive to the educational process should not be worn.
- ◆ T-shirts must be in good taste with no suggestive wording, illustrations or advertisements for drugs, alcohol, or tobacco products.
- ◆ Children's clothing must be the appropriate size and provide adequate coverage.
- ◆ Shoes must be worn at all times. Flip flop sandals are not appropriate for school.
- ◆ Make-up is inappropriate at the elementary level. This includes, but is not limited to; lipstick, colored hair gel or spray, extremes in hair color, and face or body paint.

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

DRUG EDUCATION

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

The children wear red ribbons and the school is decorated in red ribbons to show support for this anti-drug campaign.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program provides additional instruction in Reading and Math to help K-5 students who are performing below grade level and who meet eligibility criteria so they can obtain the academic skills needed to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a regular classroom or in a small group setting.

ENTRANCE AND WITHDRAWAL REQUIRMENTS (During the school year)

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

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

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

ESOL

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

EXCEPTIONAL CHILDREN SERVICES

Special programs provide services for exceptional children on a resource basis and within self-contained classes. Referrals for these programs may be initiated by teachers or parents. Children placed in these programs must meet state and federal criteria. All program placement is based on a referral process, individual evaluation and parent consent.

FAMILY ACTIVITIES

Events are held during the year that include families. These may include picnics, class/school reading days, coffees, family dinners, Bingo Night, and Back to School party.

FIELD DAY

Field Day is held each year during the spring. Two days are set aside for outdoor games and field activities (one day per grade level). Parent volunteers and teachers supervise each class as they participate in fun and challenging activities. The classes are divided into two teams, represented by the school colors. Points are given for winning events and at the end of the two days, the team with the most combined points is declared the winner of Field Day. Good sportsmanship is always stressed.

FIELD TRIPS

Field trips are planned by teachers throughout the year to Support Georgia Performance Standards. Permission forms must be signed by the parents in order for the children to participate.

GUIDANCE AND COUNSELING

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

HOME/SCHOOL COMMUNICATION

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

- ◆ ***River Eyes'* THE EAGLE FLYER** is the school newsletter from the administration containing general school information, important dates, school activities and other related events.
- ◆ **Grade Level/Specials Newsletters** are written by the classroom teacher and focus on classroom curriculum and activities.
- ◆ **Samples of work** are sent home to keep you updated on your child's progress. These papers are signed and returned to the teacher.
- ◆ **Student Agenda:** Students in grade 2 – 5 receive an agenda. The agenda lists daily classwork and homework. Teachers and parents write notes in the agendas.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher. **All notes regarding transportation home must be approved by the office.**
- ◆ **Email:** All teachers have county-provided email addresses and check their email at least twice per day. **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- ◆ **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.
- ◆ **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. Some assignments require planned study time at home for completion. Homework assignments reinforce skills taught in the classroom

and give students an opportunity for additional skill practice, parent involvement and responsibility opportunities. Please encourage your child to complete homework and assigned tasks. This may help to build a strong work ethic and acceptable work/study habits. General guidelines for homework are as follows: K-1 (30 minutes), 2-3 (45 minutes), 4-5 (1 hour). Individual rates of completion may vary. Homework will not count for more than 10% of the student's overall grade.

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

HOURS

School hours are **7:45 a.m. to 2:25 p.m.** Students **should not** arrive earlier than **7:15 a.m.** Students may arrive from 7:15 a.m. to 7:45 a.m. Those eating breakfast are allowed to proceed to the cafeteria where breakfast is served from 7:15 a.m. until 7:45 a.m. Except for late bus arrivals, no breakfast will be served after this time.

INSURANCE

School insurance is offered to every student who enrolls. ****The school system does not cover accidents that happen at school.** Each family is offered school insurance to cover any possible accidents that may happen during school hours. If you choose not to participate, you need to make sure that your personal policy will cover accidents that may happen while your child is at school. A parent can choose accident insurance that covers school hours only (including the bus ride) or covers the entire 24-hour day, 12 months of the year. The cost is minimal in comparison to the cost of emergency transportation/treatment, etc.

INSTRUCTIONAL PARPROFESSIONALS

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

LIBRARY MEDIA CENTER

The Library Media Center contains a large collection of Media materials for students and parents to use. The Library Media Specialist works with students on an individual, small group, or whole

class basis to instruct students in the use of the Library Media Center and the available materials and equipment. Activities are planned with the classroom teachers so students can meet Georgia Performance Standards related to the use of the Library Media Center and its materials.

Besides books, audio-visual materials such as filmstrips, audiotapes, videotapes, DVDs and computer software are available for classroom use. Audio-Visual equipment is placed throughout the school for classroom use with some additional items such as camcorders, VCR/DVD players, computer projector panels and cameras available for check-out to classrooms. Volunteers assist the Media Center Specialist in various activities in the center.

LIBRARY MEDIA CENTER POLICY

Books, magazines and comic books are available for students and parents to borrow from the Library Media Center any time during the school day. Kindergarten students may borrow one item at a time for up to three weeks. Students in grades 2 & 3 may borrow two items at a time for three weeks. Students in grades 4 & 5 may borrow 3 books. All items may be renewed if more time is needed. Parents may borrow up to five items for a three-week period. Reference books are available after 2 p.m. for overnight check-out and are due back the next school day before 8:00 a.m. Students with overdue items or students owing for lost or damaged items may checkout additional items only after fees are paid or a contract for repayment has been implemented/satisfied.

LOCAL SCHOOL COUNCIL

The Local School Council is a committee of parents, citizens, and school staff. The primary function of the LSC is to act as an advisory group to the local school administration on budget, policy and other school-related issues.

LOST AND FOUND

Lost articles may be claimed outside teachers dining room and gymnasium. At the end of each month, articles that are not claimed, are donated to charitable organizations. All clothing, lunch boxes, and personal items should be clearly marked with the child's name to avoid loss.

NEWCOMERS EVENTS

Newcomers' events welcome new families and provides helpful

information about the school. PTA hosts a newcomer's event in the fall and the school has a Kindergarten Orientation during the spring.

OUTDOOR LEARNING CENTERS/ENVIRONMENTAL EDUCATION

Outdoor learning centers are provided for a variety of instructional activities, which support the curriculum. Wildlife habitat, butterfly garden and picnic area will be available during the school year.



PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- ◆ whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- ◆ whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- ◆ the college major and any graduate certification or degree held by the teacher;
- ◆ whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 770-552-4550.

PARTNER IN EDUCATION

The Partner in Education program is a corporate sponsorship program instituted by Fulton County. Schools in the county are paired with corporations and various private institutions to provide support and assistance to the schools. Several businesses support the school. Official partnership agreements are signed with the school.

PLAYGROUND

Playground facilities include two blacktop surfaces, four playscape areas and a large field. For physical education, we also have one small field and a gymnasium.

REPORTS TO PARENTS

Grades Kindergarten – 2 are reported by the following scale:

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

N = Needs to improve

NG= Not Graded

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

A = 90 and above

B = 80-89

C = 70-79

F = Below 70

Parents receive two formal report cards of student progress each semester. Parents will also receive three Progress Skills Checklist each year. These will be given out in the Fall and again in the Spring. Samples of work are sent home weekly or bi-weekly to keep parents updated on their child's progress. These papers should be signed and returned so the teacher will know that you have seen them. Conferences are scheduled with the parents of every child during the first nine weeks of school and second semester. Others may be requested by teachers or parents at any other time of the school year to discuss progress and/or concerns.

ROOM REPRESENTATIVES

Room Representatives are selected for each class to help the teacher and coordinate volunteers and activities. The Room Representatives also participate in other school projects as requested by the teacher.

SAFETY DRILLS

Maps showing fire and tornado drill procedures are posted in each room in the school. Fire drills are held monthly, and tornado, bomb and intruder drills are held twice a year. During building evacuations, students move to the playground or to the soccer field.

SCHOOL CALENDAR

A Fulton County School calendar information is given to each family at the start of the year. PTA provides a calendar listing scheduled activities and events with each membership. Another reference is the weekly newsletter, which includes upcoming events.

SCHOOL FOUNDATION

River Eves Education Foundation was established in 2009 to help supplement the River Eves Elementary School's county budgets through community-driven fundraising. REEF's primary fundraising goals are to raise funds to purchase instructional technology to help support our community's children academic success. REEF is governed by a board that works hand-in-hand with River Eves parents, teachers, staff, administration, and the community to identify needs and priorities. Additionally, REEF will research federal and state grants, as well as corporate grants and gift-matching programs. Through creative and exciting fundraising activities, REEF will strive to engage not just parents but the community-at-large. Using the extended reach of the internet and social media, REEF will also reach out to friends and family across the country.

SCHOOL PARTIES

Two parties are planned for each class during each school year. These parties are organized by the teacher and supported by the Room Parents. No other parties, including individual birthdays, are to be held since state-mandated instructional hours must be met. Personal party invitations must

be handled outside of school. Distributing cards or invitations to any outside activities may not be done through the school.

SOCIAL WORK

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

STANDARDS OF SERVICE

Standards of service have been established by the Fulton County Board of Education to guarantee equal opportunities to all students according to their aptitude and/or special needs. The weekly framework of average instructional hours establishes a framework of flexible scheduling in which a balanced competency based program of studies can be provided. This weekly time is divided into:

Reading/Language Arts/Writing
Language Arts 725 minutes
Math 300 minutes
Science 175 minutes
Health 50 minutes
Social Studies 105 minutes
PE 100 minutes
Art 45 minutes
General Music 45 minutes

Coordinated instructional indoor/outdoor physical activities shall be a daily portion of the 360-minute instructional day.

STUDENT DIRECTORY

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

STUDENT ILLNESS

In the event that a student becomes ill before leaving for school, parents should make appropriate arrangements for care of the student at home rather than sending a sick child to school. A parent should wait until all danger of contagion has passed before sending a recovering student back to

school. When contacted by school staff regarding a student who has become ill at school, the parent should make arrangements for the student to be taken home or to another appropriate location. The school clinic has limited facilities and there is a danger of transmitting sickness to other students.

STUDENT RECOGNITION

The most enduring rewards for hard work are intrinsic. When students have given their best effort and achieve success in learning, they receive inner satisfaction from that knowledge. Teachers enhance the feeling of accomplishment by giving praise when it is earned. On a daily basis, all teachers of students in K-5 watch for examples of excellent student work and reward the students with verbal or written comments. Sharing with other students and displaying work are excellent ways of recognizing student achievement. The school also recognizes students in non-academic areas, (i.e.: attendance, birthdays, chorus, etc.) An Honors' Day Program is held at the end of the year to recognize academic achievement and attendance.

STUDENT SUPPORT TEAM (SST)

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

- ◆ Review and analysis of the student's records;
- ◆ Observation of student in the classroom;
- ◆ Development of written plan of strategies and modifications to assist the child;
- ◆ Review of progress after the designated intervention period;
- ◆ General screening in the areas of hearing and vision.
- ◆ The SST committee may consider an academic achievement and/or ability evaluation as a further means of gathering information.

Any parent or school staff member may initiate a referral to the SST.

TALENTED AND GIFTED

The Fulton County program is a response to the need to address the unique learning characteristics, interests, personal needs, and capabilities of gifted children. The program emphasizes the gifted students' need for interaction

with intellectual peers. Emphasis on the individual highlights the fact that there are differences among gifted students and there is a need for specialized educational experiences to meet these differences. Adjusting the rate and depth of their learning and using a variety of appropriate teaching methods provide differentiation of the basic curriculum. Challenging instructional activities are designed to intensify and extend their particular interests and aptitudes.

The Talented and Gifted Program identifies gifted students based on State Board of Education Rule 160-4-2-38. Classroom teachers screen all Fulton County students once a year for the gifted program. In order for a student to be eligible for gifted services, they must qualify in at least three of the following areas: mental ability, creativity, achievement, and motivation.

TEACHER AND STAFF APPRECIATION

School administration and PTA honor our teachers and staff during the year with special treats. Such treats include lunch and monthly recognitions.

TELEPHONE USE

Students may use the office telephone only in emergencies. To use it, the student must bring a written note from the teacher. Students should not call home for items left such as homework, field trip permission forms, or lunch. If lunch is forgotten, the student may charge a school lunch. (Teachers may choose to request permission for an occasional exception. However, students and parents should plan together so the child comes to school prepared.)

TESTING

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

Kindergarten	Georgia Kindergarten Inventory of Developing Skills (GKIDS)	Ongoing
Grades 3-5	CRCT (Criterion Reference Competency Test)	April
Grades 3 & 5	Norm Referenced Test	September
Grades K – 5	ACCESS for English Language Learners	Jan. – Feb.
Grades 3 & 5	Fulton Writing Assessment	March

TOYS, GAMES, AND VALUABLES

Students are not to bring toys, games, trading or playing cards, portable CD players, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered “valuable” to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school, and if in doubt as to acceptability, contact the teacher. School personnel cannot be responsible for lost or broken personal items. School staff may take inappropriate items away from students.

TUTORING

Volunteers sign up to help children with their work as assigned and requested by teachers. The teachers make the request for a tutor and then assign specific work to be done. The tutoring sessions are held as long as deemed necessary by the teacher. These tutors are coordinated through the Curriculum Support Teacher. (CST)

VIPS

Volunteers in Public Schools is a volunteer program instituted by Fulton County. Volunteers at the school are given credit for their volunteer hours and recognized at the end of the year. A computer in the office or foyer is used to record volunteer hours at the school. An office member compiles the data, trains parents on the use of the computer and coordinates with a parent representative.

VISITORS

All visitors to the school are required to **sign in** at the office and **wear a “VISITOR” badge** while in the building. Parents may observe their child’s classroom. Out of courtesy to the teacher, our board of education has established a procedure that this be scheduled at least 24 hours in advance through the Curriculum Support Teacher (CST). Parents are also welcome to have a school lunch with students (no outside food permitted).

WEATHER AND EMERGENCIES

In case of emergency weather conditions during non-school hours, listen to the radio (WSB, 750 AM or WGST, 640 AM) or television (WSB ABC, WXIA NBC, WGCL CBS or WAGA FOX). Whenever possible, the decision whether or not to open school that day will be made by

6:00 a.m. Please refrain from calling the school in the event that weather should cause schools to close early. Early dismissals will also be announced on the radio or TV.

Each year, parents are asked to complete an emergency dismissal form so that students can be dismissed per parent instructions in the event of an emergency school closing. Make sure that your child has this form on file. The school will follow your instructions. No child will be left unattended.

WEBSITE

www.fulton.k12.ga.us/school/rivereves/

YEARBOOK

A yearbook is created and published by the PTA each year featuring student and teacher pictures, activities and events and other highlights. Orders and payment for the yearbook are taken in the fall and filled at the end of the school year. There are usually a few extra yearbooks printed which can be purchased in the spring for a slightly higher charge.

Open House

Thursday, August 11, 2011

A - L 3:30 - 5:00 p.m.

M - Z 5:00 - 6:30 p.m.



First Day of School - Monday, August 15, 2011

2011 - 2012 School Calendar

ALL DATES ARE SUBJECT TO CHANGE

August

- 11 Open House
- 15 First Day of School
- 30 2nd-3rd Grade Curriculum Night
(6:00 - 7:00 p.m.)
- 30 4th - 5th Grade Curriculum Night
(7:00 - 8:00 p.m.)
- 31 Kindergarten/1st Grade/Pre-School Spec. Ed.
Curriculum Night (6:00 - 7:00 p.m.)

September

- 5 Labor Day - No School

October

- 1 Hands on Atlanta Day
- 5 Fall Picture Day
- 17 Conference/Teacher Work Day (No school for students)

November

- 3 Kindergarten Sneak Peek (10:00 - 11:00 a.m.)
- 8 Picture re-takes
- 17 Science Day
- 22 Grandparents Thanksgiving Luncheon
- 23-25 Thanksgiving Holiday - No School

December

- 6 Technology Fair Awards Night
- 20 Kindergarten/1st Grade Chorus Holiday Concert in AM
- 21 2nd/3rd Grade Chorus Holiday Concert in AM
- 23 - 1/3 Winter Holidays

January

- 4 Teacher Workday (No school for students)
- 5 Beginning of 2nd Semester
- 16 MLK Holiday - No School
- 19 Math Day

February

- 16 International Night
- 20 No School-President's Day

March

- 9 Teacher Work Day (No school for students)
- 13 Talent Show (7:00 p.m.)
- 27 Spring School Pictures
- 30 3rd Grade Recorder Concert

April

- 2-6 Spring Break
- 11-18 CRCT Testing
- 26 4th/5th Grade Chorus Musical/
Young Authors' Night

May

- TBD Kindergarten Orientation
- 3-4 Field Day
- 9-10 Field Day - Makeup Day
- 14 Honors Assembly (K - 1st grade)
- 15 Honors Assembly (2nd grade)
- 16 Honors Assembly (3rd grade)
- 17 Honors Assembly (4th grade)
- 18 Honors Assembly (5th grade)
- 18 Last Day of School

Please refer to *The Eagle Flyer* and website for calendar updates.